



Australian Government

Commonwealth of Australia
APSJobs - Vacancies Daily
PS44 Daily Gazette Wednesday - 03 November
2021

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS44 Weekly Gazette Thursday - 04 November 2021.

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

These Vacancies Daily will also appear in the Gazette PS44 Weekly Gazette Thursday - 04 November 2021.

Gazette Lodgement Inquiries

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IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0696883

Australian National Maritime Museum

Closing Date: Sunday 21 November 2021

Experience
Digital Insight and Engagement

Job Title	Digital Producer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pymont NSW
Salary	\$0 - \$0
Classification	APS Level 6
Position Number	T327
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

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

Duties

Reporting to the Head of Digital Engagement and Insight you will be responsible for creating and driving the digital content strategy and content creation for the Museum across the website, blogs, social and video.

You key responsibilities will include however not limited to the following:

- Develop a yearly digital content strategy with key content creation ideas that align with the overarching goals and activities for the Museum.
- Research and create content to engage the Museum across website, blogs, videos and various social media platforms.
- Identify and leverage third party sites where Museum content could be used to extend outreach (e.g. Wikipedia).
- Ensure the content produced is as per acceptable standards, adhering to best practise for digital content delivery.
- Work collaboratively with all divisions and key stakeholders to ensure the Museum's products, services, exhibitions, collections, events and commercial activities are being shared and promoted through innovative, inspiring and engaging content.
- Provide guidance on tone of voice, content creation best practice and copywriting to key stakeholders within the business.
- Shoot and edit video content, record and edit audio content when required.

- Create content for the social media calendar as well as scheduling the content in platform and looking after community engagement.
- Regularly report on the success of content across digital and use this data to shape future content creation activities.
- Stay up-to-date on digital content trends and provide recommendations on potentially untapped digital content opportunities.

Key Selection Criteria:

- Excellent written communication skills with demonstrated experience of writing website and social media from scratch as well as experience in editing supplied copy to the museum's style and tone of voice.
- Sufficient video, photography and editing skills.
- Excellent visual communication skills including the ability to select appropriate images for different media, edit the images, brief photographers and art direct photo shoots, and when appropriate take photographs.
- Good working knowledge of current web content concepts and technologies.
- Good understanding and experience of HTML, web content management systems, blogs and social media.
- Demonstrable interpersonal skills and experience of working in a collaborative team environment.
- A demonstrated ability to manage competing deadlines, paying due attention to detail and accuracy.
- Previous experience undertaking research projects.

Applications Close: 11:30 pm AEST, Sunday 21st November 2021. No Applications will be accepted by mail or email. **Eligibility**

This position is open to all eligible members of the community and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. To be an eligible member of the community, you must be an Australian citizen. Applications may be accepted from Australian permanent residents who are in the process of acquiring Australian citizenship.

Notes

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for short listing by the Selection Committee. As part of the selection process the selection committee may invite candidates to undertake psychometric test, you should advise the selection committee if you have any special needs. Psychometric tests may be used as the initial short-listing test or later in the selection process. Some tests are very short while others may take one or more hours.

About the Australian National Maritime Museum

To Apply

Position Contact	People and Culture, 92983647
Agency Recruitment Site	https://www.sea.museum/en/About/About%20the%20museum/Our%20people/Work%20with%20us

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Vacancy VN-0696861

Central Land Council

Closing Date: Sunday 14 November 2021

Land Management
Central Land Council

Job Title	Land Management Works Supervisor
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	\$76,854 - \$88,283
Classification	
Position Number	LM042
Agency Website	https://careers.clc.org.au/

Job Description

<https://careers.clc.org.au/>

Duties

The Central Land Council (CLC) is a corporate Commonwealth entity established under the Aboriginal Land Rights (Northern Territory) Act 1976. The CLC represents traditional landowners, native title holders and other Aboriginal people across the southern half of the Northern Territory—an area of almost 780,000 square kilometres.

The CLC provides its constituents with advice, advocacy and practical assistance to support their aspirations, manage their land and realise and protect their rights.

Affirmative Action Recruitment Central Land Council job vacancies are advertised based on affirmative action as detailed by the Australian Public Service Commissioner's Directions 2016 work with the Racial Discrimination Act 1975.

Applicants with proof of Aboriginality are eligible in the first instance for this position only. **Non-Aboriginal applicants need not apply.** Should we be unsuccessful in finding a suitably qualified Aboriginal candidate, this role will be

re-advertised open to all applications.

Applicants must have qualifications and demonstrate essential criteria to be considered. An applicant selected under this affirmative action will be required to provide evidence of their eligibility prior to commencement, such as:

- completed Statutory Declaration form, or
- supporting statement from an appropriate Aboriginal organisation

We are currently seeking a suitable qualified candidate for the following position:

LAND MANAGEMENT WORKS SUPERVISOR – LM042 – ALICE SPRINGS

CL 6 (Commencing at \$76,854 progressing to \$88,283)

This position will coordinate, supervise and implement fee-for-service work across the CLC region. The LM Works Supervisor will work with Indigenous Rangers and other stakeholders in delivering on-ground natural and cultural resource management services to clients on a fee-for-service basis. You must have practical experience and demonstrate your coordination, supervision and development of small team in remote settings and with on-ground natural and cultural resource management projects. The candidate will need to demonstrate their ability in project planning and management. For further information about this opportunity, please contact Kim Hauselberger on 08 8951 6211.

Central Land Council is dedicated to delivering **ongoing professional development and career progression for their people**. You'll have the opportunity to undertake a range of learning opportunities and be encouraged to take part in a number of new projects as the organisation continues to grow and innovate.

In return for your hard work and dedication, you'll be rewarded with **an attractive base salary plus 13% super**. You will also have access to a **range of additional benefits** to greatly increase your overall package, including:

- **Generous salary packaging** Maximum \$29,000 annually, depending on individual circumstances;
- **Ongoing District allowance** circa \$3,100 for an individual or \$5,670 with dependents;
- **Yearly airfare allowance** circa \$1025;
- **Relocation assistance**, should you be moving to the region; and
- **Subsidised, fully furnished accommodation** for the first 4 months.

Most importantly, this role will allow you to work in a **diverse environment** where you have the potential to **affect real change**. *If you're interested in joining an innovative Land Council to make a real difference - **Apply Now!***

Closing Date: Sunday 14 November 2021

As per the recent announcement from the NT's CHO and in line with CLC's Workplace COVID-19 Vaccination Policy, all workers are required to be fully vaccinated against COVID-19 by 24 December 2021.

An Ochre Card (working with vulnerable people check), National Police Clearance (for certain positions) and a driver's licence are mandatory requirements for all employees employed at the Central Land Council.

Contact details

For more information contact *Leonie Jones* on 08 8951 6377 or jobs@clc.org.au

Total effective package includes: base salary, district allowance, superannuation, leave loading, relocation assistance, annual airfare allowance and salary packaging options. Annual progression within the salary scale is subject to satisfactory performance. Progression is in accordance with annual increments set out in an enterprise agreement.

The filling of this vacancy is an affirmative measure under section 8(1) of the Racial Discrimination Act 1975.

Eligibility

Notes

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

About the Central Land Council

To Apply

Position Contact	Leonie Jones, 0889516377
Agency Recruitment Site	https://careers.clc.org.au/

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Vacancy VN-0696803

Defence Housing Australia

Closing Date: Wednesday 17 November 2021

Service Delivery
Service Delivery Leasing and Acquisitions Operations

Job Title	Leasing and Acquisitions Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$81,255 - \$88,295
Classification	APS Level 5
Position Number	492545
Agency Website	https://www.dha.gov.au/

Job Description

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

You will have strong knowledge of all aspects of the real estate market, and strive to maintain this knowledge so that you are able to confidently and competently evaluate factors including; risk, commercial return, maintenance liability, and strategic portfolio plan. You will utilise your knowledge to assist in the development of business plans to monitor and report on performance.

You will draw on your experience in the real estate industry to thoroughly evaluate, implement and provide expert

advice on Leasing & Acquisition provisioning, and assist in developing and contributing to strategic plans for DHA's long term initiatives.

Your team works with a broad cross section of stakeholders both within DHA and externally. You will help to manage their enquiries and/or complaints in accordance with policy and legislative guidelines, and to provide accurate advice on agreements and contracts.

You will enjoy working offsite as you conduct property inspections, aiming to identify and quantify property suitability, as well as their risks. You will also manage and coordinate compliancy works, providing input to the appropriate stakeholders. Your excellent communication and interpersonal skills will shine as you strive to develop and maintain strong working relationships and actively participate and provide updates in meetings with a range of internal and external stakeholders across effective and collaborative functions.

Duties

For this role, we will consider how well you:

- Utilise your professional experience in the local residential property market or development industry
- Employ your in-depth contract/lease management or acquisition delivery experience, and ability to deliver business outcomes.
- Engage with your stakeholders, negotiate and manage others, as well as effectively communicate both verbally and in writing to a diverse audience.
- Exercise your sound judgement, attention to detail, and analytical skills to solve problems
- Use your initiative and ability to effectively and autonomously manage priorities, organise workloads and meet challenging deadlines
- Take responsibility for a range of activities whilst being committed to working within a team environment.

Eligibility

The remuneration package is negotiable and includes a base salary and funded superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, achieving a satisfactory character clearance and obtaining and maintaining a security clearance at the required level.

Notes

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.

Any Order of Merit established from this selection process will remain active for up to 12 months from the date of this gazette and may be used to fill future ongoing or non-ongoing roles.

About the Defence Housing Australia

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

To Apply

Position Contact	Brendon Jones, 02 9761 5853
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0696864

Defence Housing Australia

Closing Date: Wednesday 17 November 2021

Business Solutions & Technology
Business Solutions & Technology

Job Title	Data Modelling and Visual Analytics Specialist
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$108,419 - \$132,316
Classification	Executive Level 1
Position Number	492537
Agency Website	https://www.dha.gov.au/

Job Description

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

As a Data Modelling and Visual Analytics Specialist you will take a significant role in delivering many aspects of the data program. Your initial focus will be a leading role in the introduction of a new data management tool which will provide data modelling, data lineage, data glossary and other key capabilities central to the data program. This will include defining best practice and mentoring other team members in use of the tool and helping define the framework and processes for the tools use in the software development lifecycle.

You will also help expand DHA's self-service analytics capability whilst working as part of a multi-disciplinary team (MDT) by creating Tableau dashboards and providing support and guidance to others on improving the data analytics capability and data literacy levels across the organization. You will also have responsibility for guiding and mentoring others in the data and insights team on creation and documentation of Tableau datasets and will advise and assist in the development and maintenance of the enterprise data warehouse.

