



Commonwealth of Australia
APSJobs - Vacancies Daily
PS44 Daily Gazette Monday - 30 October 2023.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS44 Weekly Gazette Thursday - 02 November 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS44 Weekly Gazette Thursday - 02 November 2023.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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Vacancies

Vacancy VN-0732367

Australian Electoral Commission

Closing Date: Sunday 12 November 2023

Enabling and Regulation Group
Legal Services Branch Regulatory Law

Job Title	Senior Government Lawyers, Legal Services Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$109,443 - \$123,331
Classification	Executive Level 1
Position Number	2023-290 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

<https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyNDE1NzA0MDUwOTI-MS9IZG>

Legal Services Branch

The Legal Services Branch is a small and dynamic team that provides legal, commercial, and regulatory advice, and conducts investigations to ensure the integrity of Commonwealth electoral systems and processes. The Branch also has an active role supporting and increasing capabilities across the AEC through training and guidance.

The Legal Services Branch is headed by the Chief Legal Officer and is divided into three teams: Corporate Law, Regulatory Law, and Electoral Law. The Branch is based in Canberra and in Brisbane.

We are looking for legal talent to fill several vacancies, and create a merit pool for future opportunities, at the Executive Level 1 (SGL - EL1) level. Senior Government Lawyers manage and undertake the day-to-day matters relating to the provision of legal advice and services to all areas of the AEC. The duties of the positions involve being responsible for undertaking complex and/or sensitive legal work under broad direction, including:

- providing high quality legal advice
- undertaking research and analysis of legal issues.
- participating in section planning and aligning longer term plans with the AEC's goals and objectives.

The APS work level standards accommodate the diversity of roles across the APS and are structured to clearly differentiate between the work expected (i.e. responsibilities and duties) at each classification level.

Corporate law

- Advises on a wide range privacy, information law and/or commercial and employment law matters.

Electoral law - administrative law and statutory interpretation

- Provides strategic legal advice to the AEC in relation to the Commonwealth Electoral Act 1918 and Referendum (Machinery Provisions) Act 1984.
- Advises on statutory interpretation and administrative law issues.
- Provides advice and support in relation to the legislative development process.
- Assists the AEC in making robust administrative law decisions.

Regulatory law (Authorisation & Electoral/Referendum Offences, Anti-Avoidance and Voter Integrity)

- The Regulatory Law team regulates areas of the authorisation requirements, electoral/referendum offences, anti-avoidance, foreign interference, and the voter integrity regime (multi voting and non-voting).
- Provides legal advice to the AEC in relation to the Commonwealth Electoral Act 1918 and Referendum (Machinery Provisions) Act 1984, providing regulatory enforcement advice.
- Manages legal complaints, investigations, and litigations regarding Part XX-XX1 of the Commonwealth Electoral Act 1918 (the authorisation of electoral communications and compliance with the funding and disclosure requirements) and Part VIIIA-XI of the Referendum (Machinery Provisions) Act 1984.
- Provide analysis, judgement and advice on multiple voting and non-voting issues and make significant contributions to the management, preparation, and coordination of non-voter prosecution briefs for AEC Legal Services and Commonwealth Director of Public Prosecution (CDPP). Work will include liaising with external stakeholders (public and CDPP) and opportunities for court appearance work in non-voter prosecutions.

Duties

We have three positions and are looking for energetic and motivated senior government lawyers to join the Regulatory law team. The successful applicants will have exceptional communication skills in order to develop and maintain key internal and external relationships, including collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation. To excel you'll have:

- demonstrated ability to perform the duties of a Senior Government Lawyer and well-developed ability to analyse issues and provide high quality legal services.
- high standard of attention to detail and effective oral and written communication skills
- ability to work under limited supervision, take initiative, meet deadlines, and support management of a legal practice.
- proven ability to work within a team and lead legal matters to ensure high quality outputs, including building team capability to maintain a high level of expertise and encourage career development.
- experience in developing and actively managing key internal and external relationships, including collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation.
- personal drive and integrity whilst achieving results within legislative and budget parameters, and
- a degree in law from an Australian tertiary institution, admission to practice in Australia as a legal practitioner and at least three years of practical legal experience.

Eligibility

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

- Applicants are required to consent to, undergo, obtain and maintain the Baseline security clearance required for this role.
- Applicants may be required to undertake psychometric testing as part of this recruitment 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>

About the Australian Electoral Commission

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

To Apply

Position Contact	Megan Weimar, (02) 5127 6451
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyNDE1NzA0MDUw

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Vacancy VN-0732488

Job Title	EL1 Training and Engagement Lead
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,194 - \$133,323
Classification	Executive Level 1
Position Number	ASD/08085/23
Agency Website	https://www.asd.gov.au/careers

Job Description

<https://www.asd.gov.au/careers>

About The Team

ASD is entering an exciting phase of growth, innovation and transformation. Our agency has committed to delivering REDSPICE, which is the most significant single investment in the Australian Signals Directorate's 75 years.

ASD offers flexible work practices, excellent training, mentoring and development opportunities as well as a competitive salary and benefits packages.

The Compartment Security Section in the Information Security Branch provides advice, support and services to protect and help others protect ASD's sensitive information.

Our teams play a critical role in the protection of ASD's sensitive information, through delivery of training, products and services, to support a strong security culture, and ensure the right people have the right access to the right information at the right times. They play an important role in enabling the implementation of REDSPICE and supporting the expansion of ASD's workforce and geographical footprint.

We achieve this through a people-first approach, providing a combination of face-to-face and virtual training, as well as administration, policy support and advice to help others safeguard ASD's sensitive information.

We work closely with internal and external stakeholders, including Sensitive Compartmented Information Facility accreditation teams, and across protective security functions within ASD, ADF and Government.

About the Role

You will lead a team that provide training and engagement for a national network of Communications Security Intelligence Officers (COMSO), embedded across Government. You will provide timely and sound advice to the Director Compartment Security on new and emerging issues, and deliver services and solutions to maintain and improve effective security culture and practices to protect ASD's sensitive information.

The EL1 Training & Engagement Lead is responsible for:

- Managing the training and engagement activities, ensuring that ASD's COMSO Program effectively supports ASD and the Government to achieve its strategic objectives through the ongoing strengthening of Compartment and Information security training.
- Leading the team to ensure relationship and training delivery activities are managed in a structured way to ensure delivery, work is tracked, delivery issues are managed and stakeholders have visibility of the process through regular engagement.
- Facilitating engagement activities with ASD, Government and Industry Partners across to support the COMSO program, (i.e. engaging with business stakeholders, facilitate meetings, delivering COMSO training, Briefing workshops etc.)
- Developing and managing a range of stakeholder relationships, working collaboratively to identify opportunities, achieve outcomes and facilitate cooperation.
- Undertaking risk management assessment activities for areas of responsibility, including reporting and trend analysis.

Duties

Our Ideal Candidate

Are you an enthusiastic and high performing leader? Do you share a passion for working with people? Want to make a meaningful impact on the way sensitive information is managed in a government context?

ASD is seeking highly motivated candidates to fill the role of EL1 Training and Engagement Lead in the Compartment Security section in ASD's Information Security Branch.

This exciting role suits candidates from a wide range of backgrounds and experience, including customer service management, training and development, people and culture, security and integrity, facilities and project management, governance etc.

Highly motivated candidates who can demonstrate leadership, integrity, and transferrable skills are encouraged to apply. Prior security experience is not essential for you to make a meaningful contribution to the role

Desirable Qualifications, Experience or Training

Candidates who demonstrate strengths in the following areas are highly advantageous

- Strong leadership and people management
- Excellent customer service and stakeholder engagement
- Ability to maintain a well-developed understanding of ASD's mission, policy and legislative requirements
- Experience in training and engagement
- Sound decision making and judgement in providing expert advice
- Experience managing complex issues and risks
- Ability to drive results, innovation and continuous improvements

Eligibility

Citizenship - To be eligible for employment with ASD, applicants must be an Australian citizen.

Health Assessment - The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

Organisational Suitability Assessment – To be eligible for employment within ASD, the preferred applicant will be required to undergo an Organisational Suitability Assessment (see

Organisational Assessment section).

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	ASD Recruitment, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0732509

Australian Sports Commission

Closing Date: Monday 13 November 2023

Technology
Information, Communications and Technology (ICT)

Job Title	Business Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$98,209 - \$113,229
Classification	APS Level 6
Position Number	1865
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

Applications close at 11:30pm AEDT **Monday 13 November 2023** (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 – Information, Communications & Technology (ICT) is engaged, passionate and innovative – we're committed to developing strong partnerships and focused on enabling business outcomes. Teamwork is incredibly important to us, and we value inclusiveness, ingenuity, and outcomes over convention.

ICT is within the Technology Branch of the Australian Sports Commission (ASC). The Technology Branch enables the ASC to meet its strategic objectives in key areas such as modernising & streamlining business process, digitally connecting services and stakeholders and providing access to timely and reliable decision-making information. ICT is a social and dynamic team; we manage well with uncertainty and balance diverse thinking and strong collaboration to develop achievable and innovative plans.

About the role – You will lead engagement with stakeholders to elicit and capture business requirements and develop pragmatic designs for digital-enabled solutions. You will also facilitate cohesive cross functional project teams with a focus on project delivery that is integrated into day-to-day operations and support.

- Communicate and collaborate with a broad range of stakeholders to capture and translate business requirements.
- Propose innovative and more efficient business process approaches using structured methods.
- Coordinate with project teams and project stakeholders
- Model options and present summarised analysis to senior manager sponsors - make recommendations, champion innovative solutions to achieve ASC outcomes.
- Support project managers to develop work breakdown structures, schedules and estimates.
- Develop solution acceptance plans, test plans and data migration approaches as part of holistic project services.
- Support technology and digital investment planning process using structured assessment methods aligned to enterprise strategy.
- Assist in the development and implementation of policies, guidelines and other resources that deliver business outcomes for ASC.
- Actively promote and role model the ASC values of Excellence, Integrity, Respect and Teamwork, and contribute to positive organisational change, effective communication, and continuous improvement at ASC.

- Work collaboratively as part of a high performing team and organisation, establishing and maintaining effective partnerships with key internal and external stakeholders to lead and deliver high quality business outcomes.
- Assist in the delivery of quality advice and reporting on relevant issues to senior management.

About you – We are seeking a highly motivated and detail-oriented individual with a proven track record of driving collaboration across business groups, eliciting and capturing business requirements and develop pragmatic designs for digital-enabled solutions.

- Tertiary qualifications and/or business experience using structured approaches that complement modern project delivery methodologies, including Human Centred Design.
- Minimum 2 years demonstrated business analyst experience, undertaking analysis and design using structured methods in an enterprise context.
- Highly desirable experience working with DevOps, Dynamics 365 and/or SCRUM or Agile methodologies.
- Experience working in structured methods & techniques.
- Highly developed interpersonal and communication skills.
- Demonstrated analytical skills, strong attention to detail and the ability to develop innovative solutions, translating these into fit-for-purpose designs and approaches.
- Strong awareness of digital strategy, platforms and governance.
- Demonstrated ability to communicate dynamically and persuasively in both written and face-to-face communication.

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

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

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.

Acknowledgement of Country

The Australian Sports Commission (ASC) acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people and recognises any other people or families with connection to the lands of the ACT and region, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation. The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations peoples throughout Australia and would like to pay respects to all Elders past and present. The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

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	Anna Howard, Project Manager, 02 6214 1169
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0732514

Australian Sports Commission

Closing Date: Thursday 09 November 2023

Office of the CEO
Communications and Media

Job Title	Communications Adviser
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$98,209 - \$113,229
Classification	APS Level 6
Position Number	697
Agency Website	https://www.sportaus.gov.au/

Job Description

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

Duties

Applications close at **11:30pm AEDT 9 November** (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 Communications and Media team leads external and internal communications for the ASC to establish our reputation and position as the leading national voice for sport in Australia. We aim to tell the positive stories of sport to inspire an active Australia.

About the role – Supporting the ASC Communications & Media team, you will be responsible for developing, delivering and evaluating media and corporate communication efforts aligned to strategic priorities.

1. In consultation with the Assistant Director, Communications and Media, support the implementation of the organisational strategic agenda to achieve section and business outcomes. Key responsibilities include:

- Build, maintain and grow the profile and public perception of participation and high performance sport in Australia through communication channels and proactive media outreach.
- Develop, edit and produce ASC materials and/or corporate documentation, including media releases, talking points, communication content, event briefs, ASC Annual Report and Corporate Plan.
- Monitor and report on ASC media, as well as oversight on broader sporting issues.
- Support with corporate communication activities including management of the ASC Intranet and broader sector wide communications.
- Assistance with the preparation and delivery of key ASC events.

- Other administration and general support to the Media & Communication teams, which may include media database management and social media assistance.
- 2. Actively promote and role model the ASC values Respect, Integrity, Teamwork and Excellence, and contribute to positive organisational change, effective communication, and continuous improvement at the ASC.
- 3. Work collaboratively as part of a high performing team/organisation, establishing and maintaining effective partnerships with key internal and/or external stakeholders.
- 4. Assist in the delivery of quality advice and reporting on relevant issues to senior management.

About you – We are looking for a motivated individual with excellent attention to detail and the ability to work within a creative communications team. The successful candidate will have:

- Degree or higher qualification/s and demonstrated experience in marketing, media relations, PR communication, and/or journalism.
- Outstanding verbal and written communications skills, with the ability to write content for various audiences and platforms, including digital.
- Experience with website/intranet content management systems and email marketing campaign tools.
- Proven ability to function effectively in a complex and demanding environment, with a high level of personal and team responsibility, and to effectively manage high workloads, tight timelines, and significant and diverse relationships.

This position is offered as an ongoing position.

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

Eligibility

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

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.

- The ASC operates under the [Australian Sports Commission Act 1989](#) and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- 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	Leigh Meyrick, 0407 407 830
Agency Recruitment Site	https://careers.ausport.gov.au/current-vacancies/

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Vacancy VN-0732549

Department of Finance

Closing Date: Sunday 19 November 2023

Property & Construction
APS Net Zero Unit

Job Title	Policy Officers, APS Net Zero Unit
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Perth WA
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	2023/309
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE APS NET ZERO UNIT

The APS Net Zero Unit is based in Canberra and Perth, as part of the Property and Construction Division in the Department of Finance. The Unit works across the Department and with all other Commonwealth entities and Commonwealth companies more broadly to deliver on the Government's commitments.

The APS Net Zero Unit is responsible for developing policy requirements to enable the Australian Public Service to reduce its greenhouse gas emissions to net zero by 2030, and to transparently report on its emissions. The Unit is also responsible for leading the Commonwealth Climate Disclosure reform.

Duties

ABOUT THE OPPORTUNITY

You will be part of a team driving and delivering climate action in Australian Government operations. The APS Net Zero Unit is responsible for:

- Leading the implementation of the Government's target for the Australian Public Service to reach net zero greenhouse gas emissions by 2030, which is part of Australia's 2030 emissions reduction target under the Paris Agreement
- Setting the framework and supporting emissions accounting for individual Commonwealth entities, and producing the whole-of-government emissions report
- Leading the Commonwealth climate disclosure reform.

APS 5 and APS 6 senior policy officers in the APS Net Zero Unit will have a real, tangible impact on the above-mentioned initiatives by leading key activities. There are multiple roles available across the APS Net Zero Unit, requiring different types of skillsets and experiences.

Responsibilities, depending on experience and expertise could include, supporting the:

- Implementation of the APS net zero emissions reduction target in affected Commonwealth entities
- Development of the Commonwealth climate disclosure requirements, and associated verification and assurance regime
- Collation and analysis of greenhouse gas emissions data
- Drafting the whole-of-government greenhouse gas emissions report and refinement of the emissions accounting framework

- Building of capability and supporting on-the-ground implementation of the three initiatives, including delivering appropriate communications
- Supporting governance arrangements for the three initiatives
- Provision of advice to the Minister, and Senior Executive, and alignment with associated reforms internal and external to the Department of Finance, including international forums.

Regardless of your final role, working in the APS Net Zero Unit will offer high profile, cross-agency exposure, on leading climate policy. You will develop comprehensive skills in policy design, stakeholder engagement, communication, whole-of-government frameworks and Cabinet processes. You will work with staff from across the Commonwealth to increase awareness of and build capability to support net zero target implementation, greenhouse gas emissions accounting and climate disclosure.

DETAILED VACANCY INFORMATION

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

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

Notes

This 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>

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	Lesley Andrew, (02) 6215 3683
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732563

Department of Finance

Closing Date: Sunday 12 November 2023

Social Policy Division
Several

Job Title	Budget Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5; APS Level 6
Position Number	2023/SPD/001
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BUDGET GROUP

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Duties

ABOUT THE OPPORTUNITY

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- Participate in consultation and stakeholder engagement and represent the team at internal and external forums in relation to policy development and implementation.
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 - Passcode: 645E3w
 - [Download Teams](#) | [Join on the web](#)

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Eligibility

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To Apply

Position Contact	Rione Gooderham, (02) 6215 3214
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732564

Department of Finance

Closing Date: Sunday 12 November 2023

Social Policy Division

Job Title	Budget Officer - Affirmative Measures Indigenous
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5; APS Level 6
Position Number	2023/SPD/001 (AMI)
Agency Website	www.finance.gov.au

Job Description

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ELIGIBILITY ADVICE & CANDIDATE NOTES

[Affirmative Measures - Indigenous Applicant](#)

Applicants applying under Affirmative Measures - Indigenous will need to provide evidence they meet the eligibility for this vacancy should they be found suitable and prior to being made a formal offer of employment.

To be eligible to apply for this vacancy applicants must:

- be of Aboriginal and/or Torres Strait Islander descent;
- who identify as Aboriginal and/or Torres Strait Islander; and
- who are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage includes:

- a letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Our Indigenous Liaison Officer, Tarran Backhus, can be reached at diversityteam@finance.gov.au or (02) 6215 2633.

Eligibility

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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.

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

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Vacancy VN-0732565

Department of Finance

Closing Date: Sunday 12 November 2023

Social Policy Division
Several

Job Title	Budget Officer - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 5;APS Level 6
Position Number	2023/SPD/001 (AMD)
Agency Website	www.finance.gov.au

Job Description

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ELIGIBILITY ADVICE & CANDIDATE NOTES

[Affirmative Measures - Disability Applicant](#)

To demonstrate eligibility for employment under this Affirmative Measure, applicants are required to provide evidence that they are a person with disability.

Evidence of disability does not need to include information about the type of disability.

Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily.

Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner.

Acceptable evidence includes :

- letter from a Disability Employment Services or jobactive provider
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

Eligibility

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

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Vacancy VN-0732566

Department of Finance

Closing Date: Sunday 12 November 2023

Social Policy Division
Several

Job Title	Assistant Director
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$117,538 - \$142,337
Classification	Executive Level 1
Position Number	2023/SPD/002
Agency Website	www.finance.gov.au

Job Description

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Vacancy VN-0732567

Department of Finance

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Social Policy Division
Several

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Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$117,538 - \$142,337
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- Thursday, 2 November 2023 at 1.15pm to 1.45pm (AEST).
 - To join this live session [Click here to join the meeting](#)
 - Meeting ID: 416 445 399 386
 - Passcode: 645E3w
 - [Download Teams](#) | [Join on the web](#)

If you are unable to attend this online information session, a recording can be requested by emailing rione.gooderham@finance.gov.au.

ELIGIBILITY ADVICE & CANDIDATE NOTES

[Affirmative Measures - Indigenous Applicant](#)

Applicants applying under Affirmative Measures - Indigenous will need to provide evidence they meet the eligibility for this vacancy should they be found suitable and prior to being made a formal offer of employment.

