



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS44 Daily Gazette Tuesday - 04 November
2025.pdf**

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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 - 06 November 2025.pdf.

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

The date of publication of this Gazette is PS44 Daily Gazette Tuesday - 04 November 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

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Vacancies

Vacancy VN-0764675

Department of the Treasury

Closing Date: Tuesday 18 November 2025

Corporate Division
Communications Branch Creative Services

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

Job Description

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

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

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

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

Duties

Desirable Qualifications / Experience

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

Eligibility

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

Notes

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

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

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0764698

Australian Pesticides and Veterinary Medicines
Authority

Closing Date:Sunday 23 November 2025

Job Title	Corporate Risk Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Armidale NSW, Canberra ACT
Salary	\$92,311 - \$102,294
Future Merit Locations	Armidale, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	APS Level 5
Position Number	01292
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

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

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

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

Duties

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

Key responsibilities may include:

- Supporting a culture across the agency which advances the agency’s aspiration to be an exemplar of good governance within the Commonwealth public sector.
- Contributing to the development and maintenance of an appropriate suite of plans, frameworks, policies and procedures which support the effective delivery of functions for which the team is responsible.
- Supporting the adoption of innovative approaches and change which improves the delivery of the team’s functions.

Eligibility

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

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

Notes

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

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

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Attorney-General’s

Vacancy VN-0764696

Job Title	Regional Deputy COMSO - DCNS
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA
Salary	\$99,285 - \$107,559
Future Merit Locations	Canberra, Sydney, Brisbane, Adelaide, Melbourne, Perth
Office Arrangement	Flexible
Office Arrangement Details	Role is unable to be undertaken remotely. Successful applicant must reside in geographical location or be willing to relocate at own expense for role
Classification	APS Level 5
Position Number	15425
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/15425/>

Did you know?

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

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

- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

As a Team Member in the AFP, you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments.

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

We're interested in hearing from people who:

- Are self-directed and have the flexibility and resilience to thrive in a dynamic, high tempo working environment.
- Operate independently with a high level of knowledge of intelligence practices and management of classified material.
- Resolve problems using expertise and complying with legislative, policy and regulatory frameworks for information management requirements.

What will you do?

As Regional Deputy COMSO will provide a key role in the protection of classified information and assets. You will also use your contemporary intelligence and analysis skills to contribute to AFP investigations and operational activity.

Duties include:

- Undertaking the role of Deputy Communications Intelligence Security Officer (DCOMSO).
- Providing briefings, refresher briefings and de-briefings on behalf of external agencies.
- Proactively plan, collect, collate and analyse information to produce and disseminate actionable intelligence.

- Maintain knowledge and understanding of the intelligence environment and relevant Commonwealth legislation.
- Develop and maintain site specific COMSO Standard Operating Procedures (SOPs).
- Support AFP COMSO in conducting inspections and audits to ensure compliance with the Protective Security Policy Framework (PSPF).
- Prepare and provide information and intelligence briefings to AFP business areas and AFP executive.
- Investigate security incidents referred to the COMSO Team as the Security Incident Report Officer (SIRO).
- Working closely with investigations and intelligence teams, provide advice on security implications to support AFP and partner agency operational activity.
- Liaise with relevant AFP business areas and external agencies on matters relevant to security.
- Provide travel briefings.
- Manage tenant agency requirements, including liaising with relevant external agencies.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- This role requires a current TS PV/PA, or ability to obtain one
- Contemporary experience in managing classified information
- Contemporary knowledge and experience in the national security intelligence environment
- Successful completion of mandatory psychological and integrity gateways
- Ability to work flexible hours (including evenings, weekends and public holidays) and undertake on-call duties

Desirable Requirements

- Experience in physical (building) security management
- Qualifications in a relevant discipline
- Experience in stakeholder liaison in intelligence environment
- Good understanding and demonstrated application of the Australian Government Protective Security Policy Framework (PSPF)

Notes

- This position is an AFP Band Level 5.
- Please note that this position is on an Operations Working Pattern and attracts a 22% composite.
- Role is unable to be undertaken remotely. Successful applicant must reside in geographical location or be willing to relocate at own expense for role and work from office in that location.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQIA+ community and people with disability.

About the Australian Federal Police

As Australia’s national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia’s territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	vrn15425@afp.gov.au, N/A
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15425/

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Attorney-General’s

Vacancy VN-0764663

National Anti-Corruption Commission

Closing Date:Tuesday 18 November 2025

Enabling Services

Job Title	Security Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$77,154 - \$83,775
Future Merit Locations	Brisbane, Melbourne, Perth, Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	110_10/25
Agency Website	https://nacc.gov.au/

Job Description

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

About the National Anti-Corruption Commission

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

Working with us

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

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

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

Under the direction of the Senior Security Officer, the Security Officer supports all functions of the management of the NACC's protective security measures, including functions and arrangements as required by the Australian Government's Protective Security Policy Framework (PSPF), and will support the management of the physical security of the NACC's properties.

Duties

The successful candidate will work under the general direction of the Senior Security Officer.

Key activities of this position include:

- Supporting the agencies on-boarding process for employees and contractors.
- Contribute to the review and ongoing maintenance of security clearances with the Australian Government Security Vetting Agency (AGSVA).
- Providing guidance to staff and developing instructional materials on all aspects of protective security, including supporting the delivery of security awareness training.
- Supporting security investigations in response to any security breaches or incidents.
- Internal and external stakeholder engagement in support of the management of the NACC's facilities and properties.
- Contributing to the management of all electronic security systems across the Commission including CCTV, electronic access control, and key management systems.
- Providing support to the Commission's guard force across all locations.
- Participate in an on-call after-hours roster which may include after-hours attendance.

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

Eligibility

Employment with the National Anti-Corruption Commission (NACC) is subject to the following conditions:

Citizenship – Applicants must be an Australian Citizen.

Security Clearance – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to Negative Vetting 2.

Suitability assessment – The NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police, and financial checks.

Probation - A probation period will apply to any new ongoing engagement to the Australian Public Service.

Notes

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

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

The NACC provides a service allowance of \$1,972 per annum (pro-rata for part-time) to non-SES employees which acknowledges the special requirements of working at the NACC. This includes the need for high-level personal security assessments, the intrusion associated with notifying private financial and social interests and the necessity to engage in practices to prevent targeting by unlawful elements.

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

About the National Anti-Corruption Commission

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

To Apply

Position Contact	Jack, (02) 6203 8084
Agency Recruitment Site	https://nacc.nga.net.au/

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Education

Vacancy VN-0762632

Department of Education

Closing Date:Monday 10 November 2025

Job Title	Worker Retention Payment Team Lead
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$125,220 - \$138,394
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	25/0578
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

The Department of Education is seeking a motivated and experienced EL1 officer to lead the delivery of the Worker Retention Payment (WRP), a key initiative supporting wage increases for the Early Childhood Education and Care (ECEC) workforce.

As the WRP Team Lead, you will report to the Director and manage a small, high-performing team in a dynamic policy and operational data environment. You will be responsible for maintaining and enhancing the WRP calculator, ensuring it reflects current policy settings and supports accurate and timely payments.