- You will Support roll out of data project, taking a leading role in uplifting data literacy levels by mentoring and advising users in data analytics best practices.
- Working with business users to design and create Tableau dashboards to support evidence based decision making.
- Creating and defining new data sets and modifying and maintaining existing data assets.
- Developing and maintaining the oracle data warehouse.
- Assist with documenting current state data architecture and maintaining this via data management tool.

Duties

Appointments in the Australian Public Service are merit-based. We will make an assessment of your suitability by looking at what you have done previously – the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

For this role, we will consider how well you:

- Significant experience in developing and delivering visual analytics to support data driven decision making (ideally in Tableau).
- Highly-developed technical skills in SQL, Oracle PL/SQL, Oracle Business Intelligence, Data Warehousing (modelling and ETL) and Tableau.
- Demonstrated experience and capability in creating relational & dimensional data models, database programming, data loading, data migration and extraction, transformation and loading (ETL).
- Exceptional analytical and problem-solving skills including the ability to quickly identify important issues and present possible outcomes and solutions to the business.
- Proven ability to meet deadlines and effectively manage work priorities across multiple projects.
- Ability to collaborate and positively engage with all stakeholders.
- Proven ability to prepare complex technical documentation and diagrams.

Eligibility

The remuneration package is negotiable and includes a base salary and funded superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, achieving a satisfactory character clearance and obtaining and maintaining a security clearance at the required level.

Notes

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.

Any Order of Merit established from this selection process will remain active for up to 12 months from the date of this gazette and may be used to fill future ongoing or non-ongoing roles.

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To Apply

Position Contact	Stephen Hosie, 02 6217 8560
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0696884

Department of Finance

Closing Date: Wednesday 17 November 2021

ICT
Office of the CIO

Job Title	SACM Team Member
Job Type	Full-Time, Ongoing
Location	Forrest ACT
Salary	\$78,637 - \$88,236
Classification	APS Level 5
Position Number	2021/182
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE TEAM

The Office of the CIO (OCIO) works within the Governance and Procurement Branch in the Information and Communications Technology (ICT) Division to ensure a consistent and strategic approach is used in the delivery and use of technology for the Department.

The OCIO SACM team provides hardware, software and Service Management Processes services to support the Department.

Duties

ABOUT THE ROLE

The OCIO has an APS 5 position currently available and the successful candidate may have to undertake any of the tasks outline below, so should have the necessary skills and experience to do so.

It is essential that the successful candidate(s) be able to manage competing priorities with a strong focus on service delivery in an agile environment, often working to tight deadlines with short turnaround times.

Duties include:

- Change and Release Management: including coordination of Technical and Business Change Advisory Boards
- Problem Management: including coordination of Problem Board, secretariat and review/analysis
- Software Management: including procurement and management of software licenses, and their maintenance and support
- Hardware Management: including procurement and physical management of hardware assets i.e receipting, storing, deploying and disposal
- Building and maintain strong relationships with stakeholders

- Development, review and implementation of policies, procedures and guidelines.

DETAILED VACANCY INFORMATION

For detailed information about these roles, the teams and the job specific capabilities, please refer to the downloadable job pack, which can be accessed by clicking the apply now button. **Eligibility**

ELIGIBILITY REQUIREMENTS

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

Notes

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

About the Department of Finance

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

To Apply

Position Contact	Kate Irving, (02) 6215 2501
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0696608

Department of Home Affairs

Closing Date: Tuesday 16 November 2021

ICT Division
Intelligence Identity & Biomet Sys Data Warehouse

Job Title	Junior Systems Administrator - Enterprise Data Warehouse
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$67,772 - \$73,100
Classification	APS Level 4
Position Number	JR: 101034
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branch and Section:

The Intelligence, Identity and Biometrics Systems (IIBS) Branch works collaboratively with business areas to support the Intelligence, Identity and Biometrics capabilities. IIBS Branch is responsible for the delivery of critical ICT systems capability to business areas undergoing significant growth and change.

IIBS Branch is responsible for:

- Managing the technical delivery of the Intelligence, Identity and Biometrics Program of work
- Providing enterprise level data and business reporting services on behalf of the Department
- Providing ongoing maintenance and support for Intelligence, Identity and Biometric Systems

The Enterprise Data Warehouse (EDW) Section helps to enable the Department of Home Affairs' vision of a secure Australia that is prosperous, open and united. Through the Connected Information Environment (CIE), the Data Warehouse Section delivers and runs products and services which are integrated, timely and accurate. These products and services are used across the Portfolio and by our partners to identify threats, manage risk and deliver services and operations.

About the role:

The Enterprise Data Warehouse platform is a complex and mission critical capability. It provides the foundational data, analytics and risk services and applications that are critical to many business functions across the Department including visa processing, traveller clearance, cargo clearance, intelligence and integrity. A key component of the Enterprise Data Warehouse (EDW) is the suite of Teradata and Extract, Transform and Load (ETL) and Business Intelligence products which store, load the data and enable the information to be reported.

Enterprise Data Warehouse (EDW) Section is looking for Junior Systems Administrators that can undertake systematic analysis and arrive at accurate solutions based on evidence when assisting with the resolution of issues and provide ongoing support and maintenance of Data Warehouse systems. This position requires the occupant to be willing to be placed on an on-call roster and to

be available to work after hours as required.

Our ideal candidate:

Our ideal candidate will be enthusiastic and able to manage competing priorities and meet deadlines. The Enterprise Data Warehouse Section is seeking candidates that are experienced in the Teradata and Data Stage products. The role will assist in managing systems risk issues, undertaking complex technical testing and developing technical documentation, analysing systems defects, impacts and designing resolutions.

Duties

Specific duties/responsibilities:

- Undertake problem solving and incident resolution and demonstrate an understanding of change control and release management procedures
- Provide advice to the manager of the CIE BAU team on issues and trends that may impact on the smooth running of the CIE/Teradata platform
- Conduct defect analysis, impact assessment and the design of fixes
- Undertake issue resolution and the provision of supporting advice
- Maintain and develop technical documentation
- Support knowledge transfer and ensure that systems are properly documented.

Role requirements/qualifications:

The successful applicant will be required to be available to work after hours as required.

Highly desirable

- Analytical and trouble shooting skills to investigate and resolve technical incidents and problems
- Willingness to learn and the ability to work well as part of a team.
- Good communication, networking and engagement skills
- Experience in the following:
 - Teradata
 - IBM InfoSphere Suite
 - High level understanding of SQL
 - ITIL Principles.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen
- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Obtain and maintain a current Employment Suitability Clearance
- Undergo a health assessment (where applicable).

Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department.

Notes

The Department is committed to workforce diversity and applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at <https://www.homeaffairs.gov.au/about-us/careers/working-with-us>

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and service standards. We encourage applications from Indigenous Australians, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential. For more information www.homeaffairs.gov.au/about-us/careers/working-with-us/workplace-diversity The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Jarrod WILKINSON, 02 6275 5959
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0696772

Job Title	Digital Communication Officer and Web Publisher
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$91,553 - \$110,916
Classification	APS Level 6
Position Number	121-2021
Agency Website	www.treasury.gov.au

Job Description

<http://careers.tspace.gov.au/cw/en/listing/>

The Digital Delivery team in Treasury is responsible for the Treasury corporate website, the Federal Budget website, the intranet and other Treasury websites. The team advises on web best practice and provides recommendations on how to deliver digital content. The Digital Delivery team sits within the Communications Branch and works closely with the Information Services Branch ensuring the communication and digital aspects are a collaborative venture.

Duties

Key Functional Areas of Responsibility

- Manage new content updates and publishing across multiple content management platforms.
- Develop new pages, setup/configure information architecture and functionality components as well as load and update content and images.
- Content Management System Digital Asset management of all digital content, requiring manipulation of
 - text pieces
 - video
 - pdf
 - images
 - associated graphic assets.
- Provide recommendations for layout to maximise page conversion, maintaining government accessibility requirements and to web best practices.
- Ensure UI consistency across all web pages.
- Ensure quality of content, including eliminating duplicate content and maintaining site integrity.
- Work with other content stakeholders to coordinate content publishing onto the website.
- Decipher technical issues and then communicate them clearly and in an understandable fashion to a non-technical audience.

Requirements:

- 3+ years experience in content or website management.
- Proficient in website presentation best practices, editorial style and standards.
- Demonstrated experience managing website content updates and publishing/editorial workflows.

- The ideal candidate will have a portfolio demonstrating previous experience with:
 - Drupal
 - Jira
 - WCAG2.0 Compliance standards
 - HTML, XHTML, HTML5, CSS, CSS3
 - Photoshop
- Understanding of modern, responsive site construction, configuration, and maintenance.
- Proven track record of delivering high-quality execution.
- Self-manage workloads through the corporate ticketing system, ensuring customer engagement and management.
- Ability to work in a fast-paced, deadline driven environment.
- Strong interpersonal communication skills. Can clearly and proactively communicate with individuals across multiple teams and departments.
- Fantastic attention to detail.
- Resourceful, team player, high energy and flexible.

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 ongoing XXXXXX roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 12 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

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

About the Department of the Treasury

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

To Apply

Position Contact	Vicky Keogh, (02) 6263 3254
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0696854

Department of the Treasury

Closing Date: Wednesday 17 November 2021

Australian Government Actuary
Australian Government Actuary

Job Title	Actuary / Data Scientist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$145,869 - \$167,407
Classification	Executive Level 2
Position Number	124-2021
Agency Website	www.treasury.gov.au

Job Description

<http://careers.tspace.gov.au/cw/en/listing/>

The office of the Australian Government Actuary (AGA) sits within the Australian Treasury and provides consulting actuarial services and related policy advice to the Australian Government and its agencies.

The AGA advises over 40 government agencies covering a diverse range of technical and policy contexts.

Due to increasing demands of the office of the AGA, an exciting opportunity is available for a qualified Fellow of the Institute of Actuaries or experienced statistical / data scientist with progress towards professional actuarial qualifications, strong modelling, project management, client relationship and leaderships skills at EL2 level.

This role will be responsible for driving actuarial advice in the development of the investment approach as it is applied to the Department of Social Services; developing relationships with senior leadership at key departments to ensure the effective application of the advice provided; and leading the technical work and client relationships on other major projects with large Government agencies.

Duties

In this role you will provide leadership and direction to department staff in the design, development and application of tools that support the actuarial analysis of key programs. You will provide professional actuarial and policy advice in key technical areas and lead the development of innovative actuarial solutions in highly complex areas.

Managing and developing client relationships will be critical to the success of the role, as will developing the work program for a team of actuarial analysts to ensure delivery of a key program of work and developing staff.

The successful applicant will be able to demonstrate experience delivering authoritative, insightful and practical actuarial advice to a diverse range of public sector clients.