To be eligible to apply for this vacancy applicants must:

- be of Aboriginal and/or Torres Strait Islander descent;
- who identify as Aboriginal and/or Torres Strait Islander; and
- who are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage includes:

- a letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Our Indigenous Liaison Officer, Tarran Backhus, can be reached at diversityteam@finance.gov.au or (02) 6215 2633. **Eligibility**

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

Notes

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

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

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

About the Department of 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	Rione Gooderham, (02) 6215 3214
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732568

Department of Finance

Closing Date: Sunday 12 November 2023

Social Policy Division
Several

Job Title	Assistant Director - Affirmative Measures Disability
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$117,538 - \$142,337
Classification	Executive Level 1
Position Number	2023/SPD/002 (AMD)
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BUDGET GROUP

The role of the Budget Group is integral to the work of the Australian Government and preparation of the Federal Budget. Budget Group provides strategic and detailed policy and financial advice to the Minister for Finance, other senior Ministers, Cabinet and its Committees, including the Expenditure Review Committee (ERC) and the National Security Committee (NSC). Budget Group leads the operational delivery of the budget, and reports on expenditure to inform the Government's strategies and ongoing management approach. The role of Budget Group also includes:

- Critically assessing and advising on new policy proposals for Government consideration.
- Providing policy and financial advice to the Government to shape decision-making on whole of government matters.
- Taking a constructive leading role in the co-development and implementation of the Government's strategic policy objectives with agencies across the Commonwealth.
- Using the latest available data and analytical methodologies to provide an evidence base for decision making.
- Drafting statements and input for publication in the Budget Papers.
- Maintaining accurate expenditure estimates.

ABOUT THE SOCIAL POLICY DIVISION

The Social Policy Division is comprised of three Branches that house Agency Advise Units (AAUs). Each AAU provides policy advice and analysis on a specific portfolio within Government and are responsible for assessing new policy proposals and providing advice to Government related to their respective portfolio. They also provide policy implementation and financial management advice to entities.

ABOUT THE BRANCHES

Aged Care, Veterans and Care Workforce Branch: The Branch provides analysis and advice to the government in areas including residential aged care, in home care, aged care services, health workforce, support for veterans and commemorations.

Health Branch: The Branch provides analysis and advice to government in areas including primary health care services, Medicare, pharmaceutical benefits, funding for the hospital system, mental health and Indigenous health issues.

Social Services and Indigenous Australians Branch: The Branch provides analysis and advice to government in areas including family payments, financial management, working age payments, support for senior Australians, carers and people with disabilities, social and affordable housing, womens safety and participation issues, multicultural and settlement services, support for senior Australians, carers, people with disabilities, Indigenous Australians and service delivery. **Duties**

ABOUT THE OPPORTUNITY

As an Assistant Director in the Social Policy Division, you will be part of a team responsible for providing analysis and advice on policy issues in Budget Group in support of the Governments policy agenda. These roles involve working closely with relevant Commonwealth entities in the development of new policy proposals. You will also need to be comfortable working with numbers but don't need specific financial or budget experience, as we can train people in these areas.

As an Assistant Director your duties, may include but not limited to:

- Provide high quality strategic briefing advice to support the Minister for Finance's critical role in Cabinet and its Committees in relation to Government expenditure and budget processes.
- Participate in consultation and stakeholder engagement and represent the team at internal and external forums in relation to policy development and implementation.
- Draft a variety of documents which may include Australian Government Budget-related documents, briefing papers, Ministerial correspondence, and reports.
- Conduct research and analysis of new policy proposals.
- Provide, or facilitate, the provision of expert advice to Commonwealth entities on government policies and procedural directions.
- Contribute to the planning and implementation of wider Commonwealth policies and objectives.
- Analyse financial data and performance of Commonwealth entities to provide timely recommendations for necessary action.
- Supervising and developing staff.

You will work in a small dynamic team. Each team is comprised of people with different types of skills and experience. Broadly these can be grouped into two types:

- Strategic policy, policy analysis, policy implementation and strong briefing and writing.
- General data analysis, modelling, financial analysis or accounting.

CLOSING DATE

These opportunities will close on **Sunday 12 November 2023 at 11:30PM AEDT**. Late submissions will not be accepted.

CANDIDATE INFORMATION SESSION

We will host an online Candidate Information Session via Microsoft Teams: for participants to learn

more about the recruitment process and to hear from current Budget Officers working in the Social Policy Division.

Please join us at the session detailed below:

- Thursday, 2 November 2023 at 1.15pm to 1.45pm (AEST).
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 - Meeting ID: 416 445 399 386
 - Passcode: 645E3w
 - [Download Teams](#) | [Join on the web](#)

If you are unable to attend this online information session, a recording can be requested by emailing rione.gooderham@finance.gov.au.

ELIGIBILITY ADVICE & CANDIDATE NOTES

[Affirmative Measures - Disability Applicant](#)

To demonstrate eligibility for employment under this Affirmative Measure, applicants are required to provide evidence that they are a person with disability.

Evidence of disability does not need to include information about the type of disability.

Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily.

Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner.

Acceptable evidence includes :

- letter from a Disability Employment Services or jobactive provider
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

Eligibility

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

Notes

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

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.

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

About the Department of Finance

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

To Apply

Position Contact	Rione Gooderham, (02) 6215 3214
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0732516

Future Fund Management Agency

Closing Date: Monday 27 November 2023

Job Title	Senior Advisor, Tax Compliance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 5
Position Number	2187
Agency Website	www.futurefund.gov.au

Job Description

<https://career10.successfactors.com/career?company=myfuture>

Reporting to the Director, Tax Compliance, the Senior Advisor, Tax Compliance will have responsibility for managing key tax compliance obligations arising from the Fund's day to day activities. This will involve liaison with the Fund's outsourced service providers including the global tax agent and custodian.

The role will entail the identification of risk and opportunities inherent in current processes and the development and implementation of solutions and governance processes to address these having regard to the Agency's Tax Risk Framework and industry best practices.

Duties

Key Tasks and Responsibilities

Tax Filings:

- Work with Director, Tax Compliance and the global tax agent to manage the preparation of US federal and state income tax returns and any other foreign tax compliance or return filings arising from public and private markets investments
- Review and lodgement of the annual FBT returns and provision of FBT advice to Agency business units
- Managing the 45 day rule testing process for franking credits and preparation of the annual franking credit return
- Liaison with the ATO in relation to various tax compliance matters including supporting the preparation of responses for any ATO compliance activity
- Developing process documentation and other governance arrangements for the above obligations to ensure that tax risk is appropriately managed

Income Tax Accounting:

- Prepare annual tax provision computations for the foreign listed public market investment portfolio
- Liaise with the external auditor as required for the external tax provision review processes

Public Market Tax Compliance:

- Provide operational and technical tax support for the Public Market investment portfolio including updating the "trigger points" compliance documentation, working with the global tax agent to assess the tax obligations arising from securities disposals and working with the custodian to ensure that custodian reports continue to efficiently meet the Funds' tax reporting needs
- Provide a second line of defence review of custodian withholding tax processes including support for the oversight of withholding tax reclaim processes and tax market documentation processes
- In conjunction with the Director, Tax Compliance, consider opportunities to maximise withholding tax concessions/exemptions available to the Fund
- Support the investment and finance teams by reporting on tax aspects of the public market portfolio as required

Process Enhancements:

- Pro-actively identify opportunities to optimise tax, improve tax systems and processes, and/or reduce tax operational risk and drive the implementation of industry leading solutions for these opportunities, within the Agency's tax risk framework

- Identify and advise on tax issues and changes impacting the Agency and develop robust compliance processes for these changes
- Work on various Tax, Finance and Agency projects as required

Eligibility

Skills and Competencies

Qualifications:

- A degree or higher in tax, accounting, commerce or law
- 5+ years' experience in the tax profession, preferably with direct experience working in an in-house tax function

Experience:

- Significant experience in Australian income tax
- Experience with FBT and GST would be beneficial
- Significant, demonstrated experience in managing tax compliance obligations including developing and implementing tax risk governance processes
- Experience with tax authorities, including reviews and audits, would be beneficial
- Exposure to tax rules in overseas jurisdictions specifically the USA
- Knowledge of tax requirements and processes for investment funds
- Knowledge of tax effect accounting
- Experience with finance systems and custodial data and reports
- Demonstrated ability to work in partnership with others including experience with outsource service arrangements

Attributes:

- Has excellent interpersonal and communication skills including the ability to liaise with stakeholders at all levels
- Has the confidence and ability to work autonomously whilst also working collaboratively within a team
- High attention to detail, methodical and accurate
- Excellent time and output management abilities
- Ability to readily adapt to a fast moving and evolving environment
- Demonstrates proactivity and a willingness to take ownership, exercise judgement and make reasonable decisions to effectively impact the tax function and Fund tax compliance

Notes

About the Future Fund Management Agency

The Future Fund is Australia's sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of six 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	Talent Acquisition Team, 03 8656 6572
Agency Recruitment Site	https://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0732513

Office of National Intelligence

Closing Date: Sunday 12 November 2023

Assessments
Various

Job Title	APS5/6 Intelligence Assessments Analysts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$86,404 - \$109,057
Classification	APS Level 5;APS Level 6
Position Number	Various
Agency Website	

Job Description

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

APS5 and APS6 assessments analysts work in teams to create and communicate intelligence assessments and intelligence-based advice to inform senior decision-making on matters of political, strategic or economic significance to Australia, drawing on all sources of information available to the Australian Government.

At this level, assessments analysts work collaboratively to produce a mixture of written and oral analytical products, and contribute to mission management, intelligence diplomacy and public outreach.

People in these roles generally combine subject-matter expertise with analytic tradecraft in their work. This expertise can relate to particular subjects (specific countries, topics or disciplines), analytical outputs (current intelligence or briefing), or professional skills (editing, production or graphic design).

The typical responsibilities of an assessments analyst include:

- Understanding customer intelligence requirements to inform policy-making and identify issues of strategic importance

- Assembling, analysing and presenting information in writing and through verbal briefing to inform senior policymakers in a timely manner, including by using classified and open source information
- Making clear, forward-looking judgments that are suitably tested and contested
- Contributing to mission outcomes including through requirement setting and evaluation processes
- Contributing to intelligence diplomacy through targeted product development or sanitisation, coordination and relationship building.
- Developing and maintaining subject matter expertise and analytical tradecraft
- Sharing analysis and collaborating with NIC counterparts, policy agencies and international partners
- Demonstrating rigour and uphold analytic standards, supporting ONI's leadership role and working effectively within and across team

Duties

ONI has current and anticipated vacancies across a range of our assessment areas. We have a specific interest in candidates with backgrounds in the following areas:

- Geopolitical (Pacific, Southeast Asia, Japan, Korea, China, India and broader South Asia, Middle East, Africa, Europe and/or the Americas)
- Thematic (economics, terrorism, extremism, transnational and organised crime, irregular migration, military capabilities, deterrence, international organisations, cyber, science and/or critical technology)
- Analytic tradecraft and production (analytic rigour and editing, data analysis, visual analysis and graphic design, analytic briefing, product coordination)

We recruit staff with a wide range of backgrounds, skill levels, disciplines and working styles. We look for aptitude and insight, rather than time served in similar roles. So, we welcome applications from individuals at all career stages and from any sector.

Your experience and knowledge may have been developed while working for the Australian government in a diplomatic, policy or intelligence roles. Or you may have a think tank, academic, private sector or other relevant background. **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 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	recruit@oni.gov.au, 00 0000 0000
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0732538

Office of National Intelligence

Closing Date: Sunday 12 November 2023

Assessments
Various

Job Title	EL1/2 Senior Intelligence Assessments Analysts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	

Job Description

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

Assessments analysts create and communicate intelligence assessments and intelligence-based advice to inform senior decision-making on matters of political, strategic or economic significance to Australia, drawing on all sources of information available to the Australian Government.

Assessments analysts work collaboratively to produce a mixture of written and oral analytical products, and contribute to mission management, intelligence diplomacy and public outreach.

People in these roles generally combine subject-matter expertise with analytic tradecraft in their work. This expertise can relate to particular subjects (specific countries, topics or disciplines), analytical outputs (current intelligence or briefing), or professional skills (editing, production or graphic design).

The typical responsibilities of an assessments analyst include:

- Understanding customer intelligence requirements to inform policy-making and identify issues of strategic importance.

- Assembling, analysing and presenting information in writing and through verbal briefing to inform senior policymakers in a timely manner, including by using classified and open source information.
- Making clear, forward-looking judgments that are suitably tested and contested.
- Contributing to mission outcomes including through requirement setting and evaluation processes.
- Contributing to intelligence diplomacy through targeted product development or sanitisation, coordination and relationship building.
- Developing and maintaining subject matter expertise and analytical tradecraft.
- Sharing analysis and collaborating with NIC counterparts, policy agencies and international partners.
- Demonstrating rigour and uphold analytic standards, supporting ONI's leadership role and working effectively within and across teams, including as a leader.

Duties

ONI has current and anticipated vacancies across a range of our assessment areas. We have a specific interest in candidates with backgrounds in the following areas:

- Geopolitical (Pacific, Southeast Asia, Japan, Korea, China, India and broader South Asia, Middle East, Africa, Europe and/or the Americas)
- Thematic (economics, terrorism, extremism, transnational and organised crime, irregular migration, military capabilities, deterrence, international organisations, cyber, science and/or critical technology)
- Analytic tradecraft and production (analytic rigour and editing, data analysis, visual analysis and graphic design, analytic briefing, product coordination)

We recruit staff with a wide range of backgrounds, skill levels, disciplines and working styles. We look for aptitude and insight, rather than time served in similar roles. So, we welcome applications from individuals at all career stages and from any sector.

Your experience and knowledge may have been developed while working for the Australian government in a diplomatic, policy or intelligence roles. Or you may have a think tank, academic, private sector or other relevant background.

An EL2 will have deeper and broader subject matter expertise than an EL1, a stronger ability to exercise astute decision making, and the aptitude to help coordinate and collaborate with other NIC agencies. **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 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	recruit@oni.gov.au, 0000000000
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Agriculture, Water and the Environment

Vacancy VN-0732124

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 13 November 2023

Biosecurity Operations
Several Various

Job Title	Team Leader - Darwin
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2905
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

Travellers Operations delivers regulatory screening and inspections of travellers and their goods, at the border to verify compliance with Australia's biosecurity requirements. Travellers Operations works with policy and risk owners within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements, national

standards, and a risk-based operating model. The operations group has a national footprint with a presence at international airports and seaports in all capital cities.

Cargo Operations Inspections are responsible for the inspection of imported food, goods, vessels, aircraft, animals and animal genetic material and the assessment of documentation to confirm compliance with Australia's biosecurity and export market requirements. The team are also responsible for managing goods that do not comply with import/export requirements and capturing information to support evidence-based decisions. Cargo Inspections mainly operate within core business hours between 06:30 and 18:30, with overtime available outside of these hours where required. Additional wage allowances are provided for working outdoors and at wharf environments.

The Job

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

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

- leading and managing the day-to-day operations of a team working in a regulatory environment, including managing workload and quality assurance activities
- managing the performance and attendance of an operational team towards the achievement of goals, including actively fostering employee engagement and development
- acquiring and providing comprehensive technical expertise that contributes to business outcomes, and making decisions based on sound judgement as it relates to the application of legislation and regulations.
- effectively communicating, liaising, negotiating with and responding to internal and external clients, including government agencies and industry parties
- providing timely and accurate advice on highly complex matters to employees, stakeholders/clients and senior managers
- prioritising tasks, adapting to changing priorities and making effective use of resources to ensure service delivery standards are met.
- maintaining a well-developed and up to date knowledge of legislation, regulations and compliance frameworks
- contributing to the business areas improvement initiatives and projects
- exercising appropriate delegations in accordance with policy, processes and guidelines
- promoting the APS Values, the APS Employment Principles and compliance with the Code of Conduct
- fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Duties

What we are looking for

Knowledge and experience

The successful applicants will have:

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

Skills and capabilities

The successful applicants will be able to demonstrate the following abilities:

- Lead and manage individual and team performance.
- Communicate to a range of different people in a regulatory environment.
- Gather information, problem solve issues and make a judgement on the next course of action, particularly as it relates to the interpretation of regulations and guidelines.
- Effectively manage information to support decisions, future review or judicial processes.
- Independently consider all relevant data, facts and correctly apply regulatory tools.
- Prioritise tasks, adapt to changing priorities and make effective use of individual and team capabilities to ensure service delivery standards are met.
- Work collaboratively and effectively as part of a team.

Desirable qualifications

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

Eligibility

Eligibility and other requirements

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

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

Notes

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

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0732481

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 13 November 2023

Biosecurity Plant and Science Services
Science & Surveillance Indigenous Rangers and Business Management
Section

Job Title	Program Support Officer- Identified
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Darwin NT
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2716
Agency Website	https://www.agriculture.gov.au

Job Description

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

Identified positions 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 must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

Who we are

The Biosecurity Plant and Science Services Division (BPSSD) safeguards Australia's plant health status to achieve, maintain and expand overseas markets, while protecting the economy and environment. The division includes four branches, which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally, and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Indigenous Rangers and Business Management Section engages Indigenous Rangers on a fee for service basis to undertake biosecurity surveillance activities, whilst building biosecurity capability and providing economic opportunities for Aboriginal and Torres Strait Islander communities across northern Australia, such as traineeships and grant programs. The section also delivers the Business Management Unit which provides corporate and strategic support across the Branch.

Duties

The Jobs

The two Program Support Officer positions are both within the Indigenous Rangers and Business Management Section and may be located in either our Cairns or Darwin offices. The jobs require the officer to work as part of a team and independently subject to limited direction as necessary. One position will perform a range of functions supporting the delivery of the Indigenous Ranger Biosecurity Program across both Cairns and Darwin offices. One position will support the Training Team within the Indigenous Ranger Biosecurity Program. Duties may include but are not limited to:

- providing administrative support to the team (located in both Cairns and Darwin)
- arranging travel and logistics for training and other events
- maintaining and monitoring of databases and spreadsheets
- finance functions including paying invoices and management of fee for service activities
- preparing and monitoring contracts including variations
- procuring goods and services
- preparing correspondence, briefs, reports
- researching and analysing information for the preparation of high quality, timely and accurate project plans, correspondence, briefings, minutes and other reports
- liaising with stakeholders including Indigenous Ranger organisations.

Please note these positions can be filled from either of the locations listed above. This recruitment process may be used to

establish a merit pool 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 division where the duties are of a similar nature.

Eligibility

Knowledge and experience

- Knowledge or an understanding of the contemporary issues and/or protocols affecting Aboriginal and Torres Strait Islander people.
- Experience in providing high quality administrative support including analysing information, preparing reports, maintaining and monitoring databases / spreadsheets, coordinating travel and logistics.
- Experience in, or the ability to quickly acquire an understanding of, procurement / contract management rules.

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>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Louise Doyle, 0466 629 282
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0732543

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

Closing Date: Sunday 26 November 2023

Australian Antarctic
Assets & Technology Infrastructure Maintenance and Operations

Job Title	Electrical Systems Specialists
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/4301
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=BA757D8D-4E3B-8B81-C2E7-D21D7C8A1341>

Who we are

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 and McDonald Islands.

The Assets and Technology (A&T) Branch provides and maintains the equipment and infrastructure to support the AAP. A&T Branch activities range from the maintenance of existing Antarctic stations and equipment through to the design, manufacture, testing, operation and procurement of advanced scientific equipment and systems. The Branch manages major infrastructure projects in support of AAP outcomes.

The Antarctic Infrastructure Maintenance and Operation Section is responsible for the management, maintenance and engineering development of the built infrastructure at Australia's Antarctic and sub-Antarctic. The section consists of an expeditioner workforce which carries out all maintenance activities and minor construction works at the stations and a management group of engineering and technical staff at the AAD's head office. **Duties**

The Job

The Electrical Systems Specialists support the Supervisor - Electrical, in the operation and management of Antarctic and sub-Antarctic station electrical infrastructure. This role provides technical support to electricians on Antarctic and sub-Antarctic stations, whilst planning and monitoring of on-site work programs and ensuring that works are carried out in a safe and environmentally sound manner. The position will take a leading role in fostering a strong trade safety culture and in developing systems for safe electrical trade work practices.

Key duties for the Electrical Systems Specialists include:

- Provide remote operational and maintenance expertise to station electricians for all Antarctic and sub-Antarctic Station electrical infrastructure.