Duties

In this role, your responsibilities will include the following:

- Overseeing the maintenance and enhancement of the WRP calculator, ensuring accuracy and responsiveness to policy changes.
- Analysing monthly and annual financial data to identify trends, risks, and variances to budget, providing insights to inform program direction.
- Preparing and reviewing payment calculations for the WRP, ensuring accuracy and compliance.
- Developing and maintaining self-service reporting tools and bespoke data products to support program and policy decision-making.
- Producing high-quality briefs, reports and minutes for senior executives and stakeholders.
- Ensuring adherence to relevant program policies, legislation, Accountable Authority Instructions, delegations, and departmental policies.
- Fostering a collaborative, inclusive team culture focused on capability development, knowledge sharing, and continuous improvement.
- Building and sustaining effective relationships with internal and external stakeholders, as well as representing the department in external forums and working groups.

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- Citizenship: Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

Qualifications and Education

Mandatory requirement for the role: Demonstrated ability in SAS and/or R data analysis software.

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

About the Department of Education

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

To Apply

Position Contact	Mike Power, (02) 6240 2604
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Finance

Vacancy VN-0764635

Parliamentary Workplace Support Service (PWSS)

Closing Date:Sunday 16 November 2025

Chief Learning and Communications Officer branch PWSS Academy

Job Title	Learning Facilitator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$126,885 - \$163,694
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	141180
Agency Website	

Job Description

<https://www.pwss.gov.au/pwss-careers-0>

About the branch

The Chief Learning and Communications Officer (CLCO) Branch is responsible for providing a broad range of learning and development advice and services to the clients of the Parliamentary Workplace Support Service (PWSS), Parliamentarians and Members of Parliament (Staff) Act 1984 (MoPS Act) Employees. It also supports the important work of the PWSS by providing communications, media and data services.

About the team

The PWSS Academy is responsible for developing leading practice in parliamentary workplace education and training.

With a focus on creating safe and respectful workplaces, the Academy supports parliamentarians and their staff to achieve their full potential and perform their roles with capability, confidence and purpose.

The PWSS Academy team is also responsible for administering ad hoc training reimbursements and studies reimbursement relevant to the professional development needs of Commonwealth Parliamentary Workplace (CPW) participants, as well as managing a Professional Coaching Program.

About the role

As a Learning Facilitator within the PWSS Academy team, you will be responsible for supporting the delivery of workplace learning and development for those who work or volunteer in CPWs across Australia. The role will require you to deliver face-to-face and face-to-screen programs to diverse cohorts on subject matter that supports more positive, safe and respectful workplaces. You will also identify and implement learning opportunities to be offered within the Professional Development Program (PDP) framework. You will contribute to the continuous improvement of the PDP and program materials (including facilitator guides, visual references, workbooks, fact sheets and online modules/content).

Given the complex and sensitive nature of CPWs, this position requires a high level of personal and professional resilience, sound judgement and the ability to respond and shift priorities and approach in a fast-paced environment.

Our ideal candidate must be committed to improving parliamentary workplace culture, be able to deliver under pressure to meet tight timeframes, manage competing priorities and respond quickly and flexibly to change. You will be innovative and encourage a culture of continuous improvement through feedback. Flexibility to undertake regular interstate travel is essential.

Our ideal candidate will bring their demonstrated experience in developing and/or delivering workplace training programs or adult education initiatives to the PWSS Academy.

Duties

- Developing and delivering trauma informed specialist training courses both face to face and virtually, to diverse groups of CPW participants covering a range of subject matter including:
 - resilience and wellbeing
 - psychologically safe and respectful workplaces
 - inclusive workplace culture
 - optimising performance
 - team dynamics
 - leadership
 - integrity.
- Developing and executing processes and work plans to ensure projects and programs are managed and delivered effectively and within budget (including procurement);
- Designing and developing learning resources (including training sessions, workbooks, fact sheets and digital content) for training purposes;
- Monitoring and evaluating learning outcomes and the relevance of PWSS learning and development offerings to ensure continuous improvement;
- Providing a professional and high-quality service to all clients and stakeholders:

- Developing complex and/or sensitive correspondence and corporate documentation, reports, submissions, proposal papers and notes as directed; and
- Other duties as required.

Eligibility

- This role is being advertised as both ongoing and non-ongoing. The role may be offered as either ongoing or non-ongoing subject to business needs and/or candidate preference. Where a non-ongoing position is offered, the role will be filled as a specified term vacancy for an initial period of up to 4 months.
- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Candidates must be independent, impartial, and apolitical, and must be seen as such. A private interest disclosure form must be completed prior to an offer being made to disclose any material personal interests that may or may appear to influence a candidate's ability to discharge their responsibilities as an APS employee.
- Successful applicants will be required to undergo the process to obtain and maintain or continue to hold the required security clearance level for the role as indicated. All PWSS staff are required to have a minimum baseline security clearance prior to commencement.
- Successful applicants will be required to undergo a mandatory National Co-ordinated Criminal History Check (NCCHC).
- The Parliamentary Workplace Support Service is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

Notes

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

About the Parliamentary Workplace Support Service (PWSS)

The Parliamentary Workplace Support Service (PWSS) is a team of trusted advisors helping to build and maintain a safe, respectful, and inclusive parliamentary workplace through human resources advice, training and professional development, work, health and safety advice and trauma-informed complaint resolution and counselling. In addition, the PWSS provides 24 hour independent and confidential support services, for all Commonwealth parliamentary workplace participants.

To Apply

Position Contact	Lucy Hutchens, (02) 6277 9914
Agency Recruitment Site	https://www.pwss.gov.au/pwss-careers-0

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Health

Vacancy VN-0764699

Australian Digital Health Agency

Closing Date:Monday 17 November 2025

Corporate Services
People and Capability Talent Acquisition

Job Title	Talent Partner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$98,045 - \$110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0616_10/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digital enablement of Australia’s health system, the Agency plays a pivotal role in leading the coordination, engagement, delivery, and adoption of digital health initiatives. By driving person-centred, connected healthcare, our work spans key national digital health services and systems including My Health Record, Electronic Prescriptions and the **my health app**, directly impacting the lives of all Australians.

Duties

About the Role

The Talent Partner role sits within our People & Capability branch and offers a dynamic opportunity to contribute to a purpose-driven organisation at the forefront of digital health transformation in Australia. As a **Talent Partner**, you'll play a strategic role in shaping the Agency's workforce by collaborating with leaders to deliver innovative, end-to-end talent solutions. From identifying and attracting top candidates to guiding hiring managers and enhancing the candidate experience, you'll help build a workforce that supports Australia's digital health transformation.

Beyond recruitment, you'll support workforce planning, talent initiatives, and process improvements. You'll be responsible for crafting job descriptions, tracking key talent metrics, and supporting the full hiring lifecycle. Additionally, you'll help strengthen our employer brand, build future talent pipelines, and ensure we're ready to meet evolving workforce needs.

Skills and Experience

We are seeking a highly experienced Talent Partner with best-practice recruitment expertise and an understanding of interpreting and applying legislation in a government context or the ability to rapidly acquire this. The ability to undertake strategic recruitment and to identify future needs for proactive resourcing solutions will be key.

This is a fast-paced role and requires a solutions-based thinker who has a high degree of drive to achieve outcomes. The ideal candidate will have strong customer service skills and will be required to provide high level advice and guidance regarding recruitment processes and workforce planning while working within the APS and the Agency's legislative and policy frameworks.