The successful applicant will have:

- well-developed consulting skills;
- a capacity to contribute to broader strategies and initiatives;
- experience in the actuarial analysis of public sector programs;
- strong conceptual and analytical skills including the application of micro simulation and machine learning in actuarial or related fields; and
- strong communication and interpersonal skills.

Applicants will be Fellows of the Institute of Actuaries of Australia and/or demonstrate exceptional experience in related statistical areas. You will have a track record of successfully providing advice, developing and growing long term client relationships. The ability to apply actuarial principles to the issues facing the public sector is essential.

As a successful candidate, you must be willing to:

- support and engage with the future direction of the office of the Australian Government Actuary and Treasury;
- be flexible and agile to meet immediate needs and future challenges;
- be team-orientated, have energy and determination to ensure the success of the Office;
- demonstrated experience in developing staff and leading a successful team;
- experience in microsimulation and machine learning techniques;
- be able to exercise judgment in key areas in the context of significant uncertainty, and to be able to provide a strong case to support judgements made; and
- be open, accountable and of high integrity.

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 Executive Level 2 role. A merit pool may be established to fill future ongoing similar vacancies, should they become available within 12 months from the date advertised.

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

About the Department of the Treasury

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

To Apply

Position Contact	Aaron Bruhn, 0466 613 991
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0696825

Director of Public Prosecutions

Closing Date: Wednesday 17 November 2021

Various
Various

Job Title	Federal Prosecutor
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Forrest ACT, Sydney NSW, Adelaide SA, Perth WA, Melbourne VIC, Hobart TAS, Brisbane QLD, Townsville QLD, Cairns QLD, Darwin NT
Salary	\$74,266 - \$91,092
Classification	APS Level 5; APS Level 6
Position Number	Several
Agency Website	

Job Description

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

The Office of the Commonwealth Director of Public Prosecutions (CDPP) is an independent prosecution service established by Parliament to prosecute alleged offences against Commonwealth law. We aim to provide an effective and efficient national criminal prosecution service to the community that is fair and just and operates with integrity. The diverse, complex and interesting cases prosecuted by the CDPP range across six national practice groups and include drug importation, on-line child sexual exploitation, terrorism, espionage, money laundering, human trafficking, slavery and slavery like practices, tax fraud, welfare fraud, medifraud, people smuggling offences, offences against the corporation's legislation, cartel offences and a range of regulatory offences.

We are committed to recruiting and retaining lawyers of the highest calibre. There are currently vacancies at the Federal Prosecutor 2 (FP2) level for enthusiastic, energetic and forward-thinking lawyers who may, or do have, experience or knowledge of and aptitude for, criminal law. Candidates should be keen to develop their skills and experience through undertaking the rewarding, challenging, diverse and stimulating

work of the Commonwealth Director of Public Prosecutions (CDPP). Ideally, candidates will have a strong academic record, enjoy collaborating as a member of a team and be willing to embrace new ways of working in a digitally enabled workplace. It will also be advantageous if you have had exposure to prosecutions or criminal law, have worked in a commercial litigation practice, or have been a judge's associate.

Duties

The FP2 will undertake a range of routine and more difficult prosecution matters on behalf of the CDPP. Working under the guidance of their Prosecution Team Leader (PTL), the FP2 will assess routine and more complex briefs from investigative agencies, liaise with agencies on drafting of charges and provision of general advice and appear in court on matters. Under guidance, the FP2 will instruct counsel as required and will also work as part of a team as required in the conduct of more complex cases.

The FP2 will utilise a range of legal and practice management systems including desktop research products and litigation support database applications to review, analyse and tag evidence and manage cases. The FP2 will liaise and maintain relationships with internal and external stakeholders, on case or matter-related issues with partner agencies and other stakeholders.

They will contribute to the achievement of the practice groups' objectives and assist in the learning and development of others by actively supporting, coaching and/or mentoring staff and modelling appropriate behaviours. The FP2 will undertake appropriate learning and development activities including CLE, advocacy and practice management.

Your role will/may involve:

1. Assessing routine and complex briefs from investigative agencies.
2. Drafting charges, and other court documentation on routine and more complex matters.
3. Appearing in court in court in complexity 1 and 2 matters as required.
4. Building relationships and liaising with internal and external stakeholders, including investigative agencies, court officials, and other parties, establishing key contacts and communication channels.
5. Responding to enquiries from internal and external stakeholders, by telephone, in writing or face to face.
6. Researching and analysing data and evaluating information sources to create recommendations, reports and other legal documentation.
7. Assisting as part of a team in the conduct of more complex matters including the preparation of court documents, evidence summaries and chronologies, the review, analysis and tagging of digital evidence, instructing in court, preparation of briefs to external counsel and participation in witness conferences and maintaining associated file notes and records.
8. Utilising systems, computer-based applications and other tools for legal and practice management including research, matters and file management, reporting and resource monitoring.

Eligibility

Applicants must be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court of Australia or the Supreme Court of an Australian State or Territory, by 30 November 2021. To be eligible for employment with the CDPP, applicants must be Australian citizens. In accordance with CDPP's Security Policy, successful applicants will be required to complete a security check and obtain an Australian Government Security Clearance to, at a minimum, the BASELINE VETTING level prior to commencing employment. This security clearance must be maintained for the duration of employment with the CDPP.

Notes

An order of merit may be established and used to fill similar ongoing and non-ongoing vacancies at these levels.

Applicants are required to apply online at cdppcareers.nga.net.au. Additional information about the positions can be found in the Position Description on our website www.cdpp.gov.au/careers.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Cameron Popp, 02 6206 5653
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0696853

Director of Public Prosecutions

Closing Date: Wednesday 17 November 2021

Various
Various

Job Title	Federal Prosecutor - Affirmative Measures (Indigenous and Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Forrest ACT, Hobart TAS, Sydney NSW, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Townsville QLD, Cairns QLD
Salary	\$74,266 - \$91,092
Classification	APS Level 5;APS Level 6
Position Number	Several
Agency Website	

Job Description

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

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Duties

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5. Responding to enquiries from internal and external stakeholders, by telephone, in writing or face to face.
6. Researching and analysing data and evaluating information sources to create recommendations, reports and other legal documentation.
7. Assisting as part of a team in the conduct of more complex matters including the preparation of court documents, evidence summaries and chronologies, the review, analysis and tagging of digital evidence, instructing in court, preparation of briefs to external counsel and participation in witness conferences and maintaining associated file notes and records.
8. Utilising systems, computer-based applications and other tools for legal and practice management including research, matters and file management, reporting and resource monitoring.

Eligibility

Applicants must be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court of Australia or the Supreme Court of an Australian State or Territory, by 30 November 2021. To be eligible for employment with the CDPP, applicants must be Australian citizens. In accordance with CDPP's Security Policy, successful applicants will be required to complete a security check and obtain an Australian Government Security Clearance to, at a minimum, the BASELINE VETTING level prior to commencing employment. This security clearance must be maintained for the duration of employment with the CDPP.

Notes

An order of merit may be established and used to fill similar ongoing and non-ongoing vacancies at these levels. Applicants are required to apply online at cdppcareers.nga.net.au. Additional information about the positions can be found in the Position Description on our website www.cdpp.gov.au/careers.

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 27 of the Australian Public Service Commissioner's Direction 2016. This vacancy is open only to people with disability.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Cameron Popp, 02 6206 5653
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0696875

Great Barrier Reef Marine Park Authority

Closing Date: Tuesday 16 November 2021

Science for Management
Strategic Policy and Partnerships

Job Title	Project Manager User Research
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Townsville QLD, Cairns QLD
Salary	\$82,825 - \$94,238
Classification	APS Level 6
Position Number	712
Agency Website	

Job Description

https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

Non-ongoing contract to 30 June 2022

- 3 days/22.5 hours per week; asap to 24 December 2021, then;
- 5 days/37.5 hours per week; 4 January to 30 June 2022

We are seeking an experienced, outcomes-focused, user research specialist to join our Science for Management section. This position is responsible for supporting the Authority's work in relation to the use of science and management data in looking after the Great Barrier Reef. This includes: providing high quality project management; planning and conducting user research to inform development and improvement of digital tools; coordinating working groups and governance processes; preparing information and reporting products; and contributing to a range of other communication and engagement activities. You will work closely with Authority staff, management partners and stakeholders to help scope, design and implement digital tools and products that contribute to understanding the health and resilience of the Reef and the effectiveness of management actions.

The position assists the Authority in delivering high quality outcomes for important initiatives such as the Reef 2050 Integrated Monitoring and Reporting Program and the Eye on the Reef Program. This position also contributes to other key programs of the Science for Management section.

Duties

1. Provide high level support and advice in relation to user research to inform the design, development, stakeholder uptake, evaluation, and continual improvement of digital tools, systems and processes for accessing and using data in a science for management context.
2. Plan, conduct, analyse and synthesise user research and communicate findings clearly to ensure they are useful and used.
3. Coordinate working groups and governance processes related to key digital tools and products, including through effective liaison and negotiation with internal and external stakeholders.
4. Contribute to design and preparation of information and reporting products.
5. Provide high level project management for multiple projects, including by working collaboratively with internal and external stakeholders and subject matter experts to lead or support project planning and implementation.
6. Assist with the section's planning, reporting and evaluation processes to support the Authority's strategic objectives.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency. **Eligibility**

Applicants must:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment,

Essential requirements

- Experience in user research approaches and methods, particularly in relation to the design, development, evaluation and improvement of digital tools, systems and processes.
- have the ability to travel from time to time if required, possibly for multiple nights.

Desirable qualifications or equivalent experience

- Tertiary qualifications (or equivalent experience) in user research, user experience design, data science/analysis/visualisation, psychology, natural resource management or similarly relevant field.
- Experience in the use of digital data analysis, visualisation and reporting tools in the management of protected areas.
- Knowledge of technologies used to build and operate digital services.
- Three or more years of experience in the public sector.

Notes

The full position description can be found at <http://www.gbrmpa.gov.au/careers/current-opportunities>

Your application must include:

1. a completed Applicant Details Form (located on the [GBRMPA Tools and Tips page](#))
2. your 'pitch' (as described in the Position Description)
3. proof of Australian citizenship

- a current curriculum vitae (resume) that includes
- an outline of your career history
- qualifications and/or formal/informal training relevant to the position
- contact details for at least two recent referees, one of whom should be your current supervisor.