- Diesel generation with cogeneration heat recovery, wind turbines, wastewater treatment facilities, reverse osmosis plants, refrigeration, heating and cooling, and fire detection systems.
- Coordination of work activities, to ensure successful completion of allocated tasks through the effective utilisation of resources using Maximo work management system.
- Provision of subject matter expertise to new project development and designs.
- Support the development of science and Antarctic operational camps to ensure they are electrically safe.
- Participate in an on-call roster to provide technical support to Antarctic and Sub-Antarctic stations.
- Maintaining eligibility for required certification and authorisation.
- Collecting, recording and processing of information associated with work activities in an accurate and timely manner.
- Supervision of employees of a lower or similar classification.
- Identification, implementation and monitoring of risk control measures to provide a safe work environment.

Eligibility

What we are looking for

Knowledge and experience

The successful candidate will have strong electrical experience in areas of diesel generation with cogeneration heat recovery, wind turbines, wastewater treatment facilities, reverse osmosis plants, refrigeration, heating and cooling and fire detection.

- Experience in supporting remote teams and an appreciation of the Antarctic environment and conditions is desirable.
- Experience in managing and operating various electrical systems.
- Demonstrated technical and complex problem-solving abilities.
- Knowledge of hardware and software electrical control systems optimization including SCADA, C-Bus and other logical controllers.
- Ability to prioritise and achieve specific goals and targets.
- Demonstrated ability in participating as a team member in the appropriate work site safety procedures, including sound knowledge of work health and safety standards.
- Awareness in risk assessments and job hazard analyses relating to electrical works, HV switching and/or maintenance.
- Knowledge and awareness of Australian Standards, power generation and electrical distribution in both high voltage and low voltage applications.
- Experience in working in remote environments.

Skills and capabilities

We are seeking candidates who have:

- Effective communication and interpersonal skills including written and verbal communication and listening skills.
- The ability to build strong collaborative working relationships.
- Demonstrated administrative and organisation skills including attention to detail, initiative and an ability to self-manage during peak workload periods
- The ability to manage registers, status report updates and documentation.
- Demonstrated capability in the use of computer-based asset management/maintenance systems and the Microsoft Office suite to produce a variety of plans, reports and documents.

Qualifications

Mandatory

- Hold an Australian Unrestricted Electrical Licence issued in any Australian State or Territory.
- Hold a current, unrestricted “C” class (manual) Australian driver’s license.
- Hold a current White Card (or nationally recognised equivalent)

Desirable

- Certificate IV in Electrical – Instrumentation.
- Certificate IV in Hazardous areas – Electrical.
- HV Switching
- Open cabling qualification

Note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours

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. **Notes**

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

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

To Apply

Position Contact	Lisa Wilkinson, 03 6232 3659
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=BA757D8D-4E3B-8B81-C2E7-D21D7C8A1341

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Agriculture, Water and the Environment

Vacancy VN-0732562

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

Closing Date: Monday 13 November 2023

Environmental Permitting and Compliance
Wildlife, Waste and Environmental Permits Various

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/4318
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Environmental Permitting and Compliance Division is looking for people passionate about regulation and the environment. It is an exciting time to join the division within the Department of Climate Change, Energy, the Environment and Water. The government has announced that it will establish the national Environment Protection Australia (EPA) as a strong independent environmental regulator with a mission to improve trust and transparency in the operation of national environmental laws. It is expected that the work of the division will transition to the EPA in the period ahead. We are a modern regulator that works to a high professional standard to deliver better practice regulation. We use the best scientific evidence and sound judgement, and work with a wide range of stakeholders, to solve complex environmental challenges daily. Our work is engaging and meaningful and contributes to maintaining a resilient and healthy environment for all Australians.

The Wildlife, Waste and Environment Permits Branch is responsible for the assessment and regulation of wildlife trade, sea dumping, waste exports, hazardous waste, the national television and computer recycling scheme, air quality emissions standards and environmental contamination. The Branch was established in May this year and has a significant reform agenda as we consolidate and strengthen regulatory functions in preparation for establishment of Environment Protection Australia.

The Branch delivers priorities across eight sections:

- **Waste Exports** (two sections) administers regulation relating to the export certain waste material including glass, plastic and tyres. This includes assessing applications for licences, exemptions, variations, and renewals, leading industry engagement and communication on the regulation of waste exports and program compliance, audit, data analysis and insights and evaluation activities.
- **Hazardous Waste and NCTRS** administers the National Television and Recycling scheme (NCTRS) which regulates importers who are obliged to contribute to the recycling of e-products at the end of their useful life. The section also regulates the import, transit, and export of hazardous, household, and mixed plastic wastes.
- **Environmental Contamination Advice and Standards** provides scientific, technical and regulatory advice on the investigation and management of contaminated sites within the Department, to other commonwealth entities, and external stakeholders. The Section is also responsible for the development of Commonwealth and national contamination standards for contaminated site investigation and remediation such as the PFAS National Environmental Management Plan 3.0.
- **Wildlife Trade Regulation** administers regulation of the international movement of wildlife trade to ensure the sustainability and conservation of both native and CITES listed species in trade including the assessment of permit applications and compliance activities such as education and awareness. Wildlife Trade Regulation also acts as the CITES Management Authority of Australia.
- **Sea Dumping** administers regulation of the assessment of sea dumping and artificial reef placement permit applications, regulatory policy and international engagement.
- **Air Quality Emissions Standards** administers regulation of emission-controlled products under the Product Emission Standards, and Ozone Protection and Synthetic Green House Gas Management Regulations. The section manages co-regulators for refrigeration and air conditioning, and fire protection permit scheme, and issues importation permits and manages HFC quota.
- **Strategy and Regulatory Practice** provides support and an enabling function, to share good practice and strengthen regulatory maturity including in relation to governance, compliance and assurance, IT systems, capability / communities of practice, stakeholder engagement and regulatory posture.

Duties

The Job

We are seeking to fill several EL1 vacancies in the Waste Exports and Hazardous Waste and NCTRS sections. As an Assistant Director, you would lead a small team delivering business support and continuous improvement initiatives and administering

environmental and waste legislation. We have also anticipated vacancies across other roles and sections in the branch.

Key duties for successful candidates include:

- supporting and developing staff to improve their skills and capabilities in environmental regulation and related support functions
- identifying, prioritising and delivering business improvement initiatives to improve regulatory practice and effectiveness
- balancing competing timelines and managing distribution of workloads across the team to ensure deadlines are met
- interpreting and applying legislation to make regulatory decisions and develop sound advice
- supporting a culture of collaboration and integrity.

Eligibility

What we are looking for

Knowledge and experience

Knowledge and experience in one or more of the following areas will be highly regarded:

- Environmental assessment or natural resource management.
- Regulation.
- Program or project management.
- Evaluation or impact analysis.
- Stakeholder engagement.
- Governance or risk management.

Skills and capabilities

- Demonstrated ability to lead a team and support team members in their professional development.
- Strong written and verbal communication skills to convey technical information clearly and succinctly.
- Sound judgement and strategic thinking skills.

Desirable qualifications

Qualifications in any of the following (or related areas) will be highly regarded:

- Environmental science or management.
- Chemicals or waste management.
- Public administration or policy.

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.

Notes

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

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

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

To Apply

Position Contact	Janet Sparrow, 0466 750 399
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0732506

Administrative Appeals Tribunal

Closing Date: Monday 13 November 2023

Tribunal Support
Corporate Services Finance Services

Job Title	Finance Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$86,055 - \$98,557
Classification	APS Level 6
Position Number	7003496
Agency Website	http://www.aat.gov.au/

Job Description

<https://www.aat.gov.au/about-the-aat/working-at-the-aat>

We are looking for a highly motivated professional who is multiskilled in the areas of finance, has knowledge of financial information systems and the ability to find solutions through collaboration and good communication.

The Finance Manager must ensure all daily finance transactions are processed in an accurate, efficient, and timely manner.

This role provides administrative and clerical support by reviewing month end journals and balance sheet reconciliations, and support the Assistant Director by assisting to manage the Financial accounting team.

In accordance with the APS values and APS Code of Conduct, a Finance Manager will be required to perform the following duties:

- **Financial accounting**
- **People management**
- **System and process improvement**
- **Stakeholder management**

The annual salary for the position is from \$86,055 to \$98,557 plus 15.4% superannuation.

More information about this position, the scope of the role, duties and selection criteria, is contained within the position description for this role, available from the Working at the AAT page of our website, www.aat.gov.au.

Duties

- **Financial accounting:** Review all transactions at the end of each month before submitting to the Central Budget Management System (CBMS). Review month-end reconciliations, journals and asset registers. Prepare tax reports for FBT and GST. Monitor the monthly and year-end closure and rollover in the financial information system, including some system configuration and general maintenance changes. Ensure accurate, consistent, reliable, and timely management reporting, including monthly/quarterly financial reporting and assist with annual financial statements.
- **People management:** Support the Assistant Director by monitoring workloads and allocating work as needed to the team of Finance Officers responsible for processing banking, invoicing, MRD and G&OD refunds, travel and asset processes. Contribute to the development of the team by providing ongoing coaching, guidance, and financial accounting advice to less experienced team members to ensure accurate and effective data entry and records management.
- **System and process improvement:** Contribute to the implementation and improvement of financial information systems, procedures and internal controls to support the efficient and effective operation of the Finance function.
- **Stakeholder management:** Build and maintain productive, collaborative relationships with internal and external stakeholders at all levels. Provide sound and accurate advice and support to ensure compliance with relevant legislation, policies, guidelines, accounting standards and practices.

Eligibility

The AAT requires Australian citizenship as a condition of engagement.

All employees are required to undertake an Australian Federal Police Check and health assessment.

Mandatory:

- You must hold, or be able to obtain and maintain a Baseline security clearance.
- A tertiary qualification in accounting/commerce or other related degree or equivalent combination of relevant training and experience.

Desirable: CPA or CA, or extensive experience in Australian Accounting Standards.

Notes

Order of merit list/merit pool: A merit list/pool of suitable candidates may be created from this process. Suitable candidates on this merit list/pool may be contacted in relation to identical or similar ongoing roles in the AAT, or the broader APS, within 18 months from the date of gazettal.

About the Administrative Appeals Tribunal

The Administrative Appeals Tribunal (AAT) has offices located in all states of Australia and the Australian Capital Territory and provides independent review of a wide range of administrative decisions made by the Australian Government, some non-government bodies and the Norfolk Island Government. On 1 July 2015 the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were merged with the AAT. The amalgamated AAT comprises a number of Divisions: Social Services and Child Support, Migration and Refugee, and General and Other. The AAT is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. For more information about the AAT, click on 'learn more' to visit our website.

To Apply

Position Contact	Rachel Li, (02) 9276 5667
Agency Recruitment Site	https://www.aat.gov.au/about-the-aat/working-at-the-aat

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Attorney-General's

Vacancy VN-0732478

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Sunday 12 November 2023

Corporate
Chief Operating Officer Legal Services

Job Title	National Manager, Legal Services
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Classification	Senior Executive Service Band 1
Position Number	5039_10/23_COO
Agency Website	https://www.acic.gov.au/

Job Description

<https://aciccareers.nga.net.au/?jati=848175A9-323E-5742-86DB-D21E2FD2E4BE>

About the role

The National Manager, Legal Services plays a key leadership role within the ACIC executive team. Strategic management of legal risk is a critical element of the position, as is the enhancement of the ACIC's legal capabilities.

You will lead a diverse group of legal professionals in the delivery of in-house legal services including advice, litigation, statutory interpretation, counsel assisting and other legal functions in support of the strategic and operational activities of the agency.

As part of the Senior Executive team, the National Manager Legal Services will participate in shaping the strategic direction of the agency.

Duties

- Providing legal support to the ACIC, ACIC Board and ACIC Executive
- Managing and deploying legal services in meeting the strategic and operational needs of the ACIC
- Managing and resourcing litigation involving the ACIC
- Early and proactive advice in relation to legal and organisational risk
- Identifying, responding to and progressing law reform issues
- Effective budget management, including costs associated with litigation.

Core capabilities

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Proven leadership skills with an ability to engender trust and respect, complemented by sound judgement, a strong focus on results and the ability to solve complex issues
- Strong legal technical expertise and experience directly relatable or transferrable to the ACIC in a senior leadership role
- Demonstrated talent for identifying, embracing and driving the adoption of innovative methods and practice, and a strong record of accomplishment in delivering innovative and transformative change within an intelligence or law enforcement environment
- An ability to effectively contribute to and implement enterprise level initiatives
- Outstanding communication and negotiation skills, with an ability to lead and oversee engagement with internal and external stakeholders on complex legal matters
- Shows acute political awareness and an understanding of the machinery of Government, and how the ACIC operates within the Portfolio – including knowledge relevant to the legislative frameworks that apply to the ACIC
- Exemplary experience in public administration including strategic planning, particularly in relation to law, people, technology, security and budget.

The applicant should also have a strong knowledge of, or background in, a law enforcement, prosecutorial, legal policy or regulatory environment. They will also demonstrate SES Band 1 level core capabilities, experience, skills and compliance with:

- [ACIC Character Standards](#)
- [APS Leadership Capability Framework](#)
- [Work Level Standards](#)
- [ILS - A guide to the Integrated Leadership System](#)
- [APS Legislative Requirements](#)
- [APS Values and Code of Conduct](#)

Eligibility

Essential qualifications

Admission as a legal practitioner in the High Court or the Supreme Court of an Australian State or Territory, with at least 10 years' experience in legal practice, preferably in criminal and/or administrative law.

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. For further information, contact the Recruitment Team
- The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain, or continue to hold, the required security clearance for this role. All ACIC employees are required to hold a minimum Negative Vetting 1 security clearance, unless otherwise specified
- All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC. This requires the applicant to undergo character and background screening, and participate in a psychological assessment. Please refer to our Character Standards for further information
- To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with 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 2016–2019 and Determination 2022/1 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	Chloe, 02 6268 7344
Agency Recruitment Site	https://aciccareers.nga.net.au/?jati=848175A9-323E-5742-86DB-D21E2FD2E4BE

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Attorney-General’s

Vacancy VN-0732487

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Sunday 12 November 2023

Corporate
Business and Partnerships Executive

Job Title	National Manager, Executive
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	5041_10/23_BP
Agency Website	https://www.acic.gov.au/

Job Description <https://aciccareers.nga.net.au/?jati=CD030CEA-1287-99A6-6D1C-D21E307C956B>

About the role

The National Manager Executive has a key role in shaping policy and strategy for our agency. Leading the provision of advice and assistance to core stakeholders across government, the National Manager Executive liaises with internal and external stakeholders to deliver key enabling functions including ministerial and executive support, communication and our planning and governance functions.

Duties

- Provide effective, proactive and targeted engagement with stakeholders, and delivers consistent and coordinated internal and external communication to support agency objectives
- Ensure the alignment of branch priorities with broader agency objectives, governance, client and stakeholder requirements
- Shape agency policy positions to ensure branches, divisions and groups are equipped to deliver on their strategic objectives
- Identify key risks, and develops and maintains robust compliance mitigation controls
- Plan and manage resources and budgets across the branch.

Core capabilities

To be successful in this role, you will demonstrate the following experience, skills and attributes:

- Demonstrated experience leading the provision of high-quality governance services to support shared decision making and the effective and lawful delivery of services and operational activities
- Superior communication, liaison and representation skills, with an ability to build highly productive working relationships with government, international and private sector partners
- Experienced in collaborating with external agencies to engage in the development of broader government policy, budget and parliamentary processes
- Experienced in successfully coordinating programs across work areas and organisations, beyond their own branch
- Highly experienced in driving the development of governance, planning and reporting which meet legislative requirements.

You will also demonstrate SES Band 1 level core capabilities, experience, skills and compliance with:

- [ACIC Character Standards](#)
- [APS Leadership Capability Framework](#)
- [Work Level Standards](#)
- [ILS - A guide to the Integrated Leadership System](#)
- [APS Legislative Requirements](#)
- [APS Values and Code of Conduct](#)

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. For further information, contact the Recruitment Team
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- To be eligible to work at the ACIC, you must be fully vaccinated against COVID-19. Being fully vaccinated ensures the health and safety of all employees, and the Australian community. Satisfactory proof of vaccination status will be required before you are able to commence employment with 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.

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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	Jeremy, 02 6268 7152
Agency Recruitment Site	https://aciccareers.nga.net.au/?jati=CD030CEA-1287-99A6-6D1C-D21E307C956B

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Attorney-General's

Vacancy VN-0732530

Australian Federal Police

Closing Date:Wednesday 15 November 2023

Job Title	Workforce Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,010 - \$102,927
Classification	APS Level 6
Position Number	12379
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12379/>

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 mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Workforce Management Officer.

Specialist Protective Command (SPC) is a hybrid (Specialised/Operational) Command within the AFP and is responsible for establishing national strategy, governance and capabilities whilst also delivering operational outputs within the ACT.

We are looking for enthusiastic individuals with a keen interest in analysing data to draw out meaningful insights that inform decision making and guide data-driven workforce planning.

The successful applicant will have a desire to analyse large volumes of data and articulate their analytical findings through the production of easy-to-understand reports for the SPC Executive and Senior Executive. The role requires a keen eye to identify trends and problem solve data related issues with appetite for continual learning.

The Team Member, Band 5 position sits within the Command Support structure and provides assistance in a range of Human Resources (HR) and Workforce Planning related services to support Specialist Protective Command and broader AFP Protection Operation outcomes.

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 that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

As a Team Member in the SPC Workforce Management Team you will:

- Provide accurate, innovative and timely advice on a range of general and complex workforce planning issues to inform decision making;
- Facilitate SPC recruitment activity and structure change requests to ensure that processes are compliant with AFP's and SPC's recruitment framework;
- Facilitate SPC specialist Foundation Program activities including the schedule, advertising, tracking applicant progression through gateways and seeking release for program attendance;
- Provide advice and support workforce management strategies to maintain an affordable SPC Establishment;
- Develop & maintain HR reports including the SPC Organisational structure;
- Maintain the Secretariat responsibilities in support of the SPC Human Resource Committee;
- Assist in the management and implementation of commercial fee for protective service agreements;
- Develop and maintain relationships with relevant stakeholders; and
- Manage ad hoc HR projects and priorities as required.

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.
- Minimum of 2 years' experience in a human resource or workforce planning role
- Proven ability and desire to work in a fast pace, adaptive environment that responds to and supports an agile operational workplace
- Conceptual and analytical skills
- Demonstrated experience collaborating with internal and external stakeholders

Desirable Requirements

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

- Experience in SAP, SAS Firefly, Workforce management and data analytic reporting
- Relevant qualification or extensive experience and knowledge in area of expertise.
- In-depth knowledge of AFP governance including entitlements under the AFP Enterprise Agreement and relevant workforce Determinations.
- Ability to adapt priorities and respond to urgent and ad-hoc requests
- Ability to work dynamically and flexibly within a small team
- Demonstrated attention to detail

Notes

- This position is an AFP Band Level 5.

- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Commitment to Diversity & Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add value, to the AFP. Find out more about how the AFP embraces [diversity and inclusion](#).

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	Amanda Martin, (02) 5126 5381
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12379/

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Attorney-General's

Vacancy VN-0732496

National Anti-Corruption Commission

Closing Date: Sunday 12 November 2023

Legal

Job Title	General Counsel Operations / General Counsel Corporate
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$135,002 - \$152,120
Classification	Executive Level 2
Position Number	184_10/23_PNSeveral
Agency Website	https://nacc.gov.au/

Job Description

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

The positions of General Counsel Corporate and General Counsel Operations report to the General Manager Legal. The roles involve managing a team of lawyers responsible for completing high quality, timely legal work.

Operating under broad direction, the Commission's General Counsel have responsibility for providing, reviewing and settling advice on a diverse range of legal issues related to the Commission's functions. The roles require engagement with internal and external stakeholders, supporting senior executive staff and statutory office holders to manage legal risk and meet legislative requirements and for legal education and training. Strong statutory interpretation skills and excellent legal judgement are essential requirements of the roles.