Qualifications

- Relevant experience working in a recruitment/HR environment is mandatory.
- Previous experience in strategic recruitment in the APS and/or providing recruitment services via a talent partner model are highly desired.
- Qualifications in human resources and/or relevant experience in government recruitment and entry level programs or equivalent are highly desired.

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a security clearance determined by the agency with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

You can be located in either Brisbane, Sydney, or Canberra. Consideration may be given to candidates outside these cities.

To apply, submit your resume and a 1-page cover letter outlining your skills and experience aligning to the APS6 [Work Level Standards](#), and tell us what skills and experience you will bring to this role.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process. For all queries relating to the responsibilities of the position, please contact Danielle Hockin at Danielle.hockin@digitalhealth.gov.au

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill same or similar APS6 ongoing or non-ongoing positions throughout the Agency, for up to 18 months from date of advertising.

Closing Date: 17/11/2025, 11:00pm

Salary: This role offers between **\$98,045 to \$110,612** plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Danielle Hockin, Danielle.hockin@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Prime Minister and Cabinet

Vacancy VN-0764654

Aboriginal Hostels Limited

Closing Date: Monday 17 November 2025

NSW Operations
Grey street Hostel

Job Title	Residential Youth Worker
Job Type	Full-Time, Ongoing
Location	Dubbo NSW
Salary	\$66,823 - \$72,837
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 3
Position Number	5211
Agency Website	https://www.ahl.gov.au/work

Job Description

<https://www.ahl.gov.au/work>

Who is Aboriginal Hostels Limited?

Our Purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities. dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

Our Secondary Education Hostels provide a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student

hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

What We Offer:

- **Competitive Pay & Benefits:** \$66,823 — \$72,837 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well Looked after.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. This role requires weekend work - 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** — including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave.
- **Employee Assistance Program:** Employees, their partners, and their dependents/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Residential Youth Workers are key in creating a home away from home environment for students. You will support students out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.

- **Student services** - support students with routine activities, including class preparation, provide transport to school/sport/medical appointments, homework and life skills. You will promote and safeguard the safety and welfare of students, always adhering to AHL'S child safeguarding framework.
- **Community Engagement** - develop cooperative relationships with schoolteachers, parents and community members. You will work alongside your team and with the guidance of the Head of Boarding, resolve issues to ensure a positive, culturally appropriate experience and quality stay.
- **Customer service** - are integral in creating a "home away from home" environment and ensure that a clean, neat and welcoming environment is provided to all students. You will liaise with internal and external stakeholders to ensure student's needs are attended to.
- **Work, Health and Safety** - perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices. You will report unsafe, hazardous or emergency situations using AHL's Hazard and Incident reporting procedures.

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.
- Hold and maintain NSW Working with Children Check.
- Hold or ability to obtain the essential qualifications.

Qualifications and Training (or ability to obtain in the first six months of employment):

- Current First Aid Certificate
- Current Drivers Licence
- Mental Health First Aid Certificate (desirable)
- Bronze Medallion (desirable)
- Certificate 4 in Community Services or equivalent training or relevant experience

Notes

How to apply:

Complete the Application Form on our website ([Work with us | Aboriginal Hostels Limited](#))

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Monday, 17 November 2025. Please include your name and the job reference (VN-0764654) in the subject of your email.

For any questions about the role please contact Kristy Hill on 0491 217 013 or email jobs@ahl.gov.au

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Kristy Hill, 0491 217 013
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764667

Aboriginal Hostels Limited

Closing Date:Monday 17 November 2025

NSW Operations
Grey street Hostel

Job Title	Night Attendant
Job Type	Part-Time, Ongoing
Location	Dubbo NSW
Salary	\$59,520 - \$64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 2
Position Number	5272
Agency Website	https://www.ahl.gov.au/work

Job Description

<https://www.ahl.gov.au/work>

Join our team and make a difference!

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Night Attendant to join our team and help create a safe, clean, and welcoming environment at our facilities and hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

The Night Attendant position will be for someone who is highly motivated, energetic and passionate about delivering quality services to our residents in Grey Street Hostel Dubbo, NSW.

What We Offer:

- **Competitive Pay & Benefits:** \$59,520 - \$64,877 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Job Security & Career Growth:** Enjoy stable, ongoing employment with plenty of opportunities to grow and move up within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Generous shift penalties** apply for work after hours, weekends and public holidays. Please see work pattern attached to vacancy information
- **Work pattern** for the night attendant role in Grey Street hostel is a parttime role of 52.5 hours/fortnight, Sunday to Friday and includes 42 hours of 30% afterhours penalty payments and 03 hours of 100% Sunday penalty rates.
- **Paid Leave during School Holidays** - 4 weeks Annual Leave (to be used in school holiday periods only) PLUS, 6-8 weeks paid Close Down leave during school holiday periods. Note: staff may be asked to work up to 2 weeks in total during the school holidays to undertake training, relief work, and hostel preparation for new term or hostel closedown
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous Leave Entitlements** – including additional days off when a your RDO falls on a public holiday, 18 days sick/personal leave per annum, cultural and NAIDOC day leave
- **Employee Assistance Program:** Employees, their partners, and their dependents/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

Duties

Key responsibilities for a Night Attendant

- Maintain the security of premises, monitor premises to preserve order and protect property.
- Monitor and authorise entrance and departure of residents, staff and visitors.
- Respond to emergencies as required.
- Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.
- Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents.

What we are looking for:

- Attention to detail and the ability to work on your own when needed.
- A positive attitude and the ability to work well with others.

- Australian citizenship
- Ability to get and maintain a police check, along with NSW Working with Children Card.

At AHL, we welcome all candidates and value the unique skills and perspectives each person brings. If you're looking for a stable job that lets you make a real difference, apply today and help us support First Nations peoples across the country.

Eligibility

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain an NSW Working with Children Check (prior to engagement).
- Hold or obtain relevant qualifications.

Notes

How to apply:

Complete the Application Form on our website ([Work with us | Aboriginal Hostels Limited](#))

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm, **Monday, 17 November 2025**. Please include your name and the job reference (VN-0764667) in the subject of your email.

If you have any questions regarding the position, please contact Kristy Hill on 0491 217 013 or email jobs@ahl.gov.au

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

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Kristy Hill, 0491 217 013
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764671

Aboriginal Hostels Limited

Closing Date:Monday 17 November 2025

NSW Operations
Grey street Hostel

Job Title	Deputy Head of Boarding
Job Type	Full-Time, Ongoing
Location	Dubbo NSW
Salary	\$75,022 - \$81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	5204
Agency Website	https://www.ahl.gov.au/work

Job Description

<https://www.ahl.gov.au/work>

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service.

Our Secondary Education Hostels are dedicated to providing a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

What We offer:

- **Competitive Pay & Benefits:** \$75,022 - \$81,775 per annum (pro-rated for part-time). You'll receive an above-award salary, 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice \$15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Generous shift penalties and leave entitlements** apply for work on weekends and public holidays. This role requires weekend work - 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday. 18 days sick/personal leave per annum, cultural and NAIDOC day leave
- **Paid Leave during School Holidays** - 4 weeks Annual Leave (to be used in school holiday periods only) PLUS, 6-8 weeks paid Close Down leave during school holiday periods. Note: staff may be asked to work up to 2 weeks in total during the school holidays to undertake training, relief work, and hostel preparation for new term or hostel closedown.
- **Training Opportunities:** Induction training, Corporate Induction; Job Specific Orientation, AHL Child Protection Framework Training, AHL Toolbox Talk Training.
- **Meals** provided when eating with students.
- **Employee Assistance Program:** Employees, their partners, and their dependents/children will have access to a confidential, professional counselling service to assist employees to manage both personal and work issues.