If you require any reasonable adjustments throughout the recruitment process please email applications@gbmpa.gov.au

Contact Officer - Chloe Schauble - (07) 4750 0725

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Chloe Schauble, (07) 4750 0725
Agency Recruitment Site	https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

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Vacancy VN-0696792

Therapeutic Goods Administration

Closing Date: Monday 15 November 2021

Regulatory Practice and Support
Regulatory Compliance

Job Title	Director
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$127,247 - \$150,654
Classification	Executive Level 2
Position Number	21-RPSDIV-10765
Agency Website	

Job Description

<https://www.tga.gov.au/employment-job-vacancies>

The Regulatory Compliance Branch of the Therapeutic Goods Administration in the Commonwealth Department of Health is seeking two Executive Level 2 Directors to lead regulatory compliance and enforcement functions for the protection of Australian consumers.

Duties

A Director in the Regulatory Compliance Branch of the TGA in the Department of Health will manage a medium to large sized team undertaking functions contributing to identifying, investigating and addressing non-compliance with the Therapeutic Goods Act 1989.

In performing their role the Director will be responsible for:

- Managing a team and providing direction in relation to a set of compliance functions, whether those are intelligence, assessment and analytics, compliance and/or investigations
- Managing internal and external relationships, including with other legal and regulatory branches of the TGA, law enforcement and health agencies (including states and territories, and internationally as appropriate), and industry representatives
- Working closely with other compliance areas in the branch to ensure consistent practices and approaches, collaboration on cases, and continuous improvement
- Oversighting the preparation of reports, briefs and other enforcement documentation (including directions, infringement notices and court documentation as appropriate)
- Preparation of correspondence, and replies to parliamentary questions, ministerials, media and other briefing material
- Presenting and reporting to the Enforcement Committee, Therapeutic Goods Advertising Consultative Committee, and other committees, as appropriate
- Contributing to the efficient and effective functioning of the branch to assist it to meet its organisational objectives by undertaking other key responsibilities and activities as directed by the Branch Head and department Executive.

Eligibility

- To be eligible for employment with the Department of Health applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
 - o Satisfactory completion of an Australian Federal Police criminal history check, and where relevant a Working with Children and Vulnerable People Check.

- o Completion of a medical declaration and pre-employment medical (where required).
 - o Providing evidence of qualifications (where required); and
 - o Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Negative Vetting Level 1 security clearance, or hold a current security clearance of an appropriate level.

Notes

Applications close 11:30PM AEDT

Applicants should quote reference number 21-RPSDIV-10765 to assist when making an enquiry.

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

About the Therapeutic Goods Administration

The Therapeutic Goods Administration (TGA) is part of the Australian Government Department of Health, and is responsible for regulating therapeutic goods including, vaccines, medicines and medical devices. The TGA administers the Therapeutic Goods Act 1989 (the Act), applying a risk management approach designed to ensure therapeutic goods supplied in Australia meet acceptable standards of quality, safety and efficacy (performance), when necessary. We evaluate therapeutic goods before they are marketed and monitor them once they are on the market and assess the suitability of medicines and medical devices for export from Australia. We also regulate manufacturers of therapeutic goods to ensure they meet acceptable standards of manufacturing quality. Visit our website at www.tga.gov.au for further information regarding this role and TGA. Your interest in the TGA as a potential employer is appreciated.

To Apply

Position Contact	Nicole McLay, 0478309802
Agency Recruitment Site	https://www.tga.gov.au/employment-job-vacancies

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Agriculture, Water and the Environment

Vacancy VN-0696817

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 17 November 2021

Biosecurity Operations
Several Various

Job Title	Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$84,150 - \$95,543
Classification	APS Level 6
Position Number	2021/6353
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Department of Agriculture, Water and the Environment works to protect Australia's natural resources and helps develop strong agricultural industries. The Biosecurity Operations Division (BOD) takes a regulatory approach to the implementation of effective border controls to manage biosecurity threats. The division delivers its functions across defined pathways, including cargo, mail, conveyances, food, and travellers. Border controls include, but are not limited to inspection, assessment, policy setting, community engagement, and contact centre services. The division also provides husbandry services for animals and plants through its post entry quarantine facility.

We are looking for people who are:

- understanding of the critical role biosecurity plays in protecting Australia's agriculture and environment
- committed to providing a high-quality experience for all users of Australia's biosecurity system
- supportive of, and engage with, the future direction of the department as a regulator
- flexible and adaptable to meet immediate needs and future challenge
- open, accountable and of high integrity
- motivated, self-driven and outcome focussed
- team-oriented and have the energy and determination to succeed in everything they do
- able to exercise sound judgment and make evidence-based decisions.

Duties

The Job

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

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

- leading and managing the performance of geographically dispersed teams working in a regulatory environment
- acquiring and providing comprehensive technical expertise that contributes to business outcomes, and making decisions based on sound judgement, as it relates to the application of legislation and regulations
- performing research and data analysis to make decisions that involve complex or escalated issues, longer-term planning, and liaison with other sections on policy, project, or operational issues
- preparing a range of written material, including data reports, briefs, and documentation including developing recommendations and liaising with internal stakeholders in relation to content
- maintaining and expertly using business systems to support work area objectives
- managing competing priorities and organise workflow for self and others while maintaining good attention to detail and delivering within timeframes
- effectively communicating, liaising, negotiating with and responding to internal and external stakeholders including government agencies and industry parties
- providing quality specialist advice to internal stakeholders including anticipating problems and contributing to issues management
- assisting in the development and delivery of projects under the guidance of project lead
- supporting change management, including staff and client participation, consultation and cultural change
- contributing to and developing business area's improvement initiatives and projects
- exercising appropriate delegations in accordance with policy, processes and guidelines

- promoting the APS Values, the APS Employment Principles and compliance with the Code of Conduct
- fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

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

In addition, for **Policy Advisor roles**:

- experience in policy development and undertaking reforms, including the ability to investigate and source key information to support decision making.

In addition, for **Regulation Support Manager roles**:

- a strong knowledge, understanding and experience in administering relevant legislation relevant to a regulatory agency
- a clear understanding of compliance and risk management principles and the intent of the department's Regulatory Practice Statement.

Notes

Please note: this selection process will be used to fill multiple vacancies, including in operations, policy and regulation. A merit pool will be established through this selection process, which is valid for a period of twelve months from the date the vacancy is advertised in the Gazette. It may also be used to fill future ongoing vacancies in the division where the duties are of a similar nature.

Note: On 30 November 2021 the salary range for this position will increase to \$85,833 - \$97,454

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence,
- note that the ability to perform shift work is a requirement when applying for this position(s),
- note that the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- note that they may be required to perform occasional out-of-hours and weekend work,
- wear appropriate protective personal equipment and clothing to comply with departmental
- note that there may be a requirement for travel to regional areas
- obtain and maintain an Aviation Security Identification Card (ASIC) and a Maritime Security Identification Card (MSIC)
- successfully complete components of the Biosecurity Foundation Program*

***Please note** that successful applicants will be required to complete components of the Biosecurity Foundation Program on commencement, with an initial induction held during regular business hours. Centralised training at a location yet to be determined may be required however further details will be provided prior to commencement in the role.

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

About the Department of Agriculture, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team. What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Chandler Macleod (external recruitment agency), 1800 242 560
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0696822

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 17 November 2021

Biosecurity Operations
Pathway Operations - Conveyances & Regulatory Capability Learning and Development

Job Title	Learning and Development Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Sydney NSW, Cairns QLD, Melbourne VIC, Perth WA
Salary	\$84,150 - \$95,543
Classification	APS Level 6
Position Number	2021/6352
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Department of Agriculture, Water and the Environment works to protect Australia's natural resources and helps develop strong agricultural industries.

The Biosecurity Operations Division (BOD) takes a regulatory approach to the implementation of effective border controls to manage biosecurity threats. The division delivers its functions across defined pathways, including cargo, mail, conveyances, food, and travellers. Border controls include, but are not limited to inspection, assessment, policy setting, community engagement, and contact centre services. The division also provides husbandry services for animals and plants through its post entry quarantine facility.

We are looking for people who are:

- understanding of the critical role biosecurity plays in protecting Australia's agriculture and environment
- committed to providing a high-quality experience for all users of Australia's biosecurity system
- supportive of, and engage with, the future direction of the department as a regulator

- flexible and adaptable to meet immediate needs and future challenge
- open, accountable and of high integrity
- motivated, self-driven and outcome focussed
- team-oriented and have the energy and determination to succeed in everything they do
- able to exercise sound judgment and make evidence-based decisions.

Duties

The Job

BOD Learning and Development is a national team who develop and deliver technical training and implement digital and innovative learning within the Biosecurity Operations Division. Services include the development and delivery of technical training, job competency assessments, digital learning and innovation and management of the Biosecurity Foundation Program within the Biosecurity Operations Division.

Development Managers lead and manage staff in the design and develop of training materials using various modalities for the Biosecurity Operations Division.

Training and/or Program Managers lead and manage staff in facilitating training and assessment of staff and implementation of induction programs for the Biosecurity Operations Division.

The duties of these roles include:

- leading and managing the performance of geographically dispersed teams working in a regulatory environment
- acquiring and providing comprehensive technical expertise that contributes to business outcomes, and making decisions based on sound judgement, as it relates to the application of legislation and regulations
- performing research and data analysis to make decisions that involve complex or escalated issues, longer-term planning, and liaison with other sections on policy, project, or operational issues
- preparing a range of written material, including data reports, briefs, and documentation including developing recommendations and liaising with internal stakeholders in relation to content
- maintaining and expertly using business systems to support work area objectives
- managing competing priorities and organising workflow for self and others while maintaining good attention to detail and delivering within timeframes
- effectively communicating, liaising, negotiating with and responding to internal and external stakeholders including government agencies and industry parties
- providing quality specialist advice to internal stakeholders including anticipating problems and contributing to issues management
- assisting in the development and delivery of projects under the guidance of project lead
- supporting change management, including staff and client participation, consultation and cultural change
- contributing to and developing business area's improvement initiatives and projects
- exercising appropriate delegations in accordance with policy, processes and guidelines
- promoting the APS Values, the APS Employment Principles and compliance with the Code of Conduct
- fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

In addition, duties for the **Development Manager** roles will include:

- providing quality specialist learning and development advice to internal stakeholders
- leading and undertaking development of training materials
- ensuring ongoing professional development and currency of skills for self and the team.

In addition, duties for the **Training and/or Program Manager** roles will include:

- providing quality specialist learning and development advice to internal stakeholders, including evaluation on training materials
- undertaking and leading a team in the facilitation of face to face or virtually lead delivery of training to diverse audiences
- undertaking competency assessment of others and providing feedback, both positive and negative
- managing, leading and implementing induction programs, as well as other training programs as required.
- ensuring ongoing professional development and currency of skills for self and the team.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

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

In addition, for the **Development Manager** roles:

- experience in undertaking training needs analysis for various target audiences, developing training plans, assessment and evaluation strategies
- experience in leading user centred design to ensure the end products meet the needs of the user as well as the business.