Duties

Both roles require the successful applicant to contribute to the effective and efficient performance of the Commission and foster a positive culture and innovation as a member of the Commission's leadership team. The roles require lawyers with the upmost integrity who are able capable of exemplifying the Commission's values.

Key activities of this position include:

General Counsel Operations

The Commission's Operations Legal Teams are responsible for providing legal support in relation to the Commission's investigations. Key activities of the Commission's General Counsel Operations include managing a team with responsibility for:

- Providing advice on legal issues arising during the course of investigations including the use of powers under the National Anti-Corruption Commission Act 2022 (Cth), Telecommunications (Interception and Access) Act 1979 (Cth) and the Surveillance Devices Act 2004 (Cth);
- Assisting with Investigation Reports under the National Anti-Corruption Commission Act 2022 (Cth); and
- Supporting hearings before the Commissioner including, where appropriate, as Counsel Assisting.

General Counsel Corporate

The Commission's Corporate Legal Team is responsible for legal work that is not related to specific investigations. Key activities of the Commission's General Counsel Corporate include managing a team with responsibility for:

- Providing legal advice to the Commission's Assessment and Triage teams and the Operations Branch on general matters;
- Legal policy and law reform;
- Freedom of information requests and privacy;

- Delegations and authorisations;
- Legal reporting requirements; and
- Employment and commercial law issues.

The Commission 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. **Eligibility**

Eligibility

Employment with the Commission 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 the specified level.
- **Suitability assessment** – The Commission 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.

Essential Qualifications

- A degree in law from an Australian tertiary institution or comparable overseas qualification and admission in Australia as a legal practitioner is required. The successful applicants will also need to hold or have the ability to obtain a restricted practising certificate.

Notes

Benefits of Working for the Commission

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

- competitive rates of pay and 15.4% superannuation
- 14 weeks paid parental leave
- 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
- access to studies assistance.

The Commission provides a service allowance of \$1,827 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the Commission. 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>

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	Rebekah O'Meagher, 0431 750 080
Agency Recruitment Site	https://nacc.nga.net.au/

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Defence

Vacancy VN-0731608

Department of Defence

Closing Date: Monday 13 November 2023

Defence Intelligence Group
Defence Intelligence Organisation

Job Title	Business Assurance Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	DIG/08724/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=65444778-15A1-D15C-ADB3-D21AEE016C43>

Duties

The Role

DIO's Business Assurance Team sits within the Partnerships and Governance section. This team provides finance advice and

assurance to DIO's senior leadership and executive level cohort to enable corporate decision-making and to build financial acumen. It designs and improves internal systems and policies, with analysts in mind, and with the aim of improving organisational outcomes.

As the Business Assurance Manager, you will work towards fulfilling DIO's corporate goals and be part of a fun, supportive and growth-focused section. Your responsibilities include:

- Leading a small team to provide business and finance assurance and advice the workforce and the DIO Leadership Team.
- Advising the organisation on Defence finance policy and ensuring DIO compliance with financial reporting requirements.
- Improving DIO's financial acumen through the development and delivery of training packages and guidance.
- Contributing to the development of DIO corporate strategy and planning, including business continuity.

About our Team

DIO's Intelligence Mission Assurance Branch, in which the Partnerships and Governance section resides, supports the DIO analytical workforce in achieving DIO's mission. Our purpose is to make DIO an efficient and compliant organisation.

We enable our people to succeed as intelligence professionals. We value each other, we recognise good work and we cultivate a culture that nurtures organisational innovation and personal growth. We support each other. We are open and honest with each other, and we value teamwork and good leadership at all levels.

Our Ideal Candidate

You will be a self-starter with experience in financial management and business administration. You will have demonstrated ability to manage a diverse team and build capacity through mentoring, providing feedback and encouraging career development. You will exemplify the organisation's values, and will demonstrate moral courage, integrity and resilience.

You will also possess the following:

- Demonstrated commitment to fostering a positive work culture.
- Experience managing a range of competing priorities.
- Sound judgement.
- Excellent communication skills, with an ability to translate complex information into a digestible format.
- Exceptional coordination skills, with an ability to anticipate and provide targeted support to the needs of key stakeholders.
- Experience engaging with a wide range of stakeholders with different requirements to achieve outcomes.

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>

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	Name Withheld, 02 5130 4898
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=65444778-15A1-D15C-ADB3-D21AEE016C43

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Defence

Vacancy VN-0732038

Department of Defence

Closing Date: Monday 13 November 2023

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officer
Job Type	Full-Time, Ongoing
Location	Macleod VIC
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	SEG/09417/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=B57384E8-CDA4-5EF3-B128-D21C8E14F7D0>

Duties

Your Role

The APS4 Base Support Officer within Security & Estate Group (SEG) is accountable under limited direction to perform and achieve moderately complex tasks against base support operations and base planning. The position sits within a small team in an integrated workforce. The role would see the person being accountable to have a good understanding of and compliance to relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

During any week of operational assistance, the role incorporates:

- Facilities management & contractor liaison / engagement across multiple Defence sites.
- Training room/ accommodation bookings coordination.
- Meeting administration and secretariat functional support.
- Events management.
- On-site parking coordination.
- Purchasing and finance acquittal.
- Customer facing support.
- WHS/ Emergency Management/ Security Management plans and instructions support.
- Internal web portal (Intranet) communications.
- Problem solving, decision-making and seeking guidance when required.
- Policy research, analysis and application.
- Group mailbox triage.
- Information/ observation sharing, work practices monitoring, workload prioritisation and development of local procedures.

Our Team

Security and Estate Group, Directorate Service Delivery South East Zone is seeking to fill a position at the APS4 level at Simpson Barracks.

The Directorate of Service Delivery SEZ is responsible for the operational performance and issue management to support services delivered across Southern NSW, Tasmania and Victorian Defence Establishments.

These services include (but 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.

Our Ideal Candidate

In order to support a dynamic and diverse Defence capability, our ideal candidate 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.
- An outcomes focus.
- 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 Defence 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>

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To Apply

Position Contact	Maria Gamble, 0459 810 274
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B57384E8-CDA4-5EF3-B128-D21C8E14F7D0

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Defence

Vacancy VN-0732051

Department of Defence

Closing Date:Monday 13 November 2023

Security and Estate Group
Defence Security

Job Title	Security Vetting Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	SEG/10056/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B2172F28-9E4A-8105-A3C2-D21C8F3C68D1>

Duties

Your Role

As a Security Vetting Analyst working within the Australian Government Security Vetting Agency (AGSVA), you will conduct personnel security vetting functions to determine a person's suitability to be granted an Australian Government security clearance. You will be responsible for:

- Collecting and assessing sensitive information about security clearance applicants using telephone, video and/or in-person interviews with referees and/or applicants;
- Assessing and analysing information according to the Attorney-General's Department's Protective Security Policy Framework (PSPF) and other legislation and internal policies and procedures; and
- Writing reports using evidence-based analysis, professional structured judgment methodology and risk management principles.

You will manage a caseload of security clearance applications and make recommendations for AGSVA's Authorised Decision Makers (ADM). Within 12 months, it is expected you will transition to becoming an ADM. As an ADM, you will review completed cases in accordance with the PSPF and AGSVA's Quality Assurance and Risk Management frameworks, in order to provide assurance that the applicant is suitable to be granted a security clearance.

Our Team

AGSVA is located in the Defence Security Division within the Department of Defence and is the central vetting agency for the Australian Government. AGSVA conducts security clearance assessments for over 800 federal, state and territory agencies and industry partners and manages approximately 360,000 active security clearances. AGSVA operates out of seven cities across Australia (Canberra, Brisbane, Adelaide, Melbourne, Sydney, Perth and Darwin).

AGSVA is a highly skilled and professional organisation dedicated to the provision of security-assured clearances. This work is a critical business enabler for the Australian Government and for Australia's national and economic security, allowing Government to deliver capabilities and services.

You will be part of a proactive and dynamic AGSVA Vetting Operations team that is trusted and proven, and contributing to a positive service delivery culture. You will also be given opportunities

to work in other parts of AGSVA, such as on vetting policy and procedures and complex cases.

Our Ideal Candidate

We are looking for high-performing and highly-motivated people who:

- Follow and interpret policy, procedures and legislative frameworks;
- Are comfortable with managing a caseload of multiple cases and/or decisions at the same time and working within quality and time benchmarks to complete them;
- Adapt to changing priorities by being flexible and agile;
- Have sound judgment and are aware of their own biases;
- Possess integrity and professionalism and are personable, non-judgmental and collaborative;
- Are comfortable identifying, accepting and managing risk to make security-assured case recommendations and/or decisions;
- Have excellent knowledge of Australian and international current affairs and awareness of security threats and risks affecting Australia's national security;
- Are highly organised, have excellent attention to detail but also able to see the big picture, and be a highly skilled communicator, both written and verbal;
- Produce high quality vetting products and outcomes in a fast paced environment with competing priorities; and
- Are comfortable working with information gaps and discrepancies and can think laterally and recognise when you have enough information to complete a case recommendation or to make a decision to grant a security clearance.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Jane D'Elboux-Hughes, 07 3032 1590
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B2172F28-9E4A-8105-A3C2-D21C8F3C68D1

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Defence

Vacancy VN-0732325

Department of Defence

Closing Date: Sunday 12 November 2023

Defence Intelligence Group
Defence Intelligence Organisation

Job Title	Intelligence Entry Level Programs Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	DIG/08707/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=2766463B-0737-986B-B64D-D21DB90CAEA1>

Duties

The Role

As the Entry Level Program Manager, you are responsible for undertaking complex strategic human resources planning, recruitment and retention specific to intelligence on behalf of DIO and within an integrated shared service model. You will guide the organisation's targeted skills attraction and retention program, as well as identify and develop experiential learning pathways to retain skilled intelligence staff. You will exercise sound judgement, provide recommendations and advise on dedicated lines of effort, and communicate risk to senior leaders. Using your in-depth knowledge of human resource management, you will develop and implement compliance and review of policies and procedures relevant to the function.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Defence Intelligence Organisation (DIO) is the Australian Government's source of expertise on global security, weapons of mass destruction, foreign military capabilities, defence economics and transnational terrorism.

DIO provides timely and relevant intelligence to senior decision-makers – whether Defence Minister, government policy-maker or battlefield commander. We support the planning and conduct of ADF operations, defence capability and policy development, and wider government planning and decision-making on Defence and national security issues. We also provide specialist advice to support whole-of-government strategies, such as countering proliferation and combating terrorism.

The Entry Level Experience (ELE) Team represents DIO's interests at the enterprise level for all entry level programs. We engage with stakeholders to manage DIO's relationship with counterparts in support of strategic direction, skills, and human resource management and Defence priorities. Dedicated lines of effort include recruitment, targeted talent attraction, and retention initiatives to improve organisational resilience.

Our Ideal Candidate

Our ideal candidate will have a professional background in people management and or customer relations. You will have a demonstrated understanding of people skills, potential gaps and future Defence people capability requirements. You will possess refined negotiation and communication skills that are effective in influencing organisational outcomes. An in-depth and current working knowledge of strategic people management is highly desirable.

You will also possess:

- Excellent people skills and proven stakeholder engagement skills
- Demonstrated commitment to fostering a positive work culture
- Experience managing a range of competing priorities
- Sound judgement
- Ability to ingest and synthesise complex and sensitive information
- Initiative and personal drive in delivering work outcomes
- Demonstrated ability to lead and contribute to building organisational capability

Eligibility

Prior to commencement successful applicants will be required to undergo a psychological assessment and an extensive security clearance. As a Positive Vetting clearance is required, applicants must be an Australian Citizen; 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. For more information refer to the Information Pack.

Notes

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

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To Apply

Position Contact	-, 02 5108 9472
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2766463B-0737-986B-B64D-D21DB90CAEA1

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Defence

Vacancy VN-0732357

Department of Defence

Closing Date: Monday 13 November 2023

ARMY
Aviation Command

Job Title	Continuing Airworthiness, Engineering Quality and Improvement Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Enoggera QLD
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	ARMY/10276/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C2972EA7-A30C-272A-86C8-D21DBB9273B9>

Duties

The Role

The Army Aviation Command (AVNCOMD) Directorate of Continuing Airworthiness-Army (DCA-A) is the Defence Aviation Safety Authority (DASA) approved Continuing Airworthiness Management Organisation (CAMO) for the Army Aviation Military Air Operator (MAO) and is responsible for the ongoing management of the continuing airworthiness and sustainment of the Army Aviation fleet.

Under the Defence Aviation Safety Regulations (DASRs) Part M – Continuing Airworthiness, the CAMO is required to have a Quality Manager (QM) accepted by the DASA as meeting the personnel requirements of DASR AMC M. A. 706 (f). The QM is accountable to the 2 Star MAO - Accountable Manager (AM) for regulatory compliance of the CAMO and supporting organisations both military and contracted.

The Continuing Airworthiness Engineer and Quality Manager will fulfil this regulatory role by managing a small dispersed team delivering the function, as well as discharging the responsibilities of the Continuing Airworthiness Manager (CAM) in their absence, leading the continual improvement of the organisation and the integration of future capabilities.

The preferred work location for the role is at Fairbairn, Canberra(ACT); however, highly suitable candidates will be considered for flexible work located at Enoggera, in Brisbane (QLD).

Additional payment is available in the form of an Individual Flexibility Arrangement (IFA) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA), to a critical position within a workplace. Applicants engaged into a IFA position must consider that IFAs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the IFA may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the IFA is no longer necessary, as determined by Defence. Should the IFA be ceased you will be advised and your IFA additional payment will cease.

Enterprising bargaining for Defence APS is in progress and the Commonwealth has proposed a pay increase of 11.2% over 3 years.

About our Team

The Continuing Airworthiness Engineer and Quality Manager is accountable to the Major General (two star general) MAO-AM for

regulatory compliance of the CAMO and supporting organisations, both military and contracted, to the Defence Aviation Safety Regulations (DASRs) Part M. They manage a team that provides oversight of the Continuing Airworthiness Management functions across the Army MAO enterprise, which includes military and contracted support arrangements; across multiple aircraft types and Uncrewed Air Systems (UAS).

The Continuing Airworthiness Engineer and Quality Manager exercises the authority of the MAO-AM when addressing non-compliance/conformance with regulations or requirements for Continuing Airworthiness Management as delivered by military and/or contracted support organisations. They provide advice to the MAO-AM, make decisions on their behalf, and manage risks that relate to managing conformance to Continuing Airworthiness and supporting safe flight operations.

Our Ideal Candidate

The Continuing Airworthiness Engineer and Quality Manager will have the experience to critically judge indicators of non-compliance/conformance to regulations, and assess the presence, suitability, operability and effectiveness of processes, products and organisations in contribution to highly effective integrated enterprise risk management.

They will independently provide advice to the MAO-AM on identified issues when they have a significant impact to Airworthiness and propose action strategies to manage enterprise risks to safety and capability. They will exercise independent decision making in determining the actions to be taken, and issue findings for corrective actions for supporting organisations.

The Continuing Airworthiness Engineer and Quality Manager will engage with a range of senior stakeholders across the Army Aviation enterprise, ranging from senior military officers and corporate executives to quality management practitioners and supporting staff.

As a highly credible and influential technical leader, they will set the contemporary system benchmark and drive performance through collaborative, open and effective relationships with stakeholder organisations and their key appointments; delivering challenging information and managing the expectations of individuals within the organisation where their performance requires improvement.

Eligibility

Security Clearance

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

Mandatory Qualifications

Qualifications. 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. This engineering position may require the individual to be able to meet the requirements of Chartered Professional Engineer/Technologist (Engineers Australia).

Notes

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

About the Department of Defence

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To Apply

Position Contact	Craig Lavers, 02 5108 6496
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C2972EA7-A30C-272A-86C8-D21DBB9273B9

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Defence

Vacancy VN-0732373

Department of Defence

Closing Date: Monday 13 November 2023

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Director Learning and Development
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	CASG/10674/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7C365E64-DAE5-C6B2-53F2-D21DBC2E1E66>

Duties

The Role

As the Director Learning and Development, you will be embedded within the Capability Acquisition and Sustainment Group (CASG) to perform an important leadership role. You will lead multi-functional HR team/s in a high profile and impactful environment. You will also bring innovation and forward planning to your team and support the delivery of both strategic and operational learning functions for Defence.

This opportunity will see you:

- Provide advice and support in all areas of learning and development, working closely with business leaders and the executive, delivering exceptional learning outcomes and customer service.
- Set performance objectives and lead the team to deliver on annual learning plans aligned across the business, with clear tracking and outcomes.

- Report on learning and development performance using a data driven approach to inform decision making and to identify risks.
- Lead a high performing team building team engagement, capability and individual skills.
- Maintain and continually build on your knowledge of current trends in learning and learning technology.
- Initiate, establish and maintain strong relationships with a network of stakeholders internally and externally, recognising shared agendas and work toward mutually beneficial outcomes.
- Be responsible for influencing and developing strategies, policies, priorities and operational practices in support of Defence objectives.

About our Team

This role will see you lead and manage multiple teams that are responsible for influencing and developing strategies, policies, priorities and operational practices in support of Defence objectives. You will interact with a range of stakeholders across Defence including our senior leaders, allowing you to gain great professional exposure.

At the Department of Defence, the opportunities are endless:

- A competitive remuneration package that helps with the little, and not so little, things in life.
- Defence is full of exciting work opportunities you won't find anywhere else.
- Defence invests heavily in developing the expertise of our people to ensure that everyone has the opportunity to work with great leaders and in great teams to deliver great capability.
- We know that as much as you may love your job, it's important to be able to get away. We provide generous leave entitlements for whatever happens in life.
- We provide a range of wellbeing programs dedicated to supporting you and your family through whatever work and life have to offer.

If this role sounds exciting and you have a passion for Learning and Development, we want to hear from you! We are looking for talented individuals with a growth mindset. APS and/or Defence experience is not required for this role.

Our Ideal Candidate

To thrive in this opportunity, you will demonstrate:

- Extensive experience in leading the development of learning and development programs at the enterprise level, with a record of achieving business aligned outcomes.
- An ability to solve complex problems, lead and implement change at the functional level, and measure outcomes for continuous improvement.
- Superior representational and interpersonal skills, including the ability to be an influential leader who proactively manages internal and external stakeholder expectations and requirements.
- Demonstrate vision, strategic thinking, highly developed planning capabilities as well as having a creative, solutions focused approach.
- Enjoy operating with broad direction and a significant degree of independence.
- Lead and foster a diverse, inclusive and high performing team to deliver quality learning and development outcomes in a high intensity environment.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Natalie Francis, Please Email
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7C365E64-DAE5-C6B2-53F2-D21DBC2E1E66

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Defence

Vacancy VN-0732394

Department of Defence

Closing Date: Monday 13 November 2023

Joint Capabilities Group
ICT Operations Division

Job Title	Cyber Security Specialist
Job Type	Full-Time, Ongoing
Location	Reid ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	JCG/10776/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C56B813E-2876-71C4-3A75-D21DF456FA67>

Duties

The Role

A suitably qualified and experienced individual is sought to undertake the roles and responsibilities of a Cyber Security Specialist at the APS6 level. Responsibilities include:

- Commitment to Defence leadership behaviours, including adhering to Defence's values, accountability, risk management, inclusivity, partnerships, and building high-performance teams.
- Apply their knowledge and experience of computer-based systems to quickly gain an understanding of system function, operation and security posture. In order to provide support to CISO through Coordination and delivery of security products and the provision of technical advice relating to the security risk associated with the systems function, design and implemented security controls.
- Provide Security advice on Defence systems throughout the capability life cycle including the assessment of risk and evaluation of security posture.
- Development of security requirements, policies and procedures.

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

Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased.

It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The position is within Cyber Security Engineering (CSE), a small dynamic team within Information

and Communications Technology Security Branch (ICTSB). The CSE team directly supports CISO by coordinating cybersecurity engineering efforts across Defence to ensure that cybersecurity risk is adequately managed across the ICT, OT and Mission Systems engineered by or on behalf of Defence.