Duties

As Deputy Head of Boarding

You will be critical in assisting in the management and supervision of the day to day operations of the hostel to ensure appropriate pastoral care is provided to students. This is an exciting opportunity to contribute to the educational, social and cultural development of young First Nations students. You will play a key part in the leadership for Residential Youth Workers and Hostel Workers, and contact for students, teachers, parents and stakeholders. You will have prior

management experience and be able to assist in managing staff matters as well as difficult student situations and behaviours.

The successful candidate will need to demonstrate:

- In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
- Proven staff management experience and ability to handle difficult student situations.
- Proven ability to support outcomes for First Nations peoples.
- Demonstrated ability to communicate sensitively and effectively with First Nations peoples.
- Ability to uphold high ethical youth worker practices and principles, including duty of care towards young people, maintaining confidentiality and respecting privacy of individuals, and be transparent, honest and maintaining appropriate boundaries with them.

Eligibility

- Be an Australian Citizen.
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a Working with Children Check in NSW (prior to engagement)
- Hold or obtain relevant qualifications.

Essential Qualifications and Training:

- First Aid Certificate, Emergency Warden Training, Food Safety Supervisor Certificate and/or ability to obtain these qualifications in the first six months of employment. Training is provided by AHL where required.
- Have a current driving licence.

Notes

How to apply:

Complete the Application Form on our website ([Work with us | Aboriginal Hostels Limited](#))

Email your current Resume and completed Application Form to jobs@ahl.gov.au by 11:59pm AEST by Monday, 17 November 2025. Please include your name and the job reference (VN-0764671) in the subject of your email.

For any questions about the role please contact Kristy Hill on 0491 217 013 or email jobs@ahl.gov.au

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

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

About the Aboriginal Hostels Limited

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To Apply

Position Contact	Kristy Hill, 0491 217 013
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0764683

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC, Various locations - SA SA, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	2025_48
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the team

The Workforce Metrics team manages and maintains data for the APS workforce, such as the APS Remuneration Survey and the Australian Public Service (APS) Employment Database (APSED). It also supports public sector workplace gender equality reporting. Data reported by the team assists in the management of a capable and effective APS workforce and contributes to key publications such as the annual State of the Service Report.

Duties

The Workforce Metrics team (within People Insights Branch) is looking for a Workforce Data Analyst to join a busy and outcome-focused team. The successful candidate will work in a small team that is responsible for collecting and validating workforce data relating to the APS, have demonstrated experience working with statistical code or applications, and will be able to analyse, understand and communicate workforce data in an informative way.

The APS 5 will:

- undertake collection, checking and reporting of data from contributing APS agencies
- interrogate the APS Employment Database (APSED)
- check and review data outputs
- plan and prioritise concurrent activities to ensure timely task completion
- contribute to innovative process improvement strategies
- engage with different stakeholders, including APSC groups and APS agencies, to overcome any barriers to successful data collection
- contribute to data and analysis for the production of reports, answering queries and contributing to key Commission publications including the Remuneration Report and State of the Service Report

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) or, in limited circumstances, in the process of obtaining citizenship.

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

Successful applicants will be required to undergo a mandatory National Criminal History check as part of the pre-employment eligibility checks.

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

Notes

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

About the Australian Public Service Commission

The Australian Public Service Commission (APSC) is a central agency within the Prime Minister and Cabinet portfolio. The Commission supports two statutory office holders: the Australian Public Service Commissioner—who is also agency head—and the Merit Protection Commissioner. Their functions are set out in sections 41(1) and 50(1), respectively, of the Public Service Act 1999. About the Commission The Australian Public Service Commission is a non-corporate Commonwealth entity within the Prime Minister and Cabinet portfolio. Our Statutory responsibilities are detailed in the Public Service Act 1999. The APSC also provides resources to support the Merit Protection Commissioner. We operate under the Public Governance, Performance and Accountability Act 2013. We employ around 350 staff, and have offices in Canberra and Sydney.

To Apply

Position Contact	Andrew Powierski, (02) 8239 5346
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Prime Minister and Cabinet

Vacancy VN-0764401

National Indigenous Australians Agency

Closing Date:Monday 17 November 2025

Central Group
Central Australian Region Alice Springs Team

Job Title	Director - Central Australian Region, Central Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	\$147,052 - \$175,016
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 2
Position Number	NIAA/2025/147
Agency Website	https://www.niaa.gov.au/

We're excited to announce an opportunity for an experienced Director to join our Central Australia Regional team, based in our Alice Springs office. As the Director, you'll have the unique opportunity to:

- work on Regional Strategies and Priorities across the Central Australia region, including leading economic development
- work with a range of communities, including key senior leaders and service providers
- drive outcomes that align with the aspirations of communities and lead staff to deliver the NIAA's work program within the Agency's Key Performance Measures and quality indicators
- research, analyse and provide a regional perspective informing national procedures, programs, policy, this includes a detailed analysis of diverse data and views where there are a range of viable options
- provide advice and support on complex grant processes, including providing feedback on draft guidelines, assessment of application and management of key contracts
- provide excellent stakeholder engagement skills, effectively managing relationships with internal and external partners, individuals and service providers and promote the NIAA's business objectives through key strategic relationships
- create a culturally safe workplace by fostering an environment where the concept of culture, and how it influences the workplace, is understood
- guide the implementation of culturally appropriate strategies for working with people from diverse cultural backgrounds.

Duties

As our ideal candidate, you will play a pivotal leadership role in driving strategic direction, managing high-performing teams, and delivering impactful community engagement programs.

This role is responsible for overseeing the branch's work program, ensuring alignment with national priorities such as Closing the Gap targets, self-determination and economic development while fostering strong partnerships with First Nations communities and stakeholders.

You'll provide expert advice, champion innovation, and lead culturally informed initiatives that support the NIAA's mission, with accountability for performance, strategic planning, and stakeholder engagement. This role is ideal for a strategic thinker and collaborative leader ready to make a meaningful difference in a dynamic regional setting.

As the lead Commonwealth Agency for Indigenous Australians affairs, you will need to have an appreciation, awareness and understanding of matters relating to Aboriginal and Torres Strait Islander peoples and communities and be committed to strengthening your ongoing cultural competency, as well as demonstrate the following skills and attributes:

- builds a culture that aligns with NIAA values and behaviours

- leads and provides support to a team to deliver the work programs of the Central Australia region including stakeholder visits
- supports budget, business, risk and quality assurance planning processes using the appropriate NIAA Frameworks
- maintains and influences strong stakeholder partnerships with a broad range of stakeholders including First Nations peoples, community partners, business and organisations
- engage and manage stakeholder expectations of the NIAA work program, priorities, giving particular consideration to local and cultural sensitivities and stakeholder business imperatives
- represents and negotiates on behalf of the NIAA to advance the Agency's interests in cross agency forums
- provides a strategic level of specialist, professional and/or technical expertise and advice to the NIAA Executive
- leverage the expert skills and knowledge of staff
- communicate effectively and make decisions that may have significant impact on the day-to-day operation of the branch and other parts of the Agency; and/or a direct and significant impact on the outcome of a program or major project for the Agency.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

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

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance

materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Byron Matthews, (08) 8958 4251
Agency Recruitment Site	https://niaa.nga.net.au/?jati=1B552179-9143-6760-541C-E44E196FCE9D

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Prime Minister and Cabinet

Vacancy VN-0764413

National Indigenous Australians Agency

Closing Date:Monday 17 November 2025

Central Group
Central Australian Region Executive Support

Job Title	Strategy, Planning and Coordination Senior Officer, Central Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT
Salary	\$98,314 - \$110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 6
Position Number	NIAA/2025/160
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=62E4862B-E336-B562-67B0-E44E1B03D55B>

Are you ready to take the next step in your leadership journey and make a real difference in the lives of Indigenous Australians? The NIAA's Central Australia Region is offering an exceptional opportunity to join our Strategy, Impact & Performance team as the Strategy, Planning and Coordination Senior Officer — a key role supporting the delivery of NIAA priorities and the outcomes of the National Agreement on Closing the Gap at the regional level.