Notes

Please note: this selection process will be used to fill multiple vacancies. A merit pool will be established through this selection process, which is valid for a period of twelve months from the date the vacancy is advertised in the Gazette.

Note: On 30 November 2021 the salary range for this position will increase to \$85,833 - \$97,454.

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that there may be a requirement for travel to regional areas
- obtain and maintain an Aviation Security Identification Card (ASIC) and a Maritime Security Identification Card (MSIC)
- successfully complete components of the Biosecurity Foundation Program*

***Please note** that successful applicants will be required to complete components of the Biosecurity Foundation Program on commencement, with an initial induction held during regular business hours. Centralised training at a location yet to be determined may be required however further details will be provided prior to commencement in the role.

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

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To Apply

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Agency Recruitment Site	https://awejobs.nga.net.au

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Department of Agriculture, Water and the Environment

Closing Date: Wednesday 17 November 2021

Biosecurity Operations
Pathway Operations - Conveyances & Regulatory Capability Learning and Development

Job Title	Learning and Development Digital Solutions Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	\$84,150 - \$95,543
Classification	APS Level 6
Position Number	2021/6351
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Department of Agriculture, Water and the Environment works to protect Australia's natural resources and helps develop strong agricultural industries.

The Biosecurity Operations Division (BOD) takes a regulatory approach to the implementation of effective border controls to manage biosecurity threats. The division delivers its functions across defined pathways, including cargo, mail, conveyances, food, and travellers. Border controls include, but are not limited to inspection, assessment, policy setting, community engagement, and contact centre services. The division also provides husbandry services for animals and plants through its post entry quarantine facility.

We are looking for people who are:

- understanding of the critical role biosecurity plays in protecting Australia's agriculture and environment
- committed to providing a high-quality experience for all users of Australia's biosecurity system
- supportive of, and engage with, the future direction of the department as a regulator
- flexible and adaptable to meet immediate needs and future challenge
- open, accountable and of high integrity
- motivated, self-driven and outcome focussed
- team-oriented and have the energy and determination to succeed in everything they do
- able to exercise sound judgment and make evidence-based decisions.

Duties

The Job

BOD Learning and Development is a national team who develop and deliver technical training and implement digital and innovative learning within the Biosecurity Operations Division. The role of the Digital Solutions Manager is to provide leadership, professional development and management of digital capability for flexible training options for officers in the Biosecurity Operations Division.

The duties of the role include the following:

- Providing high level technical production and audio-visual advice to support the delivery of a range of learning programs
- Collaborating with internal and external stakeholders to coordinate, plan and implement technical production solutions for a diverse range of Biosecurity Operations Division pathways
- Applying adult learning theories using digital solutions for training and assessment activities
- Communicating with influence and participating in meetings/workgroups to promote training activities and maintain operational/business awareness
- Contributing to managing change in the workplace and identifying and advising on change management messages/processes for the team
- Working collaboratively and negotiating effectively with stakeholders on policy, project or operational issues and respond to their needs/expectations, and escalating where appropriate

- Contributing to strategic planning for longer-term initiatives
- Researching and contributing to business improvement
- Promoting and ensuring compliance with departmental work health and safety and rehabilitation policies and guidelines and be alert for and report risks to WHS
- Promoting and ensuring adherence to APS Values, Employment Principles and Code of Conduct
- Fostering a culture of safety, diversity, inclusiveness, positive attendance and high performance.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

- Knowledge of relevant legislative, financial and administrative frameworks, government decision making processes and departmental guidelines and regulations
- Knowledge of the organisation's business model and operations as well as general business models and principles
- Knowledge of the role and objectives of the department and how these relate to the team
- Knowledge and experience in using learning management systems
- Experience in project management
- Strong knowledge of using digital equipment for developing education and information materials
- Experience in audio visual and video production – including scriptwriting /storyboarding
- Experience in using various editing software and animation applications
- Experience in developing Virtual Reality (VR)/Augmented Reality training concepts and their associated software.

Notes

Please note: On 30 November 2021 the salary range for this position will increase to \$85,833 - \$97,454

The successful applicant must:

- hold and maintain a valid Australian motor vehicle drivers licence,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures
- note that there may be a requirement for travel to regional areas
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To Apply

Position Contact	Chandler Macleod (external recruitment agency), 1800 242 560
Agency Recruitment Site	https://awejobs.nga.net.au

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Attorney-General's

Vacancy VN-0696844

Comcare

Closing Date: Wednesday 17 November 2021

Claims Management Group
Contracted Claims Services Team

Job Title	Senior Contracted Claims Services Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$88,245 - \$97,920
Classification	APS Level 6
Position Number	1651
Agency Website	

Job Description

https://www.comcare.gov.au/careers/current_vacancies

The Contracted Claims Services team administer Comcare's alternative claims service offerings making use of agency delegates and claims service providers. The team administers Comcare delegations to agency employees, contract manages claims service providers and monitors the overall performance of claims managed through these arrangements.

Duties

The Senior Contracted Claims Services Officer works as part of a small team ensuring high performance claims services for agencies participating in the delegated claims arrangements. The role supports the agencies' collaborating with and monitoring Comcare delegates working in APS agencies, monitoring the performance of third-party service providers for these agencies, and analysing the performance of alternate claims service arrangements holistically.

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>

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employees and other workers, employers, service providers and other organisations to: - minimise the impact of harm in the workplace - improve recovery at work and return to work - promote the health benefits of good work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and services to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Geoff Durr, 02 6275 0072
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Attorney-General's

Vacancy VN-0696857

Fair Work Ombudsman and Registered Organisations Commission Entity

Closing Date: Wednesday 17 November 2021

Registered Organisations Commission
Registered Organisations Commission

Job Title	Financial Reporting Officer
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	\$81,846 - \$86,714
Classification	APS Level 5
Position Number	21/130EA
Agency Website	http://www.fairwork.gov.au

Job Description

<http://www.fairwork.gov.au/careers/current-vacancies>

Who We Are

The Registered Organisations Commission (the Commission) is established by the Fair Work (Registered Organisations) Act 2009 (the Act), and is responsible for regulating the activities of federally-registered organisations, their branches and officers. The Commission is staffed by employees of the Fair Work Ombudsman (the FWO) who are provided to the Commission to assist the Registered Organisations Commissioner (the Commissioner) carry out the statutory powers and functions under the Act.

What We Do

The Commissioner is a statutory office holder responsible for providing education, assistance and advice, ensuring compliance and undertaking enforcement to promote the efficient management of registered organisations and the delivery of high standards of accountability to their members under the Act. The Commission's operations are allocated into three streams being Education and Reporting, Financial Reporting and Analysis and Compliance and Investigation.

You will be joining a busy, knowledgeable, effective and focussed team with an excellent culture. It is cohesive, supportive and passionate about the work that it does.

Our Ideal Candidate

We are currently seeking to fill the position of APS 5 Financial Reporting Officer on a non-ongoing basis for a period of 12 months commencing January 2022 to cover a period of maternity leave.

We are seeking an experienced and professional business support officer to work with the Commissioner, Commission staff to provide administrative and business support across the Commission and advice and assistance to registered organisations in relation to the financial reporting obligations specified in the Act.

To be successful in this role, you will have strong organisational and interpersonal skills, attention to detail and good written communication skills. You will be able to manage priorities, meet deadlines and exercise discretion. You will co-ordinate the Commission's procurement process including organising purchase orders, the timely approval of invoices and monitoring and reporting on expenditure. You will have the ability to work autonomously and demonstrate initiative.

You will oversee the lodgement and processing of a number of key financial reporting obligations under the Act including the registration of auditors. You will use judgement to identify and escalate potential non-compliance issues and have the ability to build productive working relationships within the team and with stakeholders.

Duties

Typical Duties

- Under the guidance from the Commission's Financial Reporting Specialist, provide advice to external clients in relation to the record keeping and financial reporting obligations of registered organisations under the Act.
- Assess loans, grants and donations statements, auditor registration applications and financial reports and associated documentation lodged with the Commission by registered organisations to determine whether they meet legislative requirements. Prepare correspondence to registered organisations regarding compliance.
- Assist with organising public information sessions for registered organisations and industry stakeholders regarding financial reporting obligations of registered organisations. Assist with the preparation of materials to assist registered organisations in meeting their financial reporting obligations.
- Assist the Commissioner and the Delegate in conducting inquiries and investigations regarding compliance by registered organisations with their financial reporting obligations. Work with the Commission's Financial Reporting Specialist to provide advice and recommendations to the Commissioner and the Delegate regarding possible contraventions of the Act.
- Provide advice, support and assistance to senior managers and staff within the Commission in relation to administrative and financial functions. This also includes providing administrator support for the Commission's case management system.
- Assist with the procurement process within the Commission in accordance with relevant procurement legislation and related policies. This includes assisting with the drafting and review of procurement related documents (e.g. requests for quotes, including those using panel or whole-of-government arrangements), providing advice and assist staff with procurement activities and monitoring and reporting on expenditure.
- Engage with key internal stakeholders to improve the support and services provided to the Commission and registered organisations.

Eligibility

Mandatory

A tertiary qualification and/or diploma/certificate in accounting, commerce, business or a related field from an Australian University (or overseas equivalent qualification) is highly desirable. To be eligible for employment in the APS applicants must be Australian Citizens.

The successful candidate will have previous experience in procurement and other finance and administrative functions. Previous experience in assisting with the preparing of general purpose financial reports in accordance with the Australian Accounting Standards will be highly regarded.

Notes

How to Apply

If you are excited about the opportunity of working with us, please provide a copy of your resume and tell us in **no more than 800 words**:

- Why you want to apply for this role.
- How your skills, knowledge, experience and qualifications make you the best candidate for this opportunity.

All applications must be submitted via our online application system through the FWO website.

Who to Contact

If you experience any difficulties accessing or submitting your online application, or you would like more information about this job, please contact the FWO Recruitment Team via email at recruitment@fwo.gov.au.