The CSE team works with Defence stakeholders such as Defence Digital Group and Capability Acquisition and Sustainment Group, providing guidance to capability programs throughout the Systems Engineering lifecycle to ensure critical systems are designed in a manner that is cyber-resilient, accreditable and integrated into the wider Defence security ecosystem.

The CSE team works collaboratively with Cyber teams across Defence, and is responsible for the development of a unified approach for cybersecurity engineering and system authorisation via certification and accreditation.

Our Ideal Candidate

The ideal candidate will have an interest in cyber security, willingness to learn new skills outside of their comfort zone and the motivation to continually develop themselves.

Candidates must:

Have strong analytical skills in the field of cyber security with the ability to apply these skills across a range of Defence systems.

- Be willing to contribute to a culture of cooperation and sharing of knowledge within a dynamic work environment that incorporates lessons learned in order to achieve optimal results.
- Desire to learn and continually develop new skills outside of their current qualifications in order to support Defence Capability needs.
- Have the ability to prioritise and manage tasks in a demanding environment.
- Ability to work both autonomously and within a team.
- Problem solve and achieve set outcomes.
- Have an understanding of, and experience in the application of engineering judgement.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Paul Clarke, 0474 163 342
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C56B813E-2876-71C4-3A75-D21DF456FA67

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Defence

Vacancy VN-0732410

Department of Defence

Closing Date: Monday 13 November 2023

Chief Information Officer Group
Office of the Chief Information Officer

Job Title	Chief of Staff
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	CIOG/10665/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3EBDADE4-A388-2A3A-1E98-D21DF4F2FB05>

Duties

The Role

We are seeking a dynamic, experienced leader to serve as our next Chief of Staff (CoS) to the Defence SES Band-3 Chief Information Officer (CIO). The CoS operates with a high degree of autonomy and serves as an advisor, driving organisational communication, collaboration, and alignment. The role is ideally suited to a proactive, detail-oriented and well-organised strategic thinker with a high level ability to communicate across all levels of the organisation.

The position should be viewed as a strong development role for aspiring SES which would be supported with strategic level professional development opportunities. The key functions performed by the CoS include:

- Providing strategic advice to the CIO on current and emerging issues relevant to the Chief Information Officer Group (CIOG), and the Defence enterprise.

- Advising the CIO and the CIOG executive leadership team and staff on matters relating to governance, risk and public sector accountabilities,
- Undertaking internal and external engagement and representation to advance the CIOG strategic intent and business objectives.
- Attending with, or representing, the CIO at internal committees and meetings.
- Maintaining an awareness of, and delivering support to, Government priorities including through media enquiries, ministerial briefs, and cabinet submissions.
- Overseeing tasking and correspondence requiring the CIO's input or clearance, specifically ensuring that all Commonwealth requirements have been addressed and consultation across the Defence enterprise has occurred. This involves engaging appropriately with Ministers' offices, all areas of Defence, and senior executives both within and outside of the CIOG.
- Oversight and management of the CIO's office and support staff, ensuring that diary management, travel, guest management, etc. are professionally delivered, including the reprioritisation of arrangements at short notice due to emerging issues.

Being adaptable, resilient, and a model of Defence and APS values to deliver timely and excellent results.

About our Team

The CoS manages a small front office team of two Executive Level 1 officers and three supporting APS staff who provide a range of broader enabling functions. The teams works to support Defence's Information and Communications Technology (ICT) footprint, one of the largest, most diverse and complex in the Southern Hemisphere. The CoS works closely with the CIOG Executive team to help plan, administer and facilitate organisational outcomes and priorities.

CIOG has a blended workforce (APS, ADF, contractors) of approximately 3,000 personnel who support the Defence mission globally. Over the next five years the Group will manage some \$5 billion of Defence capital projects, which includes a full suite of cutting edge ICT programs to enable the critical reform initiatives under way across Defence and to deliver capabilities to support the ADF mission.

Our Ideal Candidate

We are looking for an enthusiastic, professional, and experienced candidate who is able to think strategically, set and prioritise busy workloads, identify risks and opportunities and collaborate effectively in a Whole of Government setting to achieve results. Our ideal candidate must have a very high level of government, risk, governance and ministerial acumen as well as a sound understanding of the machinery of Government and a proven ability to achieve results in a Whole of Government setting. While beneficial, there is no direct requirement for a background in ICT or national security.

The successful candidate will be able to work effectively with a full range of senior stakeholders across multiple fields to drive results. They will be capable of independently identifying where business improvements can be made regardless of where they may exist. Additionally, the successful candidate must have exceptional analytical, written and oral communication skills (with experience with key briefing formats) and a proven ability to manage relationships. They must be flexible and able to multi-task in a busy 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>

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To Apply

Position Contact	Justin Keefe, 02 5130 1900
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3EBDADE4-A388-2A3A-1E98-D21DF4F2FB05

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Defence

Vacancy VN-0732416

Department of Defence

Closing Date: Monday 27 November 2023

Defence People Group
Joint Health Command

Job Title	National Clinical Governance Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	DPG/10705/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CFBA4B6B-9C81-892C-A6DF-D21DF5E67DB1>

Duties

The Role

The National Clinical Governance Manager plays a pivotal role in the oversight of clinical governance teams within Garrison Health nationally. This position involves managing the quality assurance systems of the health services delivered to the Australian Defence Force members. This includes providing technical advice and oversight of healthcare complaint and clinical incident management, oversight of the internal clinical audit program and quality improvement activities.

These duties involve analysis of healthcare data, engagement with internal and external stakeholders and policy development. The National Clinical Governance Manager will manage a team of five Health Governance Managers located around Australia.

This position is based in Canberra, ACT with remote work a possibility if applicant deemed suitable.

About our Team

The Directorate of Clinical Governance oversees the implementation and effectiveness of clinical governance within Joint Health Command.

The Directorate ensures Joint Health Command, and broader Garrison Health, deliver high quality, member-centric care in alignment with national standards and best practice. This is achieved through overseeing the management of healthcare complaints, clinical incidents and feedback while monitoring clinical performance metrics and consumer engagement. The team is comprised of Nationally dispersed Health Professionals and Business Administrative Staff.

The Directorate of Clinical Governance strives to promote a culture of continuous improvement to ensure safe, effective and timely health service delivery to all ADF personnel.

Our Ideal Candidate

A high level of communication skills is required for liaison with contracted, uniformed and Australian Public Service workforce as well as Command and external service providers. The role also involves managing Health Governance Managers in regions across Australia and promoting a continuous improvement model of healthcare provision.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Andrew Johnston, 0459 845 125
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CFBA4B6B-9C81-892C-A6DF-D21DF5E67DB1

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Defence

Vacancy VN-0732483

Department of Defence

Closing Date: Sunday 12 November 2023

Defence Intelligence Group
Defence Intelligence Organisation

Job Title	Governance, Partnerships and Outreach
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$111,441 - \$123,705
Classification	Executive Level 1
Position Number	DIG/10610/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=53F1AF3E-7B75-6332-8B76-D21E2F502BEA>

Duties

The Role

We are recruiting for a number of team lead roles:

Governance supports our seniors in corporate decision-making, and improving internal systems and policies to enhance analytic accountability. You will:

- Lead a team to enhance DIO's analytic accountability practices, ensuring rigorous and compliant analysis
- Manage relationships with key government oversight functions
- Coordinate DIO's inputs into ministerial and cabinet submissions, and parliamentary tasks
- Develop policies and processes that ensure DIO's adherence to legal and broader departmental policy frameworks.

Customer Engagement supports DIO in understanding our customers across government. They liaise with senior stakeholders to refine requirements to align with DIO's mandate and coordinate DIO responses. You will:

- Manage a team to facilitate the delivery of intelligence support to DIO's senior customers.
- Lead DIO's engagement with a variety of senior stakeholders to understand requirements, and represent DIO equities with Defence and the Australian Government
- Develop and deliver DIO's Customer Engagement Strategy in support of DIO's priorities and requirements

International Partner Engagement supports our seniors in deliver DIO's international engagement agenda and build relationships with key intelligence partners. You will:

- Manage a team to coordinate DIO senior international engagements, providing advice on engagement objectives and developing communication packs.
- Advise DIO on third-party release of information to ensure compliance with applicable legislation and policy
- Develop DIO policies and guidance for international engagement and travel.

NIC Coordination facilitates the DIO's involvement in the National Intelligence Community (NIC) Enterprise and supports to DIO seniors to represent and advance DIO's interests in NIC governance structures. You will:

- Coordinate DIO's activities under the NIC enterprise framework
- Support DIO seniors' participation in NIC meetings coordinating input from key stakeholders within the Defence Intelligence Enterprise.
- Build insights into NIC agencies and Defence stakeholders to further DIO's work in the NIC.

About our Team

The Defence Intelligence Organisation (DIO) is the Australian Government's source of expertise on global security, weapons of mass destruction, foreign military capabilities, defence economics and transnational terrorism.

DIO provides timely and relevant intelligence to senior decision-makers – whether Defence Minister, government policy-maker or battlefield commander. We support the planning and conduct of ADF operations, defence capability and policy development, and wider government planning and decision-making on Defence and national security issues. We also provide specialist advice to support whole-of-government strategies, such as countering proliferation and combating terrorism.

In the Intelligence Mission Assurance Branch, we believe in DIO's mission. Our purpose is to make DIO an efficient and compliant organisation, and we enable our people to succeed as intelligence professionals. We value each other, we recognise good work and we cultivate a culture that nurtures organisational innovation and personal growth.

Our Ideal Candidate

You will be a self-starter with experience in intelligence or national security community. You will have demonstrated ability to manage a diverse team and build capacity through mentoring, providing feedback and encouraging career development. You will exemplify the organisation's values, and will demonstrate moral courage, integrity and resilience. You will be aware of DIO's place in government and its primary goals.

You will also have the following:

- Demonstrated commitment to fostering a positive work culture
- Experience managing a range of competing priorities
- sound judgement
- Excellent communication skills, with an ability to translate complex information into a digestible format
- Exceptional coordination skills, with an ability to anticipate and provide targeted support to the needs of key stakeholders
- Experience engaging with a wide range of stakeholders with different requirements to achieve outcomes

For **Governance and NIC Coord** - Experience in policy or legal fields is highly desirable

For **Customer Engagement** - Experience in customer relations and/or coordination, and an understanding of intelligence is highly desirable

International Partner Engagement - Experience working with international partners, and demonstrated understanding of Defence / Whole-of-Government international relationships is highly desirable. **Eligibility**

Prior to commencement successful applicants will be required to undergo a psychological assessment and an extensive security clearance. As a Positive Vetting clearance is required, applicants must be an Australian Citizen; 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. For more information refer to the Information Pack.

Notes

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

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To Apply

Position Contact	-, 02 5130 4898
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=53F1AF3E-7B75-6332-8B76-D21E2F502BEA

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Education, Skills and Employment

Vacancy VN-0732420

Tertiary Education Quality and Standards Agency

Closing Date: Monday 13 November 2023

Regulatory Operations
Registration and Courses Initial Registration and Courses Teams

Job Title	Senior Assessment Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Perth WA, Hobart TAS, Darwin NT
Salary	\$90,838 - \$99,891
Classification	APS Level 6
Position Number	Multiple
Agency Website	www.teqsa.gov.au

Job Description

<https://teqsa.bigredsky.com/page.php?>

TEQSA has **non-ongoing** opportunities at the APS6 classification level in the Registration and Courses group.

As an **APS6 Senior Assessment Manager**, you will be responsible for undertaking comprehensive, complex assessments of:

- Applications from higher education providers against standards and legislation, using established agency assessment and decision-making practices or
- Possible non-compliance with the relevant standards and legislation.

Duties

The **core** duties of the APS6 role include:

- Undertaking complex risk-based assessments, reviewing, analysing, and synthesising evidence submitted by providers and derived from other sources, interpreting legislation, and applying sound judgment to prepare high-quality written reports/ recommendations requiring little or no revision before finalisation for consideration by decision makers.
- Acquiring, applying, and maintaining a comprehensive working knowledge of precedents, relevant legislation, standards, quality assurance procedures, reporting requirements, best practice regulatory models, policy, procedures, and guidelines.

- Contributing to strategic planning, programming, project management, policy development, and internal guidance for regulatory decisions to support the achievement of team objectives and continuous business improvement.
- Building and maintaining relationships with a range of internal and external stakeholders, anticipating and responding to their needs to achieve work area and agency goals.
- Working effectively and harmoniously in a team, managing competing priorities, solving problems, and providing advice, support, and training to others as required.

Our ideal candidates

TEQSA is looking for high-performing team members who are passionate about contributing to the excellence of Australian higher education.

Experience working in a regulatory environment and/or experience working in the Australian higher education sector is highly regarded.

At the **APS6 level**, TEQSA is looking for:

1. Demonstrated ability to conduct complex regulatory assessments informed by legislation, policy frameworks, and evidence.
2. Knowledge of the higher education sector or the ability to quickly acquire such an understanding, including the ability to adapt to situations and to remain abreast of new sector trends and developments.
3. High-level written and verbal communication skills, including the ability to prepare high quality concise reports and briefs for presentation to decision makers or (where relevant) courts and tribunals.
4. High-level organisational skills and experience, including the capacity to manage complex work within legislated timeframes with a high degree of quality and accuracy, contributing to team and agency objectives.
5. Experience working collaboratively with others to build and manage relationships through effectively communicating with internal and external stakeholders, anticipating, and responding to their needs, and nurturing productive working relationships.

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 multiple non-ongoing vacancies until 30 June 2024**, with the possibility of an extension.
- 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 Regulatory Operations as they arise. The merit pool is active for 18 months from the 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>

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	Renae Leverenz, (03) 8306 2534
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

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Foreign Affairs and Trade

Vacancy VN-0731970

Department of Foreign Affairs and Trade

Closing Date: Monday 13 November 2023

Australian Passport Office (APO)
Passport Customer Services Branch (PCB) Brisbane Passports Office (BBPT)

Job Title	2023 - APS Level 3 - Passport Officer - Brisbane, Queensland
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$67,249 - \$73,298
Classification	APS Level 3
Position Number	TBC
Agency Website	

Job Description

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

The opportunities

Do you have a passion for working in service delivery environments? Do you have exceptional customer service skills? Do you have an understanding of managing high-risk, high-value assets appropriately? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) is seeking Passport Officers, to work across a variety of Service Delivery roles in our division.

The APO provides access to secure international travel documentation through timely and responsive passport services in Australia and overseas. The APO manages each stage of the passport production process including the passport application lodgement, assessment, and printing stages, as well as the service recovery, workload management, and commercial management functions.

Before applying please note: all roles will involve customer interaction, including exposure to people who may be emotional, distressed, or have challenging personal circumstances. Officers will be trained across a variety of duties and expected to be flexible and adaptable to meet operational requirements. All roles will include some tasks that may be repetitive, or involve more physical aspects such as lifting, walking, or standing for prolonged periods of time.

Our ideal candidates

You will have:

- Strong customer service skills whilst displaying empathy and emotional intelligence.
- Ability to problem solve using sound judgement and risk.
- Agility and flexibility to evolve rapidly to change plans or course of direction to match the reality or demands of a situation.
- Ability to apply both a sense of urgency and the highest level of discretion and confidentiality.
- A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.
- Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.
- Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public
- Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.
- A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

- Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g. passport application interviews, passport enquiries, passport collections, and document legalisation services), concierge, administrative support, and telephone enquiries.
- Communicate effectively (orally and in writing) with members of the public, colleagues, and management.
- Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.
- Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.
- Assist in regular stocktakes of blank passport holdings.
- Undertake processing tasks and operate travel document printer and laminate machines to produce Australian travel documents, including basic routine maintenance of passport printers.
- High speed and accurate data entry, document preparation, scanning, personalisation, image enhancement, document/photo exceptions re-work.
- Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.

- General day-to-day administrative functions including, but not limited to, effective records management, management of inbox, payment of invoices, liaison with various customers and stakeholders in relation to travel document refunds and Returns to Sender.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Eligibility

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

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Krystal Purdie, 07 3405 4784
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0731972

Department of Foreign Affairs and Trade

Closing Date: Monday 13 November 2023

Australian Passport Office (APO)
Passport Customer Services Branch (PCB) Brisbane Passports Office (BBPT)

Job Title	2023 - APS Level 4 - Passport Officer - Brisbane, Queensland
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$75,357 - \$80,336
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

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

The opportunities

Do you have a passion for working in fast-paced service delivery environments? Do you have exceptional customer service and problem-solving skills? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) Division are seeking Passport Officers to work across a variety of Service Delivery roles in our division.

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You will have:

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- Ability to work under pressure, apply both a sense of urgency and the highest level of discretion and confidentiality.
- A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.
- Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframe. Effectively use business applications, tools and new technology to streamline internal processes and service delivery to the Australian Public
- Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

Duties

- Deliver courteous, prompt, and professional customer service when providing guidance to the public through various channels including face-to-face, telephone or in writing ensuring to use approved scripts or templates where applicable.
- Use effective judgement and investigative skills to monitor and manage Australian Travel Document applications and passport workflows. Contribute to the management of workload, and resource allocation priorities with a high degree of flexibility.
- Undertake travel document processing including decision-making and recommendations on the eligibility of applicants for an Australian travel document by providing appropriate determinations that are informed by relevant legislation, regulation, policies, and guidelines.
- Investigate, resolve, and review standard to moderately complex travel document eligibility and related issues. The definition of standard and moderately complex applications is set by the APO with changes made to that definition as needed from time to time. Propose solutions to senior officers when escalating matters.
- Contribute to the provision of advice, assistance and guidance on travel document eligibility matters and the extent to which they comply with relevant legislation, regulations, policies, and guidelines and implement said policies and procedures.
- Conduct spoils and destruction, personalisation support, and site custodian duties in line with delegations and agreed processes and procedures.
- Work independently to meet deadlines, required work outputs, key performance indicators and performance expectations in line with DFAT Performance Frameworks.
- Meet operational deliverables in an emergency or crisis response.
- Actively build, maintain, and facilitate collaboration with a wide network of internal stakeholders.
- Proactively monitor, identify, and analyse current and emerging issues that may have an impact on the project deliverables/timeframe of stakeholders (internal and external) in relation to the project deliverables.
- Manage Alerts raised by internal and external government authorities.
- Provide support, guidance, and assist in identifying training needs for other staff. Coach and mentor staff to increase understanding of relevant legislation, regulation, policies, and guidelines.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Eligibility

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Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Notes

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About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Krystal Purdie, 07 3405 4784
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0731981

Department of Foreign Affairs and Trade

Closing Date: Monday 13 November 2023

Australian Passport Office (APO)
Passport Customer Services Branch (PCB) Canberra Passport Office (CBPT)

Job Title	2023 - APS Level 3 - Passport Officer - Canberra, Australia
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$67,249 - \$73,298
Classification	APS Level 3
Position Number	TBC
Agency Website	

Job Description

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

The opportunities

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Our ideal candidates

You will have:

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- Agility and flexibility to evolve rapidly to change plans or course of direction to match the reality or demands of a situation.
- Ability to apply both a sense of urgency and the highest level of discretion and confidentiality.
- A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.
- Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.
- Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public
- Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.
- A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

- Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g. passport application interviews, passport enquiries, passport collections, and document legalisation services), concierge, administrative support, and telephone enquiries.
- Communicate effectively (orally and in writing) with members of the public, colleagues, and management.
- Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.
- Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.
- Assist in regular stocktakes of blank passport holdings.
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About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Jessica Patterson, 02 6261 3667
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0731992

Department of Foreign Affairs and Trade

Closing Date: Monday 13 November 2023

Australian Passport Office (APO)
Passport Customer Services Branch (PCB) Canberra Passport Office (CBPT)

Job Title	2023 - APS Level 4 - Passport Officer - Canberra, Australia
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$75,357 - \$80,336
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

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

The opportunities

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- Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

Duties

- Deliver courteous, prompt, and professional customer service when providing guidance to the public through various channels including face-to-face, telephone or in writing ensuring to use approved scripts or templates where applicable.
- Use effective judgement and investigative skills to monitor and manage Australian Travel Document applications and passport workflows. Contribute to the management of workload, and resource allocation priorities with a high degree of flexibility.
- Undertake travel document processing including decision-making and recommendations on the eligibility of applicants for an Australian travel document by providing appropriate determinations that are informed by relevant legislation, regulation, policies, and guidelines.
- Investigate, resolve, and review standard to moderately complex travel document eligibility and related issues. The definition of standard and moderately complex applications is set by the APO with changes made to that definition as needed from time to time. Propose solutions to senior officers when escalating matters.
- Contribute to the provision of advice, assistance and guidance on travel document eligibility matters and the extent to which they comply with relevant legislation, regulations, policies, and guidelines and implement said policies and procedures.
- Conduct spoils and destruction, personalisation support, and site custodian duties in line with delegations and agreed processes and procedures.
- Work independently to meet deadlines, required work outputs, key performance indicators and performance expectations in line with DFAT Performance Frameworks.
- Meet operational deliverables in an emergency or crisis response.
- Actively build, maintain, and facilitate collaboration with a wide network of internal stakeholders.