This is more than just a job — it's a chance to lead and shape strategic outcomes and contribute to the work of NIAA in the Central Australia Region. As a Strategy, Planning and Coordination Senior Officer, you'll play a critical role in strategic planning, coordination, and projects that drive continuous improvement and deepen understanding of how NIAA efforts are making a difference, driving outcomes that align with the aspirations of communities through the following key responsibilities:

- lead the preparation and coordination of ministerial briefs, estimates material, and executive-level correspondence, ensuring timely and high-quality delivery
- draft strategic narratives that showcase program achievements and community impact
- work collaboratively with Engagement Teams and partners to collate and coordinate qualitative data and insights to better understand outcomes and learning and inform strategic content development

- maintain consistency in tone, messaging and structure across all written outputs to uphold Agency standards
- provide editorial oversight and quality assurance of written outputs, ensuring accuracy and alignment with regional priorities
- contribute to strategic planning and projects across the region.

The position is based in Alice Springs, working across the Central Australia Region to deliver on the Commonwealth Government's objectives of improving the lives of Indigenous Australians in a place-based setting. We leverage local knowledge and our stakeholder relationships to create connections between community, private sector and all levels of government to contribute to positive outcomes with Indigenous Australians.

Duties

We're on the lookout for a dynamic, strategic leader who thrives in complex, fast-paced environments and is driven by purpose. If you're passionate about making a real difference and have strong writing and coordinating capabilities, this is your chance to lead with impact.

To be successful in this role, you will be authentic, act with integrity and deliver with purpose to achieve high quality results for First Nations people in the region. As the lead Commonwealth Agency for Indigenous Australians affairs, you will need to have an appreciation, awareness and understanding of matters relating to Aboriginal and Torres Strait Islander peoples and communities and be committed to strengthening your ongoing cultural competency, as well as demonstrate the following skills and attributes:

- demonstrated ability to manage complex procedural, administrative, and service-related tasks that support business operations or project delivery within a government context
- proven capability in preparing, reviewing, and overseeing the development of high-quality written materials, including reports, briefs, and other documentation
- strong analytical and research skills, with the ability to investigate complex issues and provide evidence-based insights within a specialised area of expertise
- sound judgement and decision-making skills, drawing on professional knowledge, experience, and contextual awareness to make informed choices
- understanding of and ability to apply appropriate delegations, ensuring decisions are compliant with relevant legislation, best practice principles, and organisational policies and procedures
- commitment to creating a culturally safe workplace, fostering an environment where cultural awareness and respectful engagement are embedded in everyday interactions.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

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

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Adam Lacey, 0407 284 509
Agency Recruitment Site	https://niaa.nga.net.au/?jati=62E4862B-E336-B562-67B0-E44E1B03D55B

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Prime Minister and Cabinet

Vacancy VN-0764421

National Indigenous Australians Agency

Closing Date: Monday 24 November 2025

Integrity Group
Governance, Assurance and Risk Audit and Assurance

Job Title	Assurance Officer - Governance, Assurance and Risk, Integrity Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Brisbane QLD
Salary	\$88,887 - \$95,028
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	APS Level 5
Position Number	NIAA/2025/161
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=1D94BBEC-B115-D679-0651-E44E1C3E5018>

Are you ready to bring your skills to a role that truly matters?

The Integrity Group is calling on passionate, driven professionals to join our Governance, Risk and Assurance Branch in a pivotal role within the Audit and Assurance team. This is more than just a job – it's a chance to contribute to meaningful work that supports the Agency's purpose: ensuring Aboriginal and Torres Strait Islander peoples are heard, recognised, and empowered.

We're looking for individuals who are:

- **detail-oriented and analytical**, with a knack for turning complex information into clear, actionable insights
- **motivated and experienced**, ready to take on challenges and deliver high-quality advice
- **collaborative and curious**, eager to work across teams to strengthen governance and accountability

In this role, you'll help ensure that systems and processes are working as they should, risks are being managed effectively, and legislative obligations are being met. Your work will provide assurance that the Agency is operating with integrity and purpose.

As an APS 5 you will be expected to:

- engage in intellectually challenging work while exercising autonomy and professional judgement
- contribute to managing the NIAA audit and assurance work program
- ensure audit and assurance processes are rigorously followed, in keeping with relevant standards
- monitor appropriate auditing and assurance techniques, in compliance with relevant standards
- assist in completing assurance analysis and stakeholder interviews
- contribute to assurance reporting including cyclical reporting to NIAA's audit and risk committee/s, senior leadership forums and relevant government agencies
- assist with the development and delivery of assurance related advice, training and education to all staff, relevant stakeholders and partners
- contribute to the development and implementation of projects to improve NIAA audit and assurance practices, monitoring and control.

Duties

Our ideal APS 5 candidates are motivated, agile, and eager to learn. We are looking for people who:

- enjoy being part of an agile team
- have demonstrated leadership, emotional intelligence and interpersonal skills
- have well-developed verbal and written communication skills
- display sound analytical, research, decision-making and problem-solving skills
- are confident in learning new systems and processes
- can manage competing priorities and work independently in a fast-paced environment

- can maintain cultural competency and commitment to continual development of cultural competency skills.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

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

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples.

This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Morgan Hitchcock, (02) 6152 3352
Agency Recruitment Site	https://niaa.nga.net.au/?jati=1D94BBEC-B115-D679-0651-E44E1C3E5018

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Prime Minister and Cabinet

Vacancy VN-0764555

National Indigenous Australians Agency

Closing Date:Monday 17 November 2025

Central
Central Australian Region Various

Job Title	Engagement Officer/Senior Engagement Officer, Central Australian Region
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Alice Springs NT, Tennant Creek NT
Salary	\$88,887 - \$110,483
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 5;APS Level 6
Position Number	NIAA/2025/164
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=70E22426-D1EB-C9A8-6715-E44F451A58E3>

Join the National Indigenous Australians Agency (NIAA) in the Northern Territory and help shape meaningful change. We're on the lookout for passionate and experienced Engagement Officers who are ready to make a real impact by delivering government initiatives that reflect and support the aspirations of Aboriginal and Torres Strait Islander peoples. This is your chance to be part of a challenging, rewarding, and purpose-driven work, engaging across all levels of government and working directly with communities to drive positive outcomes.

As an Engagement Officer, you'll play a key role in bringing NIAA's work program to life. You'll be part of a collaborative and high-performing team, supporting day-to-day operations, building strong relationships and driving continuous improvement. Your ability to juggle priorities, contribute to projects and connect meaningfully with stakeholders will be essential.