About the Fair Work Ombudsman and Registered Organisations Commission Entity

The Fair Work Ombudsman and Registered Organisations Commission Entity (FWOROCE) comprises two independent government bodies: - the Fair Work Ombudsman (FWO), created by the Fair Work Act 2009 (Fair Work Act) - the Registered Organisations Commission (ROC), established under the Fair Work (Registered Organisations) Amendment Act 2016, which began operating on 01 May 2017. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. The ROC is responsible for the regulation and education of registered organisations (unions and employer associations) in Australia. It comprises the Registered Organisations Commissioner and staff assisting the Commissioner who are APS employees employed by the FWO. Please visit the ROC website for further information. For a full list of our current office locations in each state, please visit: <https://www.fairwork.gov.au/contact-us/offices> The FWOROCE provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWOROCE, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, recruitment@fwo.gov.au
Agency Recruitment Site	http://www.fairwork.gov.au/careers/current-vacancies

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Attorney-General's

Vacancy VN-0696836

National Archives of Australia

Closing Date: Wednesday 17 November 2021

-
Data and Digital Branch Infrastructure and Technology Operations

Job Title	Enterprise Desktop SOE Engineer
Job Type	Full-Time, Ongoing
Location	Mitchell ACT
Salary	\$75,314 - \$80,790
Classification	APS Level 5
Position Number	32049
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

The Enterprise Desktop Engineer is responsible for supporting the delivery and maintenance of the desktop Standard Operating Environment (SOE). The role supports the packaging and deployment for all new software, upgrades and patches. The role also conducts software evaluations and reporting on recommendations, and works in collaboration with other technical teams in the development, maintenance and support of the National Archives' ICT Infrastructure including remote access environment.

The successful applicant will provide technical advice and support to management in relation to the National Archives technical infrastructure, specifically its end user computing and provide system administration to ensure end-user infrastructure is maintained and secure, and incidents are resolved. The role will also draft and review standard operating procedures and other documentation to support the functions of the team and maintain an awareness of the overall health and performance of ICT infrastructure through regular monitoring.

Duties

Under limited direction the main duties of the role are to:

- Support the maintenance of the desktop Standard Operating Environment (SOE).
- Manage the packaging and deployment process for new software, upgrades and patches.

- Conduct software patching, software evaluations and reporting on recommendations.
- Provide technical advice, support, information and assistance to management in relation to its technical infrastructure, specifically its end user computing.
- Perform troubleshooting tasks and resolve complex ICT problems and incidents.
- Draft and review standard operating procedures and practices for functions performed within the team, and contribute to setting priorities for achieving the team's objectives.
- Maintain an awareness of the overall health and performance of ICT infrastructure through regular monitoring.
- Develop and manage relationships with internal and external stakeholders, to achieve work area and agency goals.
- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in The Archives Way.

Qualifications or experience in the following areas would be desirable:

- Windows 10, SOE Task Sequence & Microsoft SCCM administration – highly desirable
- Active Directory Domain services, DNS, DHCP, Group Policy – highly desirable
- ITIL & Scripting (PowerShell, VBS and Windows Batch) knowledge – desirable
- IIS, SQL, Oracle Database BAU tasks - desirable
- Demonstrated experience in ICT Infrastructure – desirable

Please be aware that as part of the duties of the role you will be required to provide on call support as part of a set roster.

Eligibility

Eligibility: Applicants must be Australian citizens and be able to obtain and maintain a Negative Vetting Level 1 security clearance with the ability to obtain a Negative Vetting Level 2/TSPV clearance level if required.

Notes

How to apply: Applications must be submitted via our online e-recruitment system. Applicants must in 1000 words or less outline the skills and relevant experience you would bring to this role. Please refer to the position description for this role.

A merit pool will be established to fill similar ongoing and non-ongoing APS Level 5 vacancies should they become available within 12 months from the date advertised. Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 years).

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Rowan Clynk, 02 6212 3600
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Attorney-General's

Vacancy VN-0696889

National Archives of Australia

Closing Date: Wednesday 17 November 2021

-
Collection Management Branch Preservation Section

Job Title	Manager, Digital Preservation
Job Type	Full-Time, Ongoing
Location	Mitchell ACT
Salary	\$84,949 - \$94,255
Classification	APS Level 6
Position Number	30622
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

National Archives of Australia is looking for a digital preservation specialist who is experienced in the management of digital archival records.

The successful applicant will drive the ongoing development and implementation of National Archives' digital preservation agenda, including designing and implementing procedures to ensure the ongoing safety of, and access to, National Archives' digitised and digital born records. This will include: developing an in-depth knowledge of the current and future needs of National Archives' digital collection; providing high level support in relation to digital preservation formats, associated metadata and standards; carrying out activities associated with the management of

unidentified digital formats; designing and implementing new methods for managing complex digital records; and, working with information technology staff to oversee and test the ongoing effectiveness of National Archives' digital storage solutions.

The successful applicant will also have experience managing teams and their performance, and will have proven experience with developing and maintaining professional networks.

The successful candidate will also have a degree in information studies, archival or conservation science, or an equivalent combination of training and experience.

Duties

Under limited direction the main duties of the role are to:

- Develop, implement and evaluate policies, procedures, programs and projects related to digital preservation in accordance with the National Archives' strategic objectives.
- Develop an in-depth knowledge of the current and future needs of National Archives' digital collection, including researching analysing and recommending digital preservation practices.
- Provide high level advice, support, information and assistance to employees and management in relation to: digital formats, international best practice for the control and description of digitised and digital-born archival records; digital preservation standards; and the preparation, processing and management of digital materials created by or transferred to the National Archives.
- Manage a team and its resources within the context of the National Archives' strategic directions, outcome and outputs framework, legislative framework and other policies; and build team capacity through coaching, training, performance feedback; and encouraging career development.
- Develop and maintain effective, professional relationships within National Archives, and with national and international digital preservation networks and with other archival institutions and professional associations. Champion digital preservation internally and externally.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in *The Archives Way*.

Eligibility

Eligibility: Applicants must be Australian citizens and be able to obtain and maintain a Negative Vetting Level 2 security clearance.

Notes

How to apply: Applications must be submitted via our online e-recruitment system. Applicants must in 1000 words or less outline the skills and relevant experience you would bring to this role. Please refer to the position description for this role.

A merit pool will be established to fill similar ongoing and non-ongoing APS Level 6 vacancies should they become available within 12 months from the date advertised. Non-ongoing opportunities may be offered for an initial period of up to 18 months with the possibility of extension (maximum 3 years).

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. The Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. The Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Rod Butler, 02 6212 3928
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Attorney-General's

Vacancy VN-0696672

Office of Parliamentary Counsel

Closing Date: Friday 19 November 2021

N/A
N/A

Job Title	Second Parliamentary Counsel
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Statutory Appointment
Position Number	N/A
Agency Website	https://www.opc.gov.au

Job Description

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

The Office of Parliamentary Counsel (OPC) is the Commonwealth's principal provider of professional legislative drafting and publishing services. OPC is established under the Parliamentary Counsel Act 1970 (the Act).

OPC delivers timely, high quality drafting and advisory services for Bills, legislative instruments and other instruments; prepares compilations of laws as amended; and publishes legislation and government notices on behalf of more than 70 agencies. OPC also provides comprehensive, free access to Commonwealth legislation and related material through the Federal Register of Legislation.

OPC's functions include:

- drafting proposed laws for introduction into the Parliament
- drafting amendments of proposed laws that are being considered by the Parliament
- drafting subordinate legislation such as regulations, proclamations and other legislative instruments
- preparing compilations and reprints of Commonwealth laws
- publishing:
 - o laws, and proposed laws, of the Commonwealth
 - o compilations and reprints of Commonwealth laws
 - o information relating to Commonwealth laws
- preparing and publishing Government Notices Gazettes
- maintaining the Federal Register of Legislation
- promoting the legal effectiveness and clarity of legislation, including by providing advice and training in drafting matters
- other functions conferred on OPC or on the First Parliamentary Counsel under the Legislation Act 2003 and any other laws of the Commonwealth
 - with Ministerial approval, providing assistance to foreign countries in relation to drafting, printing or publishing of their laws.

Further information about the services provided by OPC is available at <https://www.opc.gov.au>.

Duties

The position of Second Parliamentary Counsel (SPC) is a statutory office created under subsection 2(2) of the Act. The primary functions of the SPC are to:

- contribute to the management and leadership of OPC
- contribute to the development of OPC's drafting skills base and knowledge
- lead a drafting team providing legislative consultancy and drafting services to government and occasionally to private members.

Eligibility

Section 4 of the Act provides that to be eligible for appointment as Second Parliamentary Counsel, a person must be a barrister, a solicitor, a barrister and solicitor or a legal practitioner of the High Court or of the Supreme Court of a State or Territory for not less than 5 years.

Applicants must have, or be able to hold, a security clearance. To be eligible for an Australian Government security clearance, you must be an Australian citizen and have a checkable background.

Notes

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is the legislative drafting and publishing agency for the Commonwealth of Australia. We deliver high quality services for the drafting of Bills and subordinate legislation. We publish Commonwealth laws and instruments through the Federal Register of Legislation website. We also offer a range of training courses on the legislative and drafting processes. OPC is a capable and well respected agency, offering staff a range of interesting and challenging work experiences. Whether it be in the preparation of legislation, editorial, publishing, training or corporate administration tasks in IT, Finance and Human Resources, OPC staff are valued and empowered to fulfil their potential. We encourage a culture that supports diversity, inclusion and respect, and welcome people from a range of backgrounds, skills, experiences, and perspectives. OPC is an Australian Commonwealth government agency established under the Parliamentary Counsel Act 1970. OPC is structured around 3 statutory appointments, headed by the First Parliamentary Counsel (FPC), with support from 2 Second Parliamentary Counsel. OPC has around 100 staff employed under the Public Service Act 1999.

To Apply

Position Contact	AGD Appointments, N/A
Agency Recruitment Site	https://www.opc.gov.au/careers

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Defence

Vacancy VN-0696535

Department of Defence

Closing Date: Wednesday 17 November 2021

Capability Acquisition and Sustainment Group
Land Systems

Job Title	EO EMechanic
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$61,630 - \$82,059
Classification	
Position Number	CASG/05371/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1D5A1D8E-FEA1-AE6E-C13A-BFED563AA725>

Duties

The Role

This is a unique opportunity for a skilled mechanic or technician to work on important and exciting strategic Defence priorities in the field of explosive ordnance. You will be motivated to maintain and certify torpedoes by performing mechanical and technical work to high-quality standards.

This important role is a chance to secure a government position with comfortable, safe working conditions and the opportunity to be part of a small maintenance team.

You will work under limited direction on mechanical and technical activities that include:

- Conducting and certifying the maintenance, breakdown, repair, assembly, alignment, calibration, test, inspection, technical certification, and safety of guided weapon technical maintenance tasks.
- Using technical data, publications or documentation to perform technical activities within an explosive ordnance field.

- Conducting and certifying the maintenance, breakdown, repair, assembly, alignment, calibration, test, inspection, technical certification, and safety of guided weapon technical maintenance tasks.
- In this maintenance team you will be part of the Maritime Explosive Ordnance System Program Office – West (MEOSPO-W). This office plays a vital role in delivering the latest guided weapons for the Australian Defence Force.

As a public servant, you will have security, benefits and chances to learn new skills and develop professionally. You will advance your career by working in a highly specialised area and achieving results.