- Proactively monitor, identify, and analyse current and emerging issues that may have an impact on the project deliverables/timeframe of stakeholders (internal and external) in relation to the project deliverables.
- Manage Alerts raised by internal and external government authorities.
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Eligibility

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About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Lisa Fakalolo, 02 6261 3837
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0732032

Department of Foreign Affairs and Trade

Closing Date: Monday 13 November 2023

Australian Passport Office (APO)
Passport Customer Services Branch (PCB) Hobart Passport Office (HTPT)

Job Title	2023 - APS Level 3 - Passport Officer - Hobart, Tasmania
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$67,249 - \$73,298
Classification	APS Level 3
Position Number	TBC
Agency Website	

Job Description

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

The opportunities

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Duties

- Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g. passport application interviews, passport enquiries, passport collections, and document legalisation services), concierge, administrative support, and telephone enquiries.
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About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Noreen Yee, 0416 978 175
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0732035

Department of Foreign Affairs and Trade

Closing Date: Monday 13 November 2023

Australian Passport Office (APO)
Passport Customer Services Branch (PCB) Hobart Passport Office (HTPT)

Job Title	2023 - APS Level 4 - Passport Officer - Hobart, Tasmania
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$75,357 - \$80,336
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

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

The opportunities

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- Ability to work under pressure, apply both a sense of urgency and the highest level of discretion and confidentiality.

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- Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

Duties

- Deliver courteous, prompt, and professional customer service when providing guidance to the public through various channels including face-to-face, telephone or in writing ensuring to use approved scripts or templates where applicable.
- Use effective judgement and investigative skills to monitor and manage Australian Travel Document applications and passport workflows. Contribute to the management of workload, and resource allocation priorities with a high degree of flexibility.
- Undertake travel document processing including decision-making and recommendations on the eligibility of applicants for an Australian travel document by providing appropriate determinations that are informed by relevant legislation, regulation, policies, and guidelines.
- Investigate, resolve, and review standard to moderately complex travel document eligibility and related issues. The definition of standard and moderately complex applications is set by the APO with changes made to that definition as needed from time to time. Propose solutions to senior officers when escalating matters.
- Contribute to the provision of advice, assistance and guidance on travel document eligibility matters and the extent to which they comply with relevant legislation, regulations, policies, and guidelines and implement said policies and procedures.
- Conduct spoils and destruction, personalisation support, and site custodian duties in line with delegations and agreed processes and procedures.
- Work independently to meet deadlines, required work outputs, key performance indicators and performance expectations in line with DFAT Performance Frameworks.
- Meet operational deliverables in an emergency or crisis response.
- Actively build, maintain, and facilitate collaboration with a wide network of internal stakeholders.
- Proactively monitor, identify, and analyse current and emerging issues that may have an impact on the project deliverables/timeframe of stakeholders (internal and external) in relation to the project deliverables.
- Manage Alerts raised by internal and external government authorities.
- Provide support, guidance, and assist in identifying training needs for other staff. Coach and mentor staff to increase understanding of relevant legislation, regulation, policies, and guidelines.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Eligibility

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

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Noreen Yee, 0416 978 175
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0732114

Department of Foreign Affairs and Trade

Closing Date:Monday 13 November 2023

Australian Passport Office (APO)
Passport Customer Services Branch (PCB) Sydney Passports Office (SYPT)

Job Title	2023 - APS Level 3 - Passport Officer - Sydney, NSW
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$67,249 - \$73,298
Classification	APS Level 3
Position Number	TBC
Agency Website	

Job Description

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

The opportunities

Do you have a passion for working in service delivery environments? Do you have exceptional customer service skills? Do you have an understanding of managing high-risk, high-value assets appropriately? Do you have sound administration and clerical

skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) is seeking Passport Officers, to work across a variety of Service Delivery roles in our division.

APO provides access to secure international travel documentation through timely and responsive passport services in Australia and overseas. The APO manages each stage of the passport production process including the passport application lodgement, assessment, and printing stages, as well as the service recovery, workload management, and commercial management functions.

Before applying please note: all roles will involve customer interaction, including exposure to people who may be emotional, distressed, or have challenging personal circumstances. Officers will be trained across a variety of duties and expected to be flexible and adaptable to meet operational requirements. All roles will include some tasks that may be repetitive, or involve more physical aspects such as lifting, walking, or standing for prolonged periods of time.

Our ideal candidates

You will have:

- Strong customer service skills whilst displaying empathy and emotional intelligence.
- Ability to problem solve using sound judgement and risk.
- Agility and flexibility to evolve rapidly to change plans or course of direction to match the reality or demands of a situation.
- Ability to apply both a sense of urgency and the highest level of discretion and confidentiality.
- A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.
- Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframes.
- Effectively use business applications, tools, and technology to streamline internal processes and service delivery to the Australian Public
- Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.
- A mature attitude and the key attributes of being responsible, trustworthy, and reliable.

Duties

- Provide a courteous, prompt, efficient and professional service when working on the front counter (e.g. passport application interviews, passport enquiries, passport collections, and document legalisation services), concierge, administrative support, and telephone enquiries.
- Communicate effectively (orally and in writing) with members of the public, colleagues, and management.
- Undertake Quality Assurance checks of travel documents prior to, and post, print of travel documents.
- Handle high-value, high-risk inventory in a secure manner, and manage the secure spoilage and destruction of incorrect or faulty travel documents in line with strict policies and procedures.
- Assist in regular stocktakes of blank passport holdings.
- Undertake processing tasks and operate travel document printer and laminate machines to produce Australian travel documents, including basic routine maintenance of passport printers.
- High speed and accurate data entry, document preparation, scanning, personalisation, image enhancement, document/photo exceptions re-work.
- Working independently, organise own workload, allocate own resources, and complete tasks in a timely manner to meet established key performance indicators.
- General day-to-day administrative functions including, but not limited to, effective records management, management of inbox, payment of invoices, liaison with various customers and stakeholders in relation to travel document refunds and Returns to Sender.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Eligibility

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

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Gary Attard and Mary Marshall, Gary: 02 8226 6672 Mary: 02 9207 6991
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0732115

Department of Foreign Affairs and Trade

Closing Date: Monday 13 November 2023

Australian Passport Office (APO)
Passport Customer Services Branch (PCB) Sydney Passports Office (SYPT)

Job Title	2023 - APS Level 4 - Passport Officer - Sydney, NSW
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$75,357 - \$80,336
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

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

The opportunities

Do you have a passion for working in fast-paced service delivery environments? Do you have exceptional customer service and problem-solving skills? Do you have sound administration and clerical skills? If you have answered yes to these questions, WE WANT YOU! The Australian Passport Office (APO) Division are seeking Passport Officers to work across a variety of Service Delivery roles in our division.

APO provides access to secure international travel documentation through timely and responsive passport services in Australia and overseas. The APO manages each stage of the passport production process including the passport application, lodgement, assessment and printing stages, as well as the service recovery, workload management, and commercial management functions.

Before applying please note: all roles will involve customer interaction, including exposure to people who may be emotional, distressed, or have challenging personal circumstances. Officers will be trained across a variety of duties and expected to be flexible and adaptable to meet operational requirements. All roles will include some tasks that may be repetitive.

Our ideal candidates

You will have:

- Strong customer service skills whilst displaying empathy and emotional intelligence.
- Ability to problem solve using sound judgement and risk.
- Agility and flexibility to evolve rapidly to change plans or course of direction to match the reality or demands of a situation.
- Ability to work under pressure, apply both a sense of urgency and the highest level of discretion and confidentiality.
- A positive can-do attitude, displaying personal resilience, calmness and focus on achieving objectives, even in difficult circumstances.
- Capability to identify, assess, and instigate actions independently and complete tasks within appropriate timeframe. Effectively use business applications, tools and new technology to streamline internal processes and service delivery to the Australian Public
- Ability to interpret and apply relevant legislation, guidelines, policies, and procedures across the spectrum of passport network issues and challenges.

Duties

- Deliver courteous, prompt, and professional customer service when providing guidance to the public through various channels including face-to-face, telephone or in writing ensuring to use approved scripts or templates where applicable.
- Use effective judgement and investigative skills to monitor and manage Australian Travel Document applications and passport workflows. Contribute to the management of workload, and resource allocation priorities with a high degree of flexibility.
- Undertake travel document processing including decision-making and recommendations on the eligibility of applicants for an Australian travel document by providing appropriate determinations that are informed by relevant legislation, regulation, policies, and guidelines.
- Investigate, resolve, and review standard to moderately complex travel document eligibility and related issues. The definition of standard and moderately complex applications is set by the APO with changes made to that definition as needed from time to time. Propose solutions to senior officers when escalating matters.
- Contribute to the provision of advice, assistance and guidance on travel document eligibility matters and the extent to which they comply with relevant legislation, regulations, policies, and guidelines and implement said policies and procedures.
- Conduct spoils and destruction, personalisation support, and site custodian duties in line with delegations and agreed processes and procedures.
- Work independently to meet deadlines, required work outputs, key performance indicators and performance expectations in line with DFAT Performance Frameworks.
- Meet operational deliverables in an emergency or crisis response.
- Actively build, maintain, and facilitate collaboration with a wide network of internal stakeholders.
- Proactively monitor, identify, and analyse current and emerging issues that may have an impact on the project deliverables/timeframe of stakeholders (internal and external) in relation to the project deliverables.
- Manage Alerts raised by internal and external government authorities.
- Provide support, guidance, and assist in identifying training needs for other staff. Coach and mentor staff to increase understanding of relevant legislation, regulation, policies, and guidelines.
- Work as part of a team to deliver outcomes, displaying flexibility to meet operational requirements.

Eligibility

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

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Notes

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Gary Attard and Mary Marshall, Gary: 02 8226 6672 Mary: 02 9207 6991
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Health

Vacancy VN-0732561

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Monday 13 November 2023

ACSQHC
ACSQHC HAI/IPC

Job Title	APS6 Project Officer, HAI/IPC
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$91,084 - \$102,756
Classification	APS Level 6
Position Number	20021620
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

<https://www.safetyandquality.gov.au/careers>

The Senior Project Officer will be responsible for leading work, as directed by the Senior Advisor, HAI and Infection Prevention and Control, and Stream Director, on a range of support activities for the NSQHS Preventing and Controlling Infections Standard. These include the National Hand Hygiene Initiative and the Australian Guidelines for the Prevention and Control of Infection in Healthcare, and the development of guidance and educational resources relating to these, as well as contributing to broader activities to support the Commission's work on HAIs and infection prevention and control. This will include researching the available literature and undertaking analysis of data and information to inform policy and resources; project management; healthcare worker education resource development; stakeholder engagement; facilitation of meetings and working groups; preparation of project documentation; and, collaborating with other program areas across the Commission.

Duties

1. Collate, edit and draft meeting papers, correspondence, discussion papers, submissions, consultation materials, briefing notes and other written materials associated with the program.
2. Provide secretariat support for committees and expert groups, including preparation of agenda papers, meeting notes, logistics and other administrative tasks.
3. Undertake project management activities, including input into project planning and documentation; monitoring and reporting on progress of projects; and identifying problems and proposing possible solutions.
4. Undertake procurement and contract management activities including financial administration and budget preparation and monitoring.
5. Collaborate with members of the AURA/IPC/HAI team and other program teams within the Commission to support the work of the achievement of the Work Plan and other designated projects.
6. Research, review and analyse data, reports, published material and expert opinion to provide information and advice to support the development of projects and program initiatives.
7. Work with the team to create and/or update resources for internal and external audiences.
8. Contribute to the operation of the National Hand Hygiene Initiative (NHHI) Help Desk, management of the team email boxes and other support services for health system staff who use the learning management system and NHHI auditing applications.
9. Under direction, liaise with national and state authorities, professional organisations, individuals, government and non-government organisations; and collaborate with all team members and other areas of the Commission to support the work of the Commission.

Eligibility

- Demonstrated experience in secretariat support and project management, including the ability to manage, and report on, budgets.
- Strong conceptual, analytical and research skills, including demonstrated sound judgement and innovative problem-solving skills.
- Demonstrated high level organisational skills, including the ability to manage competing priorities and show initiative in meeting deadlines.
- Demonstrated strong written and oral communication skills, including the ability to produce high level documents including briefing papers, reviews, submissions, correspondence and meeting papers that clearly communicate complex issues in a manner appropriate for the audience.
- Strong interpersonal skills with an ability to communicate effectively and develop productive working relationships with a range of stakeholders.
- Knowledge of government processes, particularly in regard to procurement processes, or demonstrated capacity in procedural procurement processes.

Notes

To apply for this position, please complete and submit an application form through <https://www.safetyandquality.gov.au/careers> and upload:

- A CV summarising your relevant experience, qualifications and referee details (one of which must be your current supervisor).
- A statement addressing your suitability against each of the selection criteria (no more than 2 pages in total).

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au.

Applications are due by **midnight, Monday 13 November 2023**.

In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff be fully vaccinated against COVID-19 and provide evidence of their vaccination status prior to commencing their engagement.

Candidates must be Australian citizens to be eligible to apply.

Questions about the role can be directed to Girish Swaminathan (02) 9126 3507.

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

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Girish Swaminathan, 0291263507
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0732101

Australian Digital Health Agency

Closing Date: Monday 13 November 2023

Corporate Services
Governance Governance Services

Job Title	Risk Management Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$90,823 - \$102,464
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Risk Management Officer provides expertise in the planning, development implementation, integration, and reporting and ongoing improvement of the Agency's risk management and associated systems.

Duties

Risk management systems include: risk management architecture, fraud control and public interest disclosure arrangements, and business continuity and resilience management arrangements, insurance activities and internal audit functions. In addition, the role will provide support to general governance and corporate reporting activities.

The position may have considerable public contact in relation to difficult or sensitive matters and may liaise with a range of stakeholders in this regard.

Skills and Experience

- Experience in policy and procedure maintenance and development
- Knowledge of risk management frameworks and systems. This includes fraud control, business continuity, insurance and internal audit arrangements, as applied in a Commonwealth setting.
- Knowledge of and compliance with key Commonwealth legislation and policies, in particular *the Public Governance Performance and Accountability Act 2013* (PGPA Act) and associated *Public Governance Performance and Accountability rule 2014* (PGPA Rule).

Qualifications

- Certificate level or above qualifications in Risk Management, Governance, Fraud Control, Business Continuity and/or Insurance is desirable.
- Membership of professional organisations involved in aspects of risk management is desirable.

For all queries relating to the responsibilities of the position, please contact Tracey Thomas via (07) 3023 8546.

Eligibility

- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain national police check.

- 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

Notes:

The Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Application

The position maybe filled in Brisbane, Sydney, or Canberra. To apply, submit your resume and a cover letter outlining your relevant experience within the context of the five relevant duties as outlined in the position description: Leadership and Accountability, Management Diversity and Span, Job Context and Environment, Independency and Decision-making, and Stakeholder Management.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

Closing date: Monday 13 November 2023, 11:30pm

Remuneration: \$104,810 to \$118,244 (including superannuation).

For APS applicants, please refer to APS Jobs for details of salary ranges. These are in accordance with the Agency's s24 Determination 2023.

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	Tracey Thomas, (07) 3023 8546
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0732542

Australian Digital Health Agency

Closing Date: Sunday 12 November 2023

Digital Solutions Division
Architecture Branch Enterprise Architecture Section

Job Title	Healthcare Enterprise Architect
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$111,611 - \$127,294
Classification	Executive Level 1
Position Number	TBA
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

As an EL1 Enterprise Architect, you will play a crucial role in designing and implementing cutting-edge solutions to enhance Australia's digital health ecosystem.

The Enterprise Architect role offers a unique opportunity to make a significant impact on healthcare infrastructure. Your expertise will drive the development of secure, efficient, and patient-centric healthcare systems.

At the Agency, you'll collaborate with a dynamic team of experts dedicated to improving the nation's health outcomes. Your skills will help shape the future of healthcare, ensuring that every Australian receives the best possible care.

If you're a visionary architect with a passion for healthcare, the Agency is the place to advance your career and make a real difference. Apply now and be a part of a brighter, healthier future for Australia!

Duties

The purpose of the Enterprise Architects is to proactively apply Enterprise Architecture practices to enable the Agency to create value for the Australian public through the delivery of safe and trusted digital health products and services. The role is responsible for architecting the business, application, data and technology elements within the Agency that ensure streamlined operations and effective use of taxpayer funds. This is a key Executive Level 1 position, requiring a person who is proactive, driven and purposeful.

We are seeking a skilled Healthcare Enterprise Architect to lead the design and implementation of cutting-edge technology solutions in the healthcare sector. The ideal candidate will possess extensive knowledge of healthcare systems, electronic health records (EHR), interoperability standards, and regulatory requirements. The Healthcare Enterprise Architect will play a pivotal role in shaping our healthcare IT landscape, ensuring seamless integration of diverse healthcare applications and optimizing data exchange for improved patient care.

Qualifications:

- Bachelor's or Master's degree in Healthcare Informatics, Health Information Management, or a related field are highly desirable.
- Proven experience as a Healthcare Enterprise Architect, demonstrating a track record of successful implementations in healthcare organizations.
- Deep understanding of healthcare interoperability standards such as HL7, FHIR, and CCD.
- Expertise in healthcare data standards (SNOMED CT, LOINC) and healthcare coding systems (ICD-10, CPT).
- Familiarity with healthcare data exchange frameworks like Direct Project and CommonWell Health Alliance.
- Strong knowledge of healthcare cybersecurity practices and regulations.
- Excellent communication skills with the ability to convey complex technical concepts to both technical and non-technical stakeholders.

Please contact Imran Merchant via imran.merchant@digitalhealth.gov.au if you have any queries in relation to this position.

Eligibility

- Australian Citizenship is a mandatory requirement for 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.
- Ability to obtain and maintain national police check.

Notes

The Agency is committed to diversity and inclusion. 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+, mature aged employees and carers. To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

Pool of Merit: Applications rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Agency for up to 18 months.

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

Application

The position may be filled in Brisbane, Sydney, or Canberra. To apply, please submit your resume and a cover letter of no more than two pages describing how your skills and experience align with the requirements of this position.

The total remuneration package for these positions is \$128,799 - \$146,897 (including superannuation) + a possible additional allowance.

Please contact us via email at careers@digitalhealth.gov.au if you have any general questions about the position.

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	Imran Merchant, imran.merchant@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0732556

National Mental Health Commission

Closing Date: Monday 13 November 2023

National Mental Health Commission
Corporate Team

Job Title	Assistant Director, Corporate
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC
Salary	-
Classification	Executive Level 1
Position Number	20024361
Agency Website	https://www.mentalhealthcommission.gov.au/About

Job Description

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

The role

Reporting to the Director Corporate Services, this role is responsible for providing corporate services across the Commission, enabling it to achieve its priorities by ensuring its operations are efficient, effective and compliant. This role helps to lead the delivery of audit and risk, planning, performance, compliance, information reporting, property services, security and shared services.