We're looking for someone who brings initiative, adaptability and cultural competence, along with a strong commitment to quality service delivery. If you're ready to use your skills to support real change and work in a space where your contributions truly matter, this is the role for you.

As an APS 5 Engagement Officer, you will:

- support the delivery of branch and team outcomes aligned with NIAA's strategic direction
- undertake procedural, administrative, and service-related tasks that contribute to business activities and project management
- build and maintain effective relationships with stakeholders, providers, and partners
- respond to enquiries and complaints with professionalism and cultural sensitivity
- contribute to a culturally safe and inclusive workplace, supporting strategies for working with diverse communities.

As an APS 6 Senior Engagement Officer, you will:

- build and maintain effective relationships with stakeholders, providers, and partners
- deliver work aligned with NIAA's Key Performance Measures and quality indicators
- support coaching and mentoring within the team, contributing to a positive and high performing culture
- provide technical and operational support, including interpretation of procedures and guidelines
- conduct research and analysis on matters within area of expertise
- analyse and evaluate information to inform decision-making and provide operational advice
- participate in forums and represent the team in collaborative engagements
- support continuous improvement by identifying opportunities to enhance team performance and service delivery.

A current Australian driver's license is a requirement of this role.

Duties

To be successful in this role, you will be authentic, act with integrity and deliver with purpose to achieve high quality results for First Nations people in the region.

As the lead Commonwealth Agency for Indigenous Australians affairs, you will need to have an appreciation, awareness and understanding of matters relating to Aboriginal and Torres Strait Islander peoples and communities and be committed to strengthening your ongoing cultural competency.

Our ideal APS 5 Candidates will demonstrate the following skills and attributes:

- strong stakeholder engagement capabilities, with the ability to navigate sensitive and complex environments
- an ability to work within legislative, policy, and ethical frameworks

- strong analytical and problem-solving skills
- excellent communication skills, with the ability to tailor messages and build trust across diverse audiences
- a high level of cultural awareness and demonstrated experience working respectfully with Aboriginal and Torres Strait Islander peoples.

In addition, our ideal APS 6 candidates will demonstrate the following skills and attributes:

- proven experience in leading small teams and delivering complex programs or initiatives
- strong stakeholder engagement capabilities, with the ability to navigate sensitive and complex environments
- a collaborative leadership style that fosters development, succession planning and high performance in a flexible and changing environment
- excellent communication skills, with the ability to tailor messages and build trust across diverse audiences
- a high level of cultural awareness and demonstrated experience working respectfully with Aboriginal and Torres Strait Islander peoples.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

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.

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The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance

materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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

About the National Indigenous Australians Agency

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To Apply

Position Contact	Sarah Crossman, 0400 248 431
Agency Recruitment Site	https://niaa.nga.net.au/?jati=70E22426-D1EB-C9A8-6715-E44F451A58E3

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764521

Job Title	Service Officer (Identified) - Kalgoorlie, WA
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Kalgoorlie WA
Salary	\$68,830 - \$84,996
Future Merit Locations	Kalgoorlie
Office Arrangement	On Site
Office Arrangement Details	This role is expected to be performed on site in the advertised location.
Classification	APS Level 3;APS Level 4
Position Number	EXT-M-2025-1327
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description <https://servicesaustraliacareers.nga.net.au/?jati=2A5F4C86-39E8-641C-93EF-E44F0913F46F>

We are seeking motivated people to join our team and become the face of Australian Government services within the community.

Service Officers assist customers across a range of payments, programs and services via one or more service delivery channels.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

These roles have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander peoples and will involve direct interaction with Aboriginal and/or Torres Strait Islander communities.

To be considered for these jobs, you will need to have a good understanding of issues affecting Aboriginal and/or Torres Strait Islander peoples and be able to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you work in Kalgoorlie, you will be eligible for fortnightly district allowance of up to \$2,860 per annum. Go to our [Services Australia Enterprise Agreement 2024-2027](#) to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will be helping your community when they need to access government services. To do this, we will train and support you.

When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

We will be looking for skills and work-related qualities that show your ability to undertake relevant duties.

Duties

- Help someone understand and self-manage their payments and services.
- Use computer systems to find a way to solve a problem for someone.
- Make decisions and tell people about them.
- Tell someone about any complaints or issues.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

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

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Vanessa Wilkinson, 0428 945 094
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=2A5F4C86-39E8-641C-93EF-E44F0913F46F

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764531

Services Australia

Closing Date: Monday 17 November 2025

Face to Face Services
Central and Northern Queensland

Job Title	Service Officer – Longreach, QLD
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Longreach QLD
Salary	\$68,830 - \$84,996
Future Merit Locations	Longreach
Office Arrangement	On Site
Office Arrangement Details	This role is expected to be performed on site in the advertised location.
Classification	APS Level 3; APS Level 4
Position Number	EXT-M-2025-1333
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description <https://servicesaustraliacareers.nga.net.au/?jati=33537581-B1AB-5634-14CC-E44F0A9EE4FA>

We are seeking motivated people to join our team and become the face of Australian Government services within the community.

Service Officers assist customers across a range of payments, programs and services via one or more service delivery channels.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you work in Longreach, you will be eligible for fortnightly district allowance of up to \$9,340 per annum. Go to our Services Australia Enterprise Agreement 2024-2027 to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will be helping your community when they need to access government services. To do this, we will train and support you.

When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

We will be looking for skills and work-related qualities that show your ability to undertake relevant duties.

Duties

- Help someone understand and self-manage their payments and services.
- Use computer systems to find a way to solve a problem for someone.
- Make decisions and tell people about them.
- Tell someone about any complaints or issues.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Roslyn Shepherd, 0432 627 865
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=33537581-B1AB-5634-14CC-E44F0A9EE4FA

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764559

Services Australia

Closing Date: Monday 17 November 2025

Face to Face Services
Service Zone South and Northern Australia

Job Title	Service Officer (Identified) - Tennant Creek, NT
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Tennant Creek NT
Salary	\$68,830 - \$84,996
Future Merit Locations	Tennant Creek
Office Arrangement	On Site
Office Arrangement Details	This role is expected to be performed on site in the advertised location.
Classification	APS Level 3; APS Level 4
Position Number	EXT-M-2025-1332
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description <https://servicesaustraliacareers.nga.net.au/?jati=4D3307D2-5364-3A12-9988-E44F452FE24F>

We are seeking motivated people to join our team and become the face of Australian Government services within the community.

Service Officers assist customers across a range of payments, programs and services via one or more service delivery channels.

We stand for diversity, inclusion and belonging in our teams. We want everyone to feel included, respected, supported, valued and empowered. We embrace the benefits this brings to our work every day.

These roles have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander peoples and will involve direct interaction with Aboriginal and/or Torres Strait Islander communities.

To be considered for these jobs, you will need to have a good understanding of issues affecting Aboriginal and/or Torres Strait Islander peoples and be able to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples.

On top of your salary, we offer a 15.4% superannuation contribution, annual salary increments, overtime opportunities, and flexible working arrangements, including flex time. You will also have access to a generous suite of leave entitlements, such as cultural and ceremonial leave, as well as study assistance. Plus, if you work in Tennant Creek, you will be eligible for fortnightly district allowance of up to \$13,730 per annum. Go to our [Services Australia Enterprise Agreement 2024-2027](#) to see all conditions we offer.