About our Team

The Explosive Materiel Branch (EMB) acquires and sustains a broad range of explosive ordnance capabilities for the Australian Defence Force. EMB currently manages 38 acquisition projects and sustains over 1000 munition types (including 35 types of complex guided weapons). EMB also manages two explosive ordnance manufacturing facilities.

The MEOSPO-W is part of the EMB. It manages sustaining the family of torpedoes used by Defence.

The maintenance team is important to this role. It is responsible for ongoing intermediate maintenance in line with detailed regulations.

Team members will work together, share information and apply their varied backgrounds and experience to meet Defence's critical production targets. Team work will be carried out under the Explosive Ordnance Technical Regulatory Authority.

Our Ideal Candidate

Our ideal candidate will:

- Support Defence to deliver the latest guided weapons by bringing your detailed mechanical, trade and technical skills and strong work ethic to a team that maintains and certifies torpedoes.
- Achieve results by managing work projects and performing technical activities to required regulations in a dynamic, busy and exciting work environment.
- Support the important work of the maintenance team by building effective relationships, listening to other team members to understand their needs, collaborating, and participating in group activities.
- Be accountable by understanding and complying with Defence's mission and requirements (including legislation, regulations and policies).
- Have personal drive by committing to action, prioritising competing demands to meet deadlines and being willing to further develop your skills.
- Communicate effectively by being clear and concise when speaking and writing, to support others to understand.

Eligibility

Mandatory Qualifications

For this exciting and unique full-time government position, you need an Australian Qualifications Framework (AQF) Certificate III qualification in one of these trade or technical categories:

- Mechanical
- Electro-Mechanical
- Explosive Ordnance or a comparable qualification.

You also need trade experience which can include a qualification you have attained.

Security Clearance

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Mr Jason Thorne, 08 9580 4732
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D5A1D8E-FEA1-AE6E-C13A-BFED563AA725

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Defence

Vacancy VN-0696559

Department of Defence

Closing Date: Wednesday 17 November 2021

Joint Capabilities Group
Joint Health Command

Job Title	Health Clerk
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Hmas Cerberus VIC
Salary	\$69,811 - \$76,215
Classification	APS Level 4
Position Number	JCG/05510/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8C6D1141-82C6-58CF-16B2-BFED573034FC>

Duties

The Role

Join a dynamic team of health professionals providing high quality health care to members of the Australian Defence Force. As an APS 4 Health Clerk at Cerberus Health Centre you will be the public face of the organisation - part of a team providing front desk customer service by phone, email and face-to-face, to support the delivery of health care and organisational health to ADF members.

You would help oversee a team responsible for booking health care appointments, undertaking medical administration, and liaising with internal and external health care providers, in accordance with Defence policy. You'll be able to manage changing priorities and a high workload within your team at short notice. You will be able to liaise externally and work collaboratively within your team and with the Practice Manager. You will have strong written and verbal communication skills; previous experience in an allied health or medical field; well-developed relationship building skills; demonstrated ability to work in a team environment; a strong work ethic and ability to maintain confidentiality; and be proficient in the Microsoft Office Suite. You would also be able to manage, motivate and mentor a small team.

The current position is ongoing however we will be creating a merit pool to fill similar ongoing and non-ongoing positions that become available within the next 12 months.

About our Team

The position reports to the Cerberus Health Centre Practice Manager. Based at HMAS Cerberus on scenic Westernport Bay, you will be working in an in-patient facility with an integrated workforce of military, APS and contracted health staff. Your work in the administration team will assist with initial patient streaming, medical appointments, referrals, specialist bookings, and military medical administration processes. By managing the flow of calls, emails, and walk-in customers, this team critically supports the health centre, which consists of doctors, nurses, rehabilitation and mental health specialists, dentists, physiotherapists and pharmacists. This facility works collaboratively and collegiately to generate excellent health care results.

Our Ideal Candidate

The successful candidate will have a minimum of 2 years administrative experience preferably within a health setting. You would have a demonstrated knowledge and understanding of the delivery of healthcare in a complex environment. To be successful in this role you will have the ability to work independently as well as part of a team, and comply with procedures, policy, legislation and regulatory frameworks.

You will possess the ability to apply and build professional expertise while taking responsibility for managing work to achieve results. You would have an ability to juggle tasks and communicate effectively in person, by phone, and email. You will have experience leading a small team, mentoring and managing staff and managing workflows. You will have an excellent understanding of modern computer applications.

Eligibility

Security Vetting

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

Notes

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

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To Apply

Position Contact	Tony Lammens, 03 8567 4264
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8C6D1141-82C6-58CF-16B2-BFED573034FC

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Defence

Vacancy VN-0696578

Department of Defence

Closing Date:Wednesday 17 November 2021

Joint Capabilities Group
Joint Health Command

Job Title	Regional Governance Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	JCG/05514/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=02681691-CEBD-62C9-33AA-BFED59137209>

Duties

The Role

Join a dynamic team of health professionals providing high quality health care to members of the Australian Defence Force. As an APS 5 Regional Governance Coordinator, you'll be responsible for overseeing the clinical governance framework within eight health facilities across Victoria and Tasmania.

With a focus on customer service and clinical analysis, you'll be particularly involved with complaint management processes and continual improvement activities. Driven to ensure quality health care is provided to serving members of the Australian Defence Force, you will have strong written and verbal communication skills, experience into clinical quality improvement and audits, the demonstrated ability to work in a team and self-directed, a strong work ethic and the ability to maintain confidentiality.

The current position is ongoing however we will be creating a merit pool to fill similar ongoing and non-ongoing positions that become available within the next 12 months.

About our Team

Reporting to the Executive Officer of the Joint Health Unit, you'll be based in historic Victoria Barracks Melbourne, but with responsibilities stretching from Hobart to Wodonga. Working as part of a headquarters team that's focused on quality improvement and analysis, you'll be part of a team that provides management and corporate support to eight disparate facilities.

You'll work with the Health Governance Manager and the Regional Medical Advisor to address complaints and ensure quality systems are maintained and improved. Maintaining connections and linkages with key stakeholders in facilities, you'll work with facility managers, doctors, nurses, rehabilitation and mental health specialists, dentists, physiotherapists and pharmacists to work collaboratively and collegiately to generate excellent health care results.

Our Ideal Candidate

The successful candidate will have a minimum of 5 years post-graduate clinical experience in any AHPRA-registered field, experience preparing and conducting clinical audits, experience in participating in an accreditation program in a health environment, experience in clinical quality improvement activities and projects, and experience in computer-based management information systems. You would have a demonstrated knowledge and understanding of the delivery of healthcare in a complex environment.

To be successful in this role you will have the ability to work independently as well as part of a team, and comply with procedures, policy, legislation and regulatory frameworks. You will possess the ability to apply and build professional expertise while taking responsibility for managing work to achieve results. You would have an ability to juggle tasks and communicate effectively in person, by phone, and email.

Eligibility

Security Vetting

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

Notes

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

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To Apply

Position Contact	Patricia Gallacher, 03 8567 4275
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=02681691-CEBD-62C9-33AA-BFED59137209

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Defence

Vacancy VN-0696766

Department of Defence

Closing Date: Wednesday 17 November 2021

Defence Science and Technology Group
Science Engagement & Impact Division

Job Title	Digital Coordinator
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC, Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DSTG/05559/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E637256B-EBEF-437E-8634-BFEE0B57C0DC>

Duties

The Role

Reporting to the Assistant Director Digital, the Digital Co-ordinator will lead the management and coordination of high quality digital content, publishing and technical support for the DSTG intranet and internet sites, and work with internal stakeholders to ensure DSTG's channels provide accurate and up to date information for DSTG and Defence staff.

Key responsibilities include:

- Provide leadership and manage the development and technical support of the DSTG intranet, Assist with the delivery of timely, dynamic and high quality digital content and materials in-line with the group digital strategy
- Manage the information architecture, content quality and workflows for the management of web content on DSTG's intranet
- Continuous improvement of the Digital Employee Experience and UX based on feedback and input from the diverse mix of users/staff and executives, including the results of user insights data & metrics
- Collaborate with Group Web Managers across Defence to facilitate consistent digital content and services of a high calibre
- Support and build positive relationships with internal stakeholders within DSTG and across Defence to encourage collaboration
- Continually review operational processes in light of emerging trends and best practices and encourage new ideas to improve the value of DSTG's internal communication channels and processes
- Developing and implementing an ongoing program of work including a backlog of continuous improvement, Feedback mechanisms underpinned by user insights, Training programs.

About our Team

This position is within the Science Engagement and Impact Division, which is part of the Defence Science and Technology Group. We manage the external communications and reputation of the group. We facilitate collaborative engagement with academia, industry and government partners, in Australia and internationally, to provide substantial leverage in science and technology investment and to access expertise not otherwise available. As part of our external engagement we undertake outreach activities and liaise with industry, academia and public-funded research agencies to collaborate on joint research projects for Defence and national security.

Our Ideal Candidate

- Excellent time management and communication skills
- Ability to work within a team environment and contribute to a positive and productive team culture
- Experience with SharePoint and Drupal
- Understanding of web content management strategies, and experience in applying them effectively across various digital channels and mediums to deliver clear and consistent communication outcomes and achieve business objectives
- Demonstrated knowledge and experience of UX and UI design, including wireframes and supporting documentation that clearly articulate/integrate the experience with Intranets and external-facing websites.
- Demonstrated knowledge of HTML 5, CSS 3 and experience working with front-end libraries/frameworks to build usable, clean and modern UI's
- Understanding of information architecture and content management systems (SharePoint and Drupal), including an understanding of effective intranet usability, accessibility, navigation practices, user-centric design and knowledge of intranet trends
- Experience in developing materials and messages across different mediums and audiences

Eligibility

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

Notes

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

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To Apply

Position Contact	Mel Gill, 0456 731 614
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E637256B-EBEF-437E-8634-BFEE0B57C0DC

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Defence

Vacancy VN-0696784

Department of Defence

Closing Date: Wednesday 17 November 2021

NAVY
Navy Engineering

Job Title	Environment Policy Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	NAVY/05584/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8D845794-A6A1-9DB5-332D-BFFECC91CB84>

Duties

The Role

As the Environmental Policy Officer, you will work in a small innovative, results-driven team responsible for the development, implementation and assurance of the Navy Environment Management System. You will advise stakeholders on the application of environmental legislative and regulatory information, as well as Defence and Navy environment doctrine. This role works with stakeholders within Navy, across the Defence organisation and with other Government departments.

Some key responsibilities of the role include:

- Working in a high performing team developing environmental policy and advice to ensure all statutory environmental requirements are met by Navy, risks are identified and the naval enterprise maintains seaworthiness.
- Contribute to and provide assessment of Navy environmental management performance to senior executives.
- Providing specialist advice on the development and review of environment policy and approach to environment risk management.
- Representing NavySafe in working groups and other forums.