This role requires strong communication, negotiation and analytical skills along with the capacity to manage staff. This role requires a hands-on, motivated self-starter and clear communicator with strong project management and

interpersonal skills. You will have the ability to plan for and deliver results on time, and manage competing priorities. Experience in corporate and business operations of a Commonwealth agency is an advantage.

Duties

Key responsibilities.

- Deliver quality and timely corporate services including planning, performance, compliance, information reporting, property services, security and shared services arrangements.
- Manage governance and corporate policies to ensure currency, efficiency and compliance with rules, legislation and whole of government frameworks.
- Coordinate Audit and Risk Committee activities and the internal audit work program.
- Lead preparation of the Corporate Plan, Annual Report and Portfolio Budget Statements input, and monitor and report on performance against targets.
- Provide advice to the Chief Operating Officer on corporate matters and provide guidance and training to staff on corporate policies and procedures.
- Build and maintain effective relationships with internal and external stakeholders.

Eligibility

To be employed by the National Mental Health Commission applicants must be Australian citizens or have permanent residency status pending the granting of Australian citizenship.

Notes

The successful candidate will be offered ongoing employment. A merit list will be created for future ongoing and non-ongoing vacancies which become available.

About the National Mental Health Commission

The Commission monitors and reports on investment in mental health and suicide prevention initiatives, provides evidence based policy advice to Government and disseminates information on ways to continuously improve Australia's mental health and suicide prevention systems, and acts as a catalyst for change to achieve those improvements. This includes increasing accountability and transparency in mental health through the provision of independent reports and advice to the Australian Government and the community. We work with stakeholders, particularly people with living experience of mental health, their families and other support people to ensure mental health reforms are collectively owned and actioned. We work across all areas that promote mental health and prevent mental illness and suicide – not just government and not just health, but education, housing, employment, human services and social support, so that all Australians achieve the best possible mental health and wellbeing. The Commission is an executive agency established on 1 January 2012 under the Public Service Act 1999 and is a non-corporate Commonwealth entity under the Public Governance, Performance and Accountability Act 2013. We are accountable to the Australian Parliament through the Health Portfolio.

To Apply

Position Contact	James Phillips, 02 8229 7531
Agency Recruitment Site	https://www.mentalhealthcommission.gov.au/about/employment

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Industry, Science, Energy and
Resources

Vacancy VN-0732479

Australian Nuclear Science and Technology
Organisation

Closing Date:Monday 13 November 2023

Nuclear Safety, Security & Stewardship
Nuclear Stewardship Nuclear Forensics

Job Title	Manager, Nuclear Security Science
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	-
Classification	
Position Number	PD*2364
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

<https://careers.ansto.gov.au/>

- Fulltime Fixed-term | 2 years | Salary commensurate with experience | +15.4% super
- Sutherland Shire | Inclusive and Diverse Organisation | Flexible work practices
- Opportunity to lead an established, high-performing team using science to inform nuclear security
- Will give consideration for secondment from other Government agency
- On-site Childcare for employees | Work in a campus-based community environment

About the Opportunity

The Manager, Nuclear Security Science role has been created to supplement the role of the Senior Manager while on secondment to a priority project. The successful candidate will be responsible for providing leadership to an established team of scientific and technical staff to ensure existing strategic goals and objectives can be delivered to maintain commitments with key Government and international stakeholders. The successful candidate will have the opportunity to further their knowledge of science to inform nuclear security and non-proliferation and use their own strengths and experience to add value to our work.

About You

I am seeking a committed people manager who has demonstrated experience in science and research, national security, CBRN capability development, or in a related field. Willingness to continue an established forecast of work, a fast learner, and effective leadership qualities will be essential. - Tegan Bull, Senior Manager, Radiological and Nuclear Security Science

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Benefits of Working with Us

ANSTO employees are passionate about what they do. We enjoy being part of an organisation making a difference in the lives of Australians.

We support and reward our employees through eligibility for:

- Training, development and mentoring opportunities
- Performance based salary increases
- Work-life balance with generous leave entitlements and flexible conditions

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

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.

Duties

Your Duties and Responsibilities

- Manage the business accountabilities for the capability area to ensure maintenance of a strong record of compliance, project delivery, communication of achievements and learning and development.
- Foster a culture of high-performance that encourages innovation, improves safety and productivity and promotes teamwork and collaboration.
- Model appropriate and professional behaviour in the workplace and manage people matters proactively.
- Respond to requests from Government and international stakeholders through consultation with the Science Program Managers and team members as required.
- Work in concert with the Senior Manager to ensure alignment of priorities and division of responsibilities, particularly when engaging with Government and international stakeholders.

Please [click here](#) to view the Position Description or click apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the [Position Description](#) or contact Tegan Bull on +61 (02) 9717 9296. 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 Monday 13 November 2023

All applicants must be Australian citizens.

Notes

About the Australian Nuclear Science and Technology Organisation

The Australian Nuclear Science and Technology Organisation, (ANSTO) is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year. To find solutions ANSTO operates much of Australia's landmark infrastructure including one of the world's most modern nuclear research reactors, OPAL; a comprehensive suite of neutron beam instruments; the Australian Synchrotron; the National Imaging Facility Research Cyclotron; and the Centre for Accelerator Science.

To Apply

Position Contact	Tegan Bull, +61 (02) 9717 9296
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0732462

**Department of Industry, Science and Resources
(DISR)**

Closing Date: Monday 13 November 2023

AusIndustry
Industry Growth Programs IGP Advisor Onboarding and Induction

Job Title	Assistant Manager - Data & Performance
Job Type	Full-Time, Ongoing
Location	Various locations in NSW NSW, various locations in ACT , various locations in QLD QLD, Various locations in SA SA, Various locations - TAS TAS, various locations in VIC VIC, Various locations in WA WA
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	0186_10/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

About the team

The Industry Growth Program is a new initiative announced in the 2023/24 Budget. It will provide advice and matched grant funding for small and medium enterprises and startups to commercialise their ideas and grow their businesses. We will have a network of experienced advisers to guide small and medium enterprises and startups on commercialisation and early-stage business growth.

The program is currently under development and will be delivered by the Industry Growth Program branch within the AusIndustry Division in the Department of Industry, Science and Resources. We have national reach with staff across Australia and consider our geographically dispersed workforce as one of our core strengths.

Our ideal candidate

Assistant Managers have a leadership role in the branch and manage a small team. These roles will draw on candidates' strong written communication skills, oral communication skills, exceptional conceptual and analytical capacity, and expertise in developing and implementing complex frameworks.

Our ideal candidate will have the following experience, skills and attributes:

- **Leadership:** Outstanding leadership experience, with a passion for building and leading diverse, high performing and inclusive teams
- **Strategic and critical thinking:** Demonstrated strategic and critical thinking skills that will help shape, and link everything we do to the 'big picture' and assist in critical problem solving and decision-making to address complex challenges and to make informed decisions
- **Collaboration:** We are seeking those who are collaborators at heart, able to facilitate cooperation and partnerships to deliver
- **Communication and negotiation:** Compelling and influential verbal and written communicators with strong negotiation skills
- **Innovation and curiosity:** Like the businesses we work with, are curious and innovative, always looking for ways to improve what we do
- **Motivation and drive:** Exemplify personal drive and integrity, by committing to action, providing frank and impartial advice, demonstrating self-awareness and displaying resilience when adapting to change

Relevant qualifications in IT or data management and a demonstrated knowledge of Commonwealth frameworks, including ICT and information/data management frameworks are highly desirable but not mandatory.

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 all are valued and respected for their contribution. Our ideal candidate adds to this culture and our workplace in their own way. **Duties**

As the Assistant Manager, Data & Performance you will:

- Perform a leadership role, operating under broad direction and exercise a considerable degree of independence
- Use research and data analysis skills, including tools such as SQL, PowerBI, Microsoft Dynamics and Excel to provide data insights and analytical evidence to support program reporting and decision making
- Understand the concept-of and duties performed by a data steward including, ensuring program data is appropriately managed within agreed governance and risk frameworks.
- Work with stakeholders across the division and represent and advocate for the data needs of the branch
- Tailor content and use data and data visualisations as a mechanism to develop compelling narratives to a diverse range of audiences
- Manage and deliver projects within time restraints and with competing priorities
- Be able to apply judgement and critical thinking skills to problem solve

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, NSW - Sydney, QLD - Brisbane - Creek St, SA - Adelaide - Flinders St, TAS - Hobart, VIC - Melbourne - Bourke St, WA - Perth - The Esplanade based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Brett Hayter, 02 6276 1704
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Geoscience Australia

Closing Date: Monday 20 November 2023

Corporate Division
Enabling Services Finance and Facilities

Job Title	Management Accountant
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$90,555 - \$104,820
Classification	APS Level 6
Position Number	10025
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

The Management Accountant, Space provides high level financial management advice and reporting for Space Division and the Chief Finance Officer.

The role encompasses compliance with accounting standards and finance law including the Public Governance, Performance and Accountability Act 2013, related legislation and guidance. The provision of quality advice and support will assist Geoscience Australia to successfully deliver its programs, and meet obligations to government, industry and the community.

The MA contributes to the long-term priorities of the division, as well as those of Corporate Services, including entity-wide improvements in business processes. The ability to respond dynamically to changing environments and business needs is required, including changes in priorities, resources, methodologies and government direction. A key priority of the role is to deliver business needs whilst ensuring compliance with Geoscience Australia's financial and governance framework. The financial management information system used is TechnologyOne.

Duties

In this role you will:

- Provide financial and administrative advice and support across the Space Division and the Corporate Finance team.
- Co-ordinate and contribute towards budgeting, financial and human resource management through entity work planning processes.
- Co-ordinate and manage the end of month financial processes for the division including procurement, accruals, forecasting and variance reporting.
- Support the Chief Finance Officer, through accurate monthly financial reporting to various governance bodies.
- Undertake financial, administrative and contract management tasks as required.
- Work with other members of the Division and Finance to improve and standardise business processes.

To be successful in the role you will:

- Have strong financial management skills, excellent communication skills and the ability to develop and maintain relationships with stakeholders.
- The ability to undertake all role tasks with accuracy and attention to detail, together with an ability to work autonomously, with limited direction.
- Demonstrated experience in leading, managing and developing teams to deliver quality outcomes.
- Relevant degree in accounting or a related discipline and Chartered Accountant/Certified Practising Accountant qualifications (or progress towards relevant qualifications) is highly desirable.

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 the [careers page](#) of 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 Andrew Primrose on (02) 6249 9414 or email andrew.primrose@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](#)'. **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.

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. **Notes**

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

A merit list/pool may be created from this process. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

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	Andrew Primrose, (02) 6249 9414
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Department of the Prime Minister and Cabinet

Closing Date: Monday 13 November 2023

Social Policy
First Nations Policy Branch First Nations Policy

Job Title	Director, First Nations Policy Branch
Job Type	Full-Time;Part-Time, Ongoing
Location	Barton ACT
Salary	\$136,220 - \$162,124
Classification	Executive Level 2
Position Number	PMC/2023/225
Agency Website	

Job Description

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

The Opportunity

Social Policy Division's role is to support the Prime Minister, the Cabinet and the Department of the Prime Minister and Cabinet (PM&C) Executive with high quality, well-founded advice across social policy matters. Through this, the Division provides advice on government priorities that directly affect the lives of all Australians.

We are looking for a Director to lead a team within the First Nations Policy Branch, which:

- works alongside National Indigenous Australians Agency (NIAA) and the Coalition of the Peaks to implement the National Agreement on Closing the Gap, addressing institutional racism and creating culturally safe environments across the APS, and within PM&C; and
- provides advice to support the Prime Minister, the Cabinet and the PM&C Executive on policies affecting the living of First Nations people, including on how the Government can deliver on its commitment to work in partnership with First Nations peoples and support Aboriginal and Torres Strait Islander organisations, particularly community-controlled organisations.

You will work with a dynamic and friendly team within the First Nations Policy Branch, embedded in the Social Policy Division. We are committed to being an inclusive and diverse division which strives to provide the best possible advice in a welcoming, supportive and culturally safe environment. We are looking for people who will bring a passion for First Nations Policy and an understanding that the National Agreement on Closing the Gap requires governments to adopt a different way of working.

We encourage applications from a wide range of backgrounds – whether government or non-government, public or private. First Nations people are also encouraged to apply.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising. **Duties**

Our Ideal Candidate

The successful candidate will support the Assistant Secretary on work related to the First Nations Policy Branch and should have demonstrated experience in:

- Creating and maintaining productive working relationships with a range of internal and external stakeholders.
- Strong leadership skills with a proven ability to empower teams and provide strategic direction.
- Excellent judgement and a sound understanding of risk and policy formulation.
- Excellent interpersonal and written communication skills.
- Working under pressure and balancing competing priorities in a fast-paced and dynamic environment.
- Independent problem solving in a policy environment, navigating complex processes and issues.

Experience and/or formal qualifications in one or more of the following are desirable:

- First Nations policy, project management or program delivery, budget policy and coordination, social science research, organisational cultural capability, cultural safety models and frameworks, change management approaches, or monitoring and evaluation.

The occupant of this position is considered an Officer under the Work Health and Safety Act 2011 and is required to exercise due diligence in complying with their obligations under this Act.

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 at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level 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

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

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

About the Department of 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	Kate Thomann, Assistant Secretary, First Nations Policy Branch, (02) 6271 5417
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0732476

Digital Transformation Agency (DTA)

Closing Date: Sunday 12 November 2023

Chief Technology Officer Digital Insights & Analytics

Job Title	Level 1-3 - Data Engineer, Digital Insights & Analytics, APS4/5/6 and EL1s, Chief Technology Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Sydney NSW, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA
Salary	\$72,189 - \$127,349
Classification	APS Level 4; APS Level 5; APS Level 6; Executive Level 1
Position Number	274_09/23
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

About us

The Digital Transformation Agency (DTA) offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. The DTA is the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA leads the development, delivery and monitoring of whole-of-government strategies, policies and standards.

We are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential. We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disability and people from other diverse backgrounds.

About the position

Several opportunities exist in the Digital Insight & Analytics team within the Chief Technology Office Branch (CTO).

As position classifications are to be decided, we are seeking applications across a range of experiences, from those with limited professional experience but strong academic results, through to experienced professional candidates that can lead a data engineering team. Duties of the position will vary according to the classification and experience of the candidate across the APS4 to Executive Level 1 classification levels.

As a data engineer, you will play a pivotal role in leading, designing and implementing data solutions across the DTA. You will be required to support and/or manage the coordination of whole-of-government data collection, including engagement with all areas of the Digital and ICT Oversight Framework and Government agencies. A key part of this role is the ability to produce high-quality data solutions, including the creation of pipelines that transform and integrate raw data into useable information for other team members across the DTA, as well as various systems and platforms.

You will utilise a range of techniques to bring data into the processing environment, curate data, develop and implement technical solutions to improve access to data, optimise data usage, and connect systems to data and analytics outputs.

Duties

EL1

- Identify, transform, and implement data sources, data processing concepts and methods.
- Identify the selection and development of designing engineering methods, tools and techniques for on-premise and hybrid data engineering solutions
- Drive the integration, consolidation, curation, migration and transformation of data and ensures adherence to relevant guidelines, technical strategies, and architecture.
- Lead the design, development and implementation of structured and unstructured data pipelines ensuring data is fit for purpose.
- Engage and collaborate with a broad range of stakeholders to drive system and process changes to realise strategic goals or deliver significant operational outcomes. Also, to drive optimal approach for data quality assessment
- Build capability in a team through coaching and training less experienced engineers and analysts.
- Identify and apply appropriate design patterns and practices.
- Engage and collaborate with vendors, engineers, analysts, data scientists and UX designers to integrate algorithm implementations with data pipelines and production systems.

APS6

- Support the transformation and implementation of data sources, data processing concepts and methods.
- Support the selection and development of designing engineering methods, tools and techniques for on-premise and hybrid data engineering solutions.
- Support the design, implementation and development of solutions for advanced structure and data storing for usage in analytics, machine learning, data mining and sharing with applications.
- Self-manage the design, development and implementation of structured and unstructured data pipelines ensuring data is fit for purpose.
- Plan and contribute to the integration, consolidation, curation, migration, and transformation of data, aligning to relevant guidelines.
- Work with other data professionals and business stakeholders to determine the required data sets and analysis tools, identifying process improvements and apply data quality frameworks.
- Coach and train less experienced engineers and analysts.
- Recognise and apply appropriate design patterns and practices.
- Work together with vendors, engineers, analysts, data scientists and UX designers to integrate algorithm implementations with data pipelines and production systems.

APS5

- Identify and utilise known data sources, data processing concepts and methods.
- Assist with the selection and development of designing engineering methods, tools and techniques for on-premise and hybrid data engineering solutions.
- Implement and assist in the developing structure and data storing for usage in analytics and sharing with applications.
- Assist in designing, developing, and implementing structured and unstructured data pipelines ensuring data is fit for purpose.
- Sound understanding of the integration, consolidation, curation, migration and transformation of data and alignment to relevant guidelines.
- Liaise with business stakeholders to determine the required data sets and analysis tools.

APS4

- Utilise known data sources, data processing concepts and methods.
- Contribute to the selection and development of designing engineering methods, tools and techniques for on-premise and hybrid data engineering solutions.
- Contribute to developing the structure and data storing for usage in analytics and sharing with applications.
- Contribute to implementing structured and unstructured data pipelines ensuring data is fit for purpose.
- Understand the integration, consolidation, curation, migration and transformation of data and alignment to relevant guidelines.
- Participate in the collaboration with business stakeholders to determine the required data sets and analysis tools.
- Liaise with business stakeholders to determine the required data sets and analysis tools.

Capabilities

- Lead and/or support/contribute to the selection and development of designing engineering methods, tools and techniques under the Software Development Lifecycle (SDLC) for on-premise, hybrid data.
- Demonstrated ability to design/implement/maintain complex structure and data storing for usage in analytics, machine learning, data mining and sharing with applications and cloud-based data engineering solutions or ability to quickly acquire.
- Demonstrated ability to create, document, communicate and understand data architecture, models and governance arrangements or ability to quickly acquire.
- Experience in the Azure suite of data tools such as Data Factory, MS Purview, Azure cognitive services and Form Recognizer
- Experience in using various tools or platforms (eg.R, Python and SQL) to develop a range of analytical products.
- Written and oral communication skills, with a demonstrated ability to communicate information coherently and concisely to a range of internal and external stakeholders.
- Demonstrated ability to set priorities, meet deadlines, work effectively under pressure, coach and support other team members.
- Demonstrated problem-solving skills and ability to develop innovative solutions.

Eligibility

- Security Clearance level required: Baseline (or ability to obtain and maintain).
- To be eligible for employment with the DTA applicants must be an Australian citizen.

- An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

Notes

- Please nominate the classification level or levels (APS4/5/6 or EL1) you want to be considered for in your application.
- The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.
- A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months.
- For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

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

About the Digital Transformation Agency (DTA)

The DTA offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. From 1 July 2021, the DTA became the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA will lead the development, delivery and monitoring of whole-of-government strategies, policies and standards.

To Apply

Position Contact	Elle Dibbayawan, 0455 412 167
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Prime Minister and Cabinet

Vacancy VN-0732480

National Indigenous Australians Agency

Closing Date: Sunday 12 November 2023

West & South
South Australia Far North Team

Job Title	Corporate Support Engagement Officer, South Australia
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Port Augusta SA
Salary	\$82,339 - \$88,028
Classification	APS Level 6
Position Number	NIAA/2023/236
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=BC66BBCC-D403-8AFA-40CD-D21E303CFB2B>

Engagement with our communities plays a key role within a place focused team and more broadly across the Northern South Australia Region and the NIAA assisting the Australian Government achieve its objectives in improving the lives of Indigenous Australians. We do this by leading the development of the Commonwealth's approach, focusing on place, working in partnership, and effectively delivering programs through the Indigenous Advancement Strategy.

We are looking for passionate people to join us to engage and collaborate with communities across our Northern sub-region in South Australia. We have a Corporate Support Engagement officer role available at the APS5 classification situated in the Port Augusta Office.