As a new team member, you are not expected to know everything at once. You will learn to understand and explain Centrelink, Medicare or Child Support payments and services to customers when they come into your local Service Centre.

Working with us, you will be helping your community when they need to access government services. To do this, we will train and support you.

When you apply, we will ask you a few questions to better understand the skills and capabilities you bring to the role.

We will be looking for skills and work-related qualities that show your ability to undertake relevant duties.

Duties

- Help someone understand and self-manage their payments and services.
- Use computer systems to find a way to solve a problem for someone.
- Make decisions and tell people about them.
- Tell someone about any complaints or issues.

Eligibility

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia values local community knowledge and diversity. We encourage people from diverse cultural backgrounds, First Nations Australians, people with disability, mature age people and people from the LGBTI+ community to apply. Services Australia accommodates people with disability by making reasonable workplace adjustments.

The jobs can be full time or part time with access to flexible working arrangements. We may offer you a permanent or temporary role. You will be paid fortnightly and have access to cultural and ceremonial leave. You will work with others in a comfortable, air-conditioned office and be given a uniform once you have settled in.

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

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Karen Harlan, 08 7970 5192
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=4D3307D2-5364-3A12-9988-E44F452FE24F

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Social Services

Vacancy VN-0764709

National Disability Insurance Agency

Closing Date:Tuesday 18 November 2025

Strategic Communications Division
Platform and Channels Branch Digital Delivery

Job Title	APS5 Digital Delivery Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Geelong VIC, Surry Hills NSW, Deakin ACT, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA
Salary	\$86,624 - \$93,253
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Work from home arrangements to be discussed with line manager
Classification	APS Level 5
Position Number	2603_09/25_EXT
Agency Website	https://www.ndis.gov.au

A new role awaits

Are you ready to utilise your skills in delivering strategic and impactful digital content, supported by data driven research and insights and work for a leading Federal Government Agency? The Web Services Team within the Digital Channels and Marketing Branch at the National Disability Insurance Agency (NDIA) is seeking a motivated and experienced APS5 Digital Delivery Officer to publish accessible digital content for a variety of audiences. Utilise your skills in website design and work for an Agency creating lasting changes for Australians living with a disability.

Duties

Where you can add value

The APS5 Digital Delivery Officer is a team membership position and is accountable for organising their workflow and making independent decisions relating to an area of responsibility.

Responsibilities of the role include but are not limited to:

- Understanding of key website functionality and website technical terminology, digital accessibility, and current WCAG standards and requirements.
- Using Drupal CMS to, delivering on Agency goals and working collaboratively with colleagues.
- Sound stakeholder management skills to work with internal stakeholders.
- Contributing to the efficient publishing of evidence-based web content.
- Reviewing and analysing data that inform decisions about content placement, channels, and usefulness for the end user.
- Leading the publishing of content across several NDIA web assets (sites) based on best practice web accessibility and user experience principles.
- Managing correspondence and administration through Jira service desk and team inboxes.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- The health and safety of workers, Participants and other visitors in our offices is our highest priority. A number of roles, activities or work types within the National Disability Insurance Agency are covered by government Health Orders or Directives that require mandatory COVID-19 vaccinations. Where a government Order or Directive applies, successful applicants will be required to provide evidence of COVID-19 vaccination or approved exemption as per ATAGI guidance, prior to commencement Position.

Notes

- This position will be offered as ongoing or non-ongoing.
- We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Steph Conte, 0429 948 136
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0764697

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Monday 17 November 2025

Regulatory Policy, Insights and Review
Executive

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Parramatta NSW
Salary	\$88,155 - \$94,143
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	This position requires the incumbent to be in the office approximately three (3) days per week with additional days as required.
Classification	APS Level 5
Position Number	228_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Regulatory Policy, Insights and Review Division supports the NDIS Commission's delivery of legislative functions through strategic policy development and advice, market design and oversight, data and analysis activities, major projects and initiatives.

This includes innovative and strategic thinking, data analysis and evidence reviews, to solve complex policy issues that facilitate upholding the rights of people with disability through regulation of the NDIS market, to enable the provision of safe and quality supports.

The Division supports the NDIS Commission's contributions and response to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. It also supports the NDIS Commissioner with inquiries and reviews, delivery of NDIS workforce initiatives.

Duties

The Executive Assistant provides high-level administrative support to the Deputy Commissioner-Regulatory Policy, Insights and Review through the management of competing priorities, coordination and corporation with other members of the Executive Support team. They provide support to the Deputy Commissioner on a day-to-day basis to ensure they are able to operate efficiently and effectively.

The Commission supports flexible work arrangements. The Executive Assistant position requires the incumbent to be in the office approximately three (3) days per week, with additional days as required. They are also required to be contactable during standard business hours.

Duties may include, but are not limited to, the following:

- Provide high level administrative support including scheduling meetings, managing calendars and organising travel
- Establish administrative processes for the smooth running of the Deputy Commissioner's Office
- Monitor the group mailbox, prioritising and actioning items while escalating urgent matters
- Liaise with internal and external stakeholders to manage requests, organise meetings, create meeting agendas, take meeting minutes and track action items
- Confidentially handle sensitive material and information, maintain confidentiality and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values.

Please view the Candidate Information Package for the full position description.

Eligibility Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Emma Smith, 0428 793 696
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0764701

Australian Securities and Investments Commission

Closing Date:Sunday 09 November 2025

Job Title	Junior Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$97,401 - \$109,171
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 4
Position Number	ASIC/1891699
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organId=16529

Duties

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

ASIC's Business Analysis team is currently seeking a Junior Business Analysts to join their high-performing team to contribute to a wide range of technology projects within.

- **24-month fixed term contract role**
- **Sydney or Melbourne location**
- **Salary from \$97,401 to \$109,171 (depending on experience) + 15.4 % superannuation**
- **Applications will close at 11:59pm AEDT, Sunday 9 November 2025**

The team

The Digital, Data & Technology (DD&T) Portfolio Office delivers a broad suite of services in portfolio management, project delivery, business planning, and governance to support ASIC's strategic priorities. We work in close partnership with ASIC's Digital, Data & Technology group and the newly established RegistryConnect (RC) program to ensure projects are aligned with both strategic direction and operational needs.

The role

The Junior Business Analyst will collaborate with business subject matter experts and IT teams to analyse and clarify business requirements. This role will involve identifying the underlying business needs through stakeholder workshops and discussions, ensuring requirements are accurately captured and aligned with organisational objectives.

More specifically, you will:

- Prepare and document business, functional, and non-functional requirements in a clear, structured format that is easily understood by both business and IT stakeholders.
- Contribute to the development of user interface designs by applying User-Centred Design (UCD) principles and ensuring compliance with industry standards and Australian Government accessibility and usability guidelines.
- Provide support for test planning, preparation and execution activities.
- Assist with User Acceptance Testing (UAT) and system implementation, including the creation of user manuals and delivery of training materials.
- Provide additional project support as required across various initiatives.

About you

The ideal candidate will demonstrate a strong willingness to learn and grow within the business analysis discipline. They should possess a foundational understanding of requirements gathering and process modelling, coupled with attention to detail and sound problem-solving skills. Familiarity with concepts such as BPMN, UAT and user-centred design is advantageous. Excellent written and verbal communication skills will be essential for effective collaboration with stakeholders.