About our Team

The Navy Safety and Environment (NavySafe) team is part of the Navy Engineering Division and works across a range of specialisations including work health and safety, occupational hygiene, and environment. NavySafe is accountable for developing and sustaining Navy's Safety and Environment Management Systems, and assuring Navy senior leadership that these systems are effectively implemented and maintained.

Our Ideal Candidate

We are seeking highly motivated, enthusiastic and collaborative team player to join our Group, and

contribute to Navy's strategic environmental goals.

To succeed in this role, applicants must demonstrate:

- Practised teamwork skills.
- Sound judgement with an innovative approach to problem solving.
- Well-developed policy writing ability and communication skills.
- Ability to collaborate both within and across organisational boundaries to achieve outcomes.
- Strong problem solving skills and an ability to critically analyse information and develop and deliver advice on the application of legislative and regulatory information.
- Adaptability, resilience and flexibility in the face of changing priorities.

Knowledge of environmental legislative requirements is an essential element for this role. The successful candidate will have relevant tertiary qualifications and/or proven experience in environmental management or similar. **Eligibility**

Mandatory Qualifications

Bachelor's degree or equivalent experience in an environmental science related discipline.

Security Clearance

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

Notes

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

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To Apply

Position Contact	Kate Tropman, 02 6192 7157
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8D845794-A6A1-9DB5-332D-BFFECC91CB84

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Environment and Energy

Vacancy VN-0696842

Clean Energy Regulator

Closing Date: Wednesday 17 November 2021

Scheme Operations
RET Branch Large Scale Renewables

Job Title	Regulatory Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$73,189 - \$83,933
Classification	APS Level 4; APS Level 5
Position Number	CER 101-21
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<http://www.cleanenergyregulator.gov.au/About/Work-for-us>

The Branch administers the Renewable Energy Target (RET) to encourage the additional generation of electricity from sustainable and renewable sources, and reduce electricity sector greenhouse gases emissions. The branch undertakes a wide range of functions to support RET participants and ensure scheme integrity.

The Large Scales Renewables Section administers key aspects of the Large-Scale Renewable Energy Target (LRET) including the accreditation of renewable power stations. The Section ensures that this important mechanism for incentivising renewable energy in Australia operates efficiently and with integrity. The work can be broken down into four main areas of focus:

- Assessing renewable energy power station accreditation applications and validating Large-scale Generation Certificates under the LRET.
- Ensuring power station compliance through assessment of Electricity Generation Returns.
- Undertaking complex data analysis for reports – annual, administration and management.
- Development of guidance material, operational policy and communications products.

Duties

APS 5

The large-scale renewables section (LSR) supports the renewable energy industry through a certificate trading scheme, under the Renewable Energy (Electricity) Act 2000. As an APS 5 in the team you would assist with:

- Reviewing application for new renewable power stations.
- Use data analysis to validate power station generation.
- Liaise with internal and external stakeholders on compliance policy and projects.
- Develop and maintain internal and external relationships.
- Assist in the preparation and review of publications, briefing material and analytical reports.
- Develop and present presentations to upskill, educate and inform internal and external clients.
- Assists with annual reporting of Electricity Generation Returns.

APS 4

The large-scale renewables section (LSR) supports the renewable energy industry through a certificate trading scheme, under the Renewable Energy (Electricity) Act 2000. As an APS 4 in the team you would assist with:

- Reviewing application for new renewable power stations.
- Use data analysis to validate power station generation.
- Liaise with internal and external stakeholders on compliance policy and projects.
- Develop and maintain internal and external relationships.

Eligibility

This position is a security-assessed position. The successful applicant will be required to hold, or be able to obtain, a Baseline security clearance.

All applicants must be Australian citizens.

Notes

Non-ongoing opportunities will be offered for a period of up to 12 months with the possibility of extension

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. The diversity of our staff is important to us. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers.

To Apply

Position Contact	Kim Johnston, 02 6159 3147
Agency Recruitment Site	http://www.cleanenergyregulator.gov.au/About/Work-for-us

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Foreign Affairs and Trade

Vacancy VN-0696862

Austrade

Closing Date: Sunday 21 November 2021

Digital Innovation and Client Development
Client Development Services e-Commerce

Job Title	Senior Adviser e-Commerce
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA, Canberra ACT, Sydney NSW
Salary	\$103,401 - \$116,312
Classification	Executive Level 1
Position Number	5720
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

As one of five members in the e-Commerce team, you will use your knowledge and practical experience in selling online overseas to help Australian businesses start or grow their online exports. This role will have a strong focus on boosting food and beverage online exports and developing services for small groups as well as scalable information and advice.

Duties

- Providing practical advice to businesses about selling online overseas including on major online marketplaces and social media channels in a range of markets throughout the world
- Keeping abreast of global trends in e-Commerce, using databases and industry networks to gather information, analysing to develop actionable insights for businesses
- Conducting training sessions for groups of businesses and Austrade staff on selling online, including preparation of PowerPoint presentations
- Working closely with Austrade's overseas network to develop programs for exporters to assist them grow or start selling online
- Working with the team to develop collateral such as information sheets, guides, FAQs and other written advice for exporters about selling online overseas

Eligibility

Australian citizenship – our successful candidate must be an Australian citizen.

Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Belinda Hay, +61 (8) 8202 7806
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0696892

Austrade

Closing Date: Wednesday 17 November 2021

Digital Services and Outreach
Marketing and Communications

Job Title	Brand Specialist
Job Type	Full-Time, Ongoing
Location	Newcastle NSW, Perth WA, Melbourne VIC, Sydney NSW, Hobart TAS, Darwin NT, Canberra ACT, Brisbane QLD, Adelaide SA, Wollongong NSW
Salary	\$79,232 - \$97,090
Classification	APS Level 5;APS Level 6
Position Number	5548
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Brand Specialist is responsible for implementing and enforcing consistent brands for Australia's Nation Brand and Austrade, which are differentiated in the market and reflect the brand values. The Brand Specialist oversees the day-to-day operation and implementation of resources, communications and digital platforms that aim to simplify and maximise the adoption of Australia's Nation Brand and the Austrade brand with target audiences. This role also acts as a brand expert across the Austrade Marketing team and the wider Austrade business to provide customised guidance on branding matters.

Duties

- Contribute to the development and maintenance of new and existing tools and resources to ensure that users can easily adopt Australia's Nation Brand and the Austrade brand, including brand assets, guidelines, how-to guides, infographics and templates.
- Act as a brand specialist and provide expert advice and guidance to the Marketing team and the broader Austrade business on branding best practice and execution.
- Understand, and ensure compliance with, Australian Government branding guidelines when the Australian Government crest is used
- End to end management of creative and brand projects to produce high quality deliverables that showcase Australia's Nation Brand and the Austrade brand, including management of relevant creative and digital agencies involved in delivery.
- Leverage best practice marketing program management processes, Agile methodologies and highly effective stakeholder management skills to manage simple brand projects end to end, from briefing through to execution, optimisation and review.
- Contribute to the maintenance and optimisation of Australia's Nation Brand website.
- Manage the day-to-day operation of online brand asset libraries called Australia's Nation Brand hub and ibrand, to ensure they provide the best possible self-service experience to existing and potential users of Australia's Nation Brand and the Austrade brand, and always act as a repository for current brand assets.
- Manage email inboxes for Australia's Nation Brand and the Austrade Brand, ensuring response times meet agreed service level agreements.
- Undertake copywriting and develop presentations for internal and external audiences.
- Undertake activities relating to marketing procurement including raising work orders and processing invoices.

Eligibility

Australian citizenship – our successful candidates must be an Australian citizen.

Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

About the Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Alicia Bradshaw, +61 (2) 9392 2896
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0696816

Department of Foreign Affairs and Trade

Closing Date: Wednesday 17 November 2021

Various
Various

Job Title	Economist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$71,798 - \$84,600
Classification	APS Level 4;APS Level 5
Position Number	TBC
Agency Website	

Job Description

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

Credible, timely and accurate economic and data analysis is essential to the development of evidence-based public policy. Ministers and the DFAT Executive depend on the department's Economists and Data Analysts to provide them with timely and high-quality qualitative and quantitative analysis to support policy development and international advocacy.

The department is seeking highly motivated economists to work across a wide range of divisions including the Office of the Chief Economist, trade and investment divisions, development policy and climate divisions, Indo-Pacific divisions and Office of the Pacific. You will undertake economic analysis and data investigations at the sectoral, country, regional and/ or international levels and provide advice on the implications of international economic and political developments for Australia's trade and investment, foreign and development interests; and / or provide advice that shapes the direction and nature of Australia's development assistance programs.

Duties

Economists in DFAT work across a range of foreign policy, trade and development areas.

The core capabilities of the APS4 and APS5 roles will require you to:

- Support senior staff in developing team objectives for short term tasks and strategic planning for longer-term initiatives; and
- Build, maintain and facilitate engagements with a wide network of stakeholders (international networks and business contacts) to support senior officers in shaping domestic economic policy agendas and Australia's international engagement.

The technical capabilities of the APS 4 and APS5 roles will require you to:

- Support senior staff to provide advice across the department's development, trade and investment programs, including technical and policy advice on economic policy, research and development trends;
- Undertake analysis on elements of moderately complex economic development and/or trade issues and produce economic advice that supports the department's trade, investment and foreign policy priorities; and
- Leverage research methods and tools to analyse, interpret and draw conclusions from a range of data and statistics to provide compelling and accurate analysis and graphics.

APS5 officers will be expected to undertake such duties with greater discretion, and more

autonomy and guidance compared to APS4 officers.

Tertiary qualifications in economics or a related discipline are mandatory.

In addition, you will generally have at least three years' experience working as an economist in the public or private sector. Familiarity with Australia's trade, foreign and development interests from a wide range of previous experiences is highly desirable. **Eligibility**

Candidates must be Australian citizens.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance. Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

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

Notes

Applications close on **Wednesday 17 November 2021 at 11:30pm AEDT**.

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

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Alan Copeland, 62612222
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0696819

Department of Foreign Affairs and Trade

Closing Date: Wednesday 17 November 2021

Various
Various

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$71,798 - \$84,600
Classification	APS Level 4;APS Level 5
Position Number	TBC
Agency Website	

Job Description

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

Credible, timely and accurate data analysis is essential to the development of evidence-based public policy. Ministers and the DFAT executive depend on the department's data analysts to provide them with quantitative as well as qualitative analysis to support policy development, advocacy, and operations.

The department is seeking highly motivated data analysts to work in a variety of teams across the department including in the Office of Chief Economist, Finance, Consular, Property Management, Development Assistance, ICT, and in DFAT's geographic divisions