As an APS5 Level employee in the Region, you will have the ability to respond quickly to changing priorities to deliver agreed outcomes across the Region – for internal and external stakeholders. You will have well developed cultural competency, including demonstrated skills in effectively engaging with Indigenous people. The role provides the opportunity to further build your skills across different areas, including community engagement, grants management, corporate support, research, and analysis and written and verbal communications.

The Corporate Support Engagement role will be responsible for providing effective and comprehensive administration support within the Regional Office. Administration tasks may include but not be limited to assisting with responding to enquiries, coordinating correspondence, and maintaining the integrity of the electronic records management system. The Officer is expected to be responsive in the delivery of administrative support services, have excellent time management skills, be adaptable to change, coordinate conflicting priorities and demonstrated ability to communicate both verbally and in writing with all levels of internal and external correspondence.

The APS5 Corporate Support Engagement role works as part of a team with support and broad direction of senior staff in the Port Augusta Regional Office. They are responsible for the effective and efficient administration of a variety of tasks and activities relating to general business support functions such as office administration tasks, asset management, requirements and opportunity identification, corporate support, data entry, reporting, drafting correspondence, site compliance, grant management, and place-based community and stakeholder engagement.

Duties

You will operate in a complex and dynamic environment, supporting the Australian Government's commitment to Closing the Gap and supporting Indigenous people with a Voice to the Australian Government. You will work in partnership with Aboriginal and Torres Strait Islander peoples and key stakeholders to improve social and economic outcomes in communities and across the region. We are seeking results-oriented people who possess strong engagement, communication, and administration skills.

Our ideal candidates will maximise opportunities to support integrated service delivery. We're looking for energetic, flexible, and motivated people to join an inclusive, supportive, high-performing team culture. The ideal candidate will have a genuine interest, and experience in undertaking a split corporate support and engagement role and the ability to equally contribute across both elements of the position. Applicants from all backgrounds are encouraged to apply, including Aboriginal and Torres Strait Islander peoples.

Our ideal candidates will:

- lead, with support from the broader regional team, office and corporate support functions for the Port Augusta Office
- arrange external and internal meetings including, booking or preparation of venue, collation and distribution of relevant papers, catering and tracking attendance
- follow systems and procedures in place for services offered including accommodation and facilities management, asset management, contract and service agreement monitoring and management, accounts processing and stakeholder management
- have the ability to develop and maintain productive working relationships, with a diverse range of internal and external stakeholders
- have strong communication skills
- have well-developed organisational skills
- have the ability to adapt to change and manage competing priorities
- have the skills to apply critical thinking and problem solve
- undertake complex procedural, administrative and service-related tasks that support NIAA business activities, may include some of the following, research and review, collation of reports, analysis of data, maintenance of information resources or management of a system or process
- respond and or direct written, telephone or online queries
- develop and maintain an understanding of local Indigenous communities, their needs, aspirations and priorities, and the services delivered to communities within the region
- liaise with communities and service providers to provide information and respond to questions about Australian Government's policies and programs
- engage with community or provider representatives to monitor emerging issues at the community level and escalate to senior staff
- monitor the performance of funded providers, participate in grant administration processes and resolve less complex issues affecting service provision
- negotiate low-to-medium risk agreements under supervision, in consultation with internal and external stakeholders
- provide technical and operational guidance to the team
- uphold the APS Values and Code of Conduct.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.
- This vacancy advertised is open to all eligible applicants and is not restricted to Aboriginal and/or Torres Strait Islander applicants.

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 months).

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

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

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Renee Marden, 0437 183 432
Agency Recruitment Site	https://niaa.nga.net.au/?jati=BC66BBCC-D403-8AFA-40CD-D21E303CFB2B

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Treasury

Vacancy VN-0732121

Australian Taxation Office

Closing Date: Monday 13 November 2023

Objections and Review, Office of the Chief Tax Counsel, Policy, Analysis and
Legislation
Various teams

Job Title	Law Interpretation Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW, Upper Mount Gravatt QLD, Townsville QLD
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_LDP_1235_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=28FB0460-553D-D41E-B972-D21C8EB7B1F5>

Duties

We are seeking Law Interpretation Officers to join our Law Design and Practice business area.

As a Law Interpretation Officer, you'll promote tax technical excellence and drive innovation to improve our processes, systems and practices. You'll apply a holistic approach to law interpretation and decision-making to maintain the integrity of the tax system.

You will use your extensive experience and knowledge of relevant laws and policies and collaborate with various stakeholders to resolve technically complex or strategic issues.

You may lead a team undertaking objection work related to any revenue product. You'll build capability through coaching others, encourage career development, manage staff performance and resources, set work priorities and manage workloads in a dynamic environment.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to

reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	LDP Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=28FB0460-553D-D41E-B972-D21C8EB7B1F5

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Treasury

Vacancy VN-0732132

Australian Taxation Office

Closing Date: Monday 13 November 2023

Objections and Review, Office of the Chief Tax Counsel, Policy, Analysis and Legislation
Various teams

Job Title	Law Interpretation Officer (Affirmative measure - Aboriginal and Torres Strait Islander employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Canberra ACT, Dandenong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_LDP_1240_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=7CD8B9AE-E2AC-551F-A5A3-D21C8EBCC971>

This vacancy is only open to Aboriginal and Torres Strait Islander applicants. This initiative helps to increase the number of Aboriginal and Torres Strait Islander people employed in the APS, to better reflect the diversity of the Australian community.

Duties

We are seeking Law Interpretation Officers to join our Law Design and Practice business area.

As a Law Interpretation Officer, you'll promote tax technical excellence and drive innovation to improve our processes, systems and practices. You'll apply a holistic approach to law interpretation and decision-making to maintain the integrity of the tax system.

You will use your extensive experience and knowledge of relevant laws and policies and collaborate with various stakeholders to resolve technically complex or strategic issues.

You may lead a team undertaking objection work related to any revenue product. You'll build capability through coaching others, encourage career development, manage staff performance and resources, set work priorities and manage workloads in a dynamic environment.

Eligibility

Candidates applying under the affirmative measure provision must provide confirmation of their Aboriginal and/or Torres Strait Islander heritage.

For further information about this requirement and the application process please select the Apply now button.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	LDP Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=7CD8B9AE-E2AC-551F-A5A3-D21C8EBCC971

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Treasury

Vacancy VN-0732199

Australian Taxation Office

Closing Date: Monday 13 November 2023

Tax Practitioners Board
Technology

Job Title	TPB IT Application Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_TPB_1281_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=3822E1CE-3480-BD2D-4D3C-D21D7BFACFE2>

Duties

We are seeking a hands on senior application developer who will work on our Azure, Microsoft Dynamics 365 and Microsoft Power Apps based applications, to join the Tax Practitioners Board.

As an IT Application Developer, in our Technology business area, you'll contribute to the design, development, integration and support of new and existing features in an enterprise Dynamics 365 CRM and Power Platform environment. You'll lead development from a technical perspective and apply an agile approach to collaboration and delivery of our services.

Eligibility

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

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To Apply

Position Contact	Craig Woodburn, (02) 6216 5780
Agency Recruitment Site	https://ato.nga.net.au/?jati=3822E1CE-3480-BD2D-4D3C-D21D7BFACFE2

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Treasury

Vacancy VN-0732299

Australian Taxation Office

Closing Date: Monday 13 November 2023

Enterprise Solutions and Technology
Commercial Management and Cyber Security

Job Title	Cyber Security Adviser (Risk Assessor)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW
Salary	\$90,611 - \$104,038
Classification	APS Level 6
Position Number	EXT_EST_1269_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=C10735E4-98EA-DF9F-8D75-D21D81294B4C>

Duties

We are seeking energetic and experienced cyber security professionals to join our Cyber Governance branch.

As a Cyber Security Adviser (Risk Assessor), in our Enterprise Solutions and Technology business area, you'll help protect the ATO from cyber threats. You'll plan, coordinate and administer cyber security policies and procedures and increase awareness

about cyber security across the organisation. You'll collaborate and engage with internal and external business partners on complex and sensitive issues relating to cyber security, including managing forums. Your work will contribute to protecting the confidentiality and integrity of data holdings across the tax and superannuation ecosystem.

Drawing on your knowledge, you'll contribute to the development of innovative and effective security solutions and strategies. You'll harness new technology and identify best practice methods to drive continuous improvement. You'll also manage and mentor a team and contribute to the ongoing development of staff capabilities.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Michael Speldewinde, (08) 9268 8295
Agency Recruitment Site	https://ato.nga.net.au/?jati=C10735E4-98EA-DF9F-8D75-D21D81294B4C

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Treasury

Vacancy VN-0732302

Australian Taxation Office

Closing Date: Monday 13 November 2023

Enterprise Solutions and Technology
Commercial Management and Cyber Security

Job Title	Cyber Security Adviser (Risk Assessor)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_EST_1270_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=F39A2985-176C-4775-83CE-D21D84022CF7>

Duties

We are seeking experienced and motivated leaders to join our Cyber Governance branch.

As a Cyber Security Adviser (Risk Assessor), in our Enterprise Solutions and Technology business area, you'll lead a team to embed security norms and drive compliance within industry and government security frameworks to protect the ATO from cyber threats. You'll plan, coordinate and lead the implementation of cyber security policy to enforce security and integrity controls. Your work will protect the confidentiality and integrity of data holdings across the tax and superannuation ecosystem.

Drawing on your expertise, you'll develop innovative and effective solutions to contribute to our security strategies. You'll identify and assess security risks against whole of government standards. You'll provide trusted advice, lead forums and engage with internal and external business partners such as IT vendors and digital service providers.

You will harness new technology and identify best practice methods to drive continual improvement while encouraging staff to achieve their potential.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

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About the Australian Taxation Office

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To Apply

Position Contact	Michael Speldewinde, (08) 9268 8295
Agency Recruitment Site	https://ato.nga.net.au/?jati=F39A2985-176C-4775-83CE-D21D84022CF7

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Parliamentary Department

Vacancy VN-0731220

Department of Parliamentary Services

Closing Date: Monday 13 November 2023

Information Systems
Digital Recording Services Hansard

Job Title	Hansard Assistant Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR31731
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://career10.successfactors.com/career?company=DPS>

The Department of Parliamentary Services (DPS) is recruiting for two Parliamentary Executive Level 1 Hansard Assistant Directors within Digital Recording Services Branch. Hansard is responsible for the production of the reports of the debates and proceedings of the Parliament of Australia and its committees.

The Department of Parliamentary Services (the department) supports the work of the Australian Parliament and Australian Parliament House (APH) and is responsible for a wide range of services and facilities. We have over 1,000 employees, working across a diverse range of areas which includes corporate services, security and building maintenance, reporting and broadcasting, library services, catering, visitor and art services and ICT services (at APH and Electorate Offices nation-wide).

The department's Information Services Division (the division) is a diverse, motivated, and committed team that has a vision to provide strategic, high-quality, customer centred services to the department and more broadly the Parliament. We focus on being flexible and collaborative, and being willing to take calculated risks. We have the courage to embrace change and maintain a positive mindset when considering and respecting diverse ideas and perspectives. We have made, and continue to make, significant progress through our rapid modernisation journey, aligning with cloud-first direction of government.

The Digital Recording Service Branch (the branch) records, broadcasts and archives the audio and audio-visual record of chamber and committee proceedings and produces the official written record of parliamentary debates and committee hearings (Hansard). The branch also provides Enterprise Information and Data Management services to the department. We take pride in our reputation for supporting the business of Parliament. We value people who are motivated, flexible, collaborative, and able to work with diverse stakeholders to achieve mutually beneficial outcomes.

Working with the department offers more than just a job; it provides a career that delivers tangible value and outcomes, and no two days are ever the same. We recognise and value the contribution that our diverse workforce makes and in return offer great benefits. These include a competitive salary, onsite free parking and gym facilities, and a wide range of professional development opportunities so you can take your career further, and all of this is offered in a friendly and supportive environment.

These positions are physically based at Australian Parliament House in Canberra. The unique blend of impressive architecture, a stunning art collection and beautiful landscaping makes Parliament House one of our nation's most important buildings and an attractive workplace.

Our ideal candidate understands the need to optimise our service delivery to meet the community's expectations of how parliamentary business information is published and consumed, and has the drive to ensure that parliamentary proceedings are accessible. You will be self-aware, have the courage to embrace change, and have a positive mindset with respect to considering and respecting diverse ideas and perspectives.

These roles report to the Director Hansard. As a member of the branch leadership team, you will facilitate the efficient and effective delivery of high-quality products and services through team leadership and motivation, strategic direction, resource management, stakeholder engagement, and continuous improvement

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement

Eligibility

- In parliamentary sitting weeks, Hansard Assistant Directors are required to work long and irregular hours, including evenings, for which they are paid a 4% allowance.
- The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Donna Christophers, 02 6277 2858
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS

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Parliamentary Department

Vacancy VN-0732303

Department of Parliamentary Services

Closing Date: Monday 13 November 2023

Information Services
Digital Customer Services ICT Service Delivery

Job Title	ICT Service Desk Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	APS Level 6
Position Number	JR31736
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 6 ICT Service Desk Manager within Digital Customer Services Branch.

The Digital Customer Services Branch provides key operational support services as well as the management and maintenance of IT systems supporting the functioning of the parliament and electoral offices across the country. The branch is made up of four main operating areas which report to the Assistant Secretary. The key responsibilities of each area represented by Enterprise Architecture, Technology Platforms, Applications Delivery and Operations and ICT Service Delivery.

The ICT Service Desk serves as a contact point for all ICT issues and requests in Parliament House and electorate offices and provides ICT support services to parliamentarians and staff, and the parliamentary departments. The ICT Service Desk Manager leads a team of 8-10 Service Desk Analysts and is responsible for managing the operations of the ICT Service Desk with a focus on service delivery and client satisfaction. The role is actively involved in the day-to-day activities of the team, with direct accountability for service desk performance.

Who we are looking for:

The Service Desk Manager will have an excellent understanding of the operation and management of a high performing ICT Service Desk, excellent communication skills, and staff recruitment, management and mentoring skills and experience.

The Service Desk Manager is responsible for: ensuring staff have the tools and knowledge to deliver support services; shift rostering; queue management; liaising with clients and other support

staff; providing technical and procedural advice to team members, and produce documentation to support these activities. The Service Desk Manager will also work closely with the Incident and Change Manager and may assist managing these processes when required.

The successful applicant will have experience in providing and managing ICT support services, knowledge of best practice ITIL based processes including incident and change management, and the ability to lead and manage a team of ICT service desk staff to provide a high level of customer service and support. They will also have experience in, or the ability to write, maintain and follow procedural documentation.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

- Proven experience in an ICT Service Support and Delivery role and demonstrated knowledge of the operation of an effective ICT Support Desk,
- Experience in supporting and maintaining technical environments using methodologies such as ITIL,
- Experience in managing teams
- The successful applicant will be required to obtain and maintain a NV1 (Confidential/Highly Protected/Secret)

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Chris Williams, 02 6277 8050
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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Parliamentary Department

Vacancy VN-0732339

Department of Parliamentary Services

Closing Date: Monday 13 November 2023

Information Technology
Digital Recording Services Hansard

Job Title	Hansard Training Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR31732
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Hansard Training Manager within Digital Recording Services Branch.

The Department of Parliamentary Services (the department) supports the work of the Australian Parliament and Australian Parliament House (APH) and is responsible for a wide range of services and facilities. We have over 1,000 employees, working across a diverse range of areas which includes corporate services, security and building maintenance, reporting and broadcasting, library services, catering, visitor and art services and ICT services (at APH and Electorate Offices nation-wide).

The department's Information Services Division (the division) is a diverse, motivated, and committed team that has a vision to provide strategic, high-quality, customer centered services to the department and more broadly the Parliament. We focus on being flexible and collaborative, and being willing to take calculated risks. We have the courage to embrace change and maintain a positive mindset when considering and respecting diverse ideas and perspectives. We have made, and continue to make, significant progress through our rapid modernisation journey, aligning with cloud-first direction of government.

The Digital Recording Service Branch (the branch) records, broadcasts and archives the audio and audio-visual record of chamber and committee proceedings and produces the official written record of parliamentary debates and committee hearings (Hansard). The branch also provides Enterprise Information and Data Management services to the department. We take pride in our reputation for supporting the business of Parliament. We value people who are motivated, flexible, collaborative, and able to work with diverse stakeholders to achieve mutually beneficial outcomes.

Working with the department offers more than just a job; it provides a career that delivers tangible value and outcomes, and no two days are ever the same. We recognise and value the contribution that our diverse workforce makes and in return offer great benefits. These include a competitive salary, onsite free parking and gym facilities, and a wide range of professional development opportunities so you can take your career further, and all of this is offered in a friendly and supportive environment.

This position is physically based at Australian Parliament House in Canberra. The unique blend of impressive architecture, a stunning art collection and beautiful landscaping makes Parliament House one of our nation's most important buildings and an attractive workplace.

Our ideal candidate understands the need to optimise our service delivery to meet the community's expectations of how parliamentary business information is published and consumed, and have the drive to ensure that parliamentary proceedings are accessible. You will be self-aware, have the courage to embrace change, and have a positive mindset with respect to considering and respecting diverse ideas and perspectives.

This role reports to the Director Hansard. As a member of the branch leadership team, you will facilitate the efficient and effective delivery of high-quality products and services through training, team leadership and motivation, strategic direction, resource management, stakeholder engagement, and continuous improvement.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

High-level editing experience and the ability to train new Hansard editors in parliamentary reporting, editing and parliamentary procedure is required.

In parliamentary sitting weeks, Hansard Training Managers are required to work long and irregular hours, including evenings, for which they are paid a 4% allowance.

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

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To Apply

Position Contact	Donna Christophers, (02) 6277 2858
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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**Department of Employment and Workplace Relations
(DEWR)**

Closing Date: Monday 13 November 2023

Pacific Labour Operations
PALM Performance Branch Assurance Monitoring Team and Compliance
Management Team

Job Title	Assistant Director - Assurance (Various Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD
Salary	\$115,996 - \$128,200
Classification	Executive Level 1
Position Number	23/3070
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The Pacific Labour Operations Division is responsible for managing the Pacific Australia Labour Mobility (PALM) scheme. The PALM scheme has two key objectives:

- to contribute to the economic development of nine Pacific Island countries (fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu) and Timor-Leste; and
- to assist Australian employer to meet labour needs in rural and regional Australia, subject to local labour market testing to enable Australian job seekers first opportunity for the job.

The department manages the PALM scheme domestic operations, in collaboration with the Department of Foreign Affairs and Trade (DFAT); Home Affairs; and the Fair Work Ombudsman.

Information about the PALM scheme is available at: <https://www.palmscheme.gov.au/>

The Division operates in a fast paced, dynamic environment with a requirement for ongoing stakeholder engagement.

Flexible work arrangements are required, including after-hours and on-call arrangements. **Duties**

Duties may include some or all of the following:

- Lead and support team operations, including the oversight and quality assurance of the delivery of the PALM scheme,
- Manage engagement with a diverse range of stakeholders,
- Undertake investigation activities and compliance functions,

- Undertake assurance activities, including desktop reviews,
- Communicate with influence across DEWR and with the department's stakeholders and clients,
- Apply good judgement and a thorough knowledge of policy, procedures, and guidelines to assist the team resolve complex and often non-routine enquiries,
- Contribute to continuous improvement of the operations by actively seeking out better ways of doing things, including proposing solutions to systems or policy issues,
- Prepare briefing for the executive and the Minister including ministerial submissions, meeting briefs, Question Time Briefs and senate estimates briefing,
- Supervise staff, who may be remotely located, including managing their performance,
- Develop staff capability through coaching, mentoring and succession planning to increase performance, engagement, and retention.

Successful candidates will demonstrate excellent workplace behaviours, a commitment to delivering high quality work and the proven ability to autonomously oversee operational priorities while leading a team of staff, supported by the EL2 Leadership Team. We encourage people located across Australia to apply for these vacancies. **Eligibility**

Notes

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

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Leigh Jefferson, 02 6121 6640
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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