In addition, you will have:

- Tertiary qualifications in Information Technology or a related discipline.
- Proficient in using industry-standard process modelling and requirements management tools.
- Good understanding of process modelling techniques, including BPMN, as well as data analysis and modelling.
- Skilled in requirements elicitation, documentation, and validation.
- Demonstrated ability to troubleshoot issues and perform detailed analysis.
- Excellent communication skills, with the ability to present information clearly and effectively to diverse audiences, both verbally and in writing.

Click 'apply' to start your application. Applications will close at 11:59pm AEDT, Sunday 9 November 2025.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

Click [here](#) to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our [website](#) or review our [Corporate Plan](#).

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

**Eligibility
Notes**

About the Australian Securities and Investments Commission

To Apply

Position Contact	Simeon Whitelake, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organId=16529

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Treasury

Vacancy VN-0764706

Job Title	Hearing Delegate
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	-
Future Merit Locations	Sydney, Melbourne, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 2
Position Number	1891204
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226399449

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

It is a great opportunity to lead high-impact hearings and make pivotal administrative decisions on behalf of ASIC. You'll represent ASIC on external decision-making bodies, directly shaping the integrity of Australia's financial system.

- **Sydney, Melbourne or Brisbane (other locations to be considered)**
- **Salary - \$152,074 - \$202,614 (depending on experience), plus 15.4% superannuation**
- **Temporary role (24 months)**
- **Applications close at 11:59pm AEDT, 17 November 2025**

The team

The Hearing Delegates team is part of the Legal Services Group. The Legal Services Group provides legal advice and support to ASIC across a range of regulatory, enforcement and corporate legal matters, and is also responsible for a range of other functions including the conduct of hearings and making of administrative decisions by Hearing Delegates. We work closely with other teams across ASIC, as well as a range of external stakeholders.

The role

As a **Hearing Delegate**, you will

- Conduct ASIC hearings and make administrative decisions, mainly for financial services and credit industry participants.
- Chair and co-decide in Financial Services and Credit Panel and Liquidator committee matters.
- Assist the Markets Disciplinary Panel.
- Draft timely, clear, and legally sound written decisions.
- Review concerns, assess facts, and conduct research and support ASIC teams by providing feedback on administrative briefs.

Duties

About you

To excel in this role, you'll need substantial experience in administrative and corporate law, ideally supported by legal qualifications. You must be able to conduct and manage hearings with respect and objectivity, comply with administrative laws and processes, and effectively identify and manage risks in decision-making.

Strong independent judgement, efficient work habits, and excellent communication and research skills are essential. You should also be able to build and maintain productive relationships with a diverse range of stakeholders, working both effectively and influentially

View the position description for more information or click 'apply' to start your application. Applications close at 11:59pm AEDT, 17 November 2025.

About ASIC

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consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

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We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements
- Assistance for study and professional development

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0764640

Royal Australian Mint

Closing Date: Tuesday 25 November 2025

Engineering and Facilities Services

Job Title	Electrician
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$99,145 - \$108,328
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 6
Position Number	1179
Agency Website	https://www.ramint.gov.au

Job Description

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

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

The Engineering and Facilities Services (EFS) Branch includes engineering and technical roles across two sections – Engineering and Facilities Management. The Engineering section has three teams: Process Engineering, Product & Tooling Engineering and Industrial Engineering. The Facilities Management section consists of staff that provide wide-ranging facilities maintenance functions and a specialised asset management team.

The Process Engineering team is responsible for establishing, developing and maintaining coin product and packaging capabilities, including developing production methods and processes. They provide production support and improvements for all the manufacturing areas via continuous improvement methodologies (e.g. Lean principles).

The Product & Tooling Engineering team provides technical services for the design and implementation of tooling to support the production of coins, tokens, medals and medallions. This includes: the development of master tools, coining dies and collars for the manufacture of individual products; mechanical design support for press tooling, production equipment and machinery; and the provision of drafting services for engineering drawings of coining dies, press tooling and mechanical parts.

The Industrial Engineering Team is responsible for commissioning and maintaining production technology. Activities include machine specification and procurement, commissioning new machines and equipment, upgrading legacy equipment, in-house development of automation and mechanical systems, troubleshooting existing machinery, industrial network administration, maintaining regulatory compliance of equipment.

The Facilities Management (FM) section is responsible for the delivery of the planned and reactive works related to facilities maintenance issues for the Mint's premises. This includes maintenance programs, asset management projects and improvement initiatives that support the daily

operations of the Mint's buildings (e.g. offices, gallery and factory fit out, grounds and infrastructure). Activities are managed by ensuring adherence and compliance to all required regulatory activities related to the building and associated services.

The FM section has a dedicated Asset Management (AM) team. They systematically develop, implement and maintain asset management lifecycle processes to the Mint's manufacturing equipment, property and associated operational infrastructure. They develop maintenance plans and schedules to ensure satisfactory condition, function, safety and compliance of plant and equipment. They also update and maintain the database that captures asset data to support decision on assets.

About the Role

The Royal Australian Mint is seeking a skilled and proactive Electrician to join our Facilities Maintenance team. This position is responsible for the safe maintenance, repair and installation of electrical systems, plant and equipment across the Mint site. The role involves working closely with the broader Engineering & Facilities Services Branch to ensure electrical assets meet operational, statutory and safety compliance standards.

The ideal candidate will demonstrate strong technical expertise, sound understanding of WHS and risk management practices, and the ability to deliver high-quality outcomes within a secure and heritage-sensitive environment. Applicants should hold relevant electrical trade qualifications and licences, possess excellent problem-solving and communication skills.

Duties

1. Developing, implementing and coordinating electrical life cycle maintenance including the design, construction, installation, maintenance and repair of simple and complex electrical equipment.
2. Ensuring organisational compliance with Australian Electrical Standards and maintaining safe working practices in line with professional standards.
3. Using industrial Programmable Logic Controllers (PLCs) to understand, use, load and develop programs and identify faults.
4. Undertaking risk assessments, and identifying, reviewing and maintaining electrical safety control measures to effectively manage workplace health and safety risks.
5. Consulting on, developing and contributing to a range of projects including electrical upgrades, safety control, and base building projects.
6. Developing effective working relationships with internal and external stakeholders to confirm business requirements and liaise on the progress of jobs.
7. Monitoring trade related work and managing external contractors.
8. Working with branches across the Mint to prioritise tasks and projects, including machinery repairs, to ensure business continuity.
9. Undertaking procurement activities to source electrical parts, boards and equipment ensuring compliance with the Public Governance, Performance and Accountability (PGPA) Act 2013.

10. Maintaining records and managing assets through Mainpac and the Facilities Helpdesk to ensure jobs and requests are tracked and managed effectively.

Eligibility

Security clearance

This position requires a **Negative Vetting 1** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Qualification

A recognised electrical trade certificate and a current ACT Electricians Unrestricted Occupation Licence.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Work With Us page of the Mint Website at [Work With Us | Royal Australian Mint](#)

Please submit your application by **11:30pm on Tuesday 25 November 2025**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description
- A recognised electrical trade certificate and a current ACT Electricians Unrestricted Occupation Licence.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Steven Shepherd, 02 6202 3486
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

This notice is part of the electronic Public Service Gazette PS44 Daily Gazette Tuesday - 04 November 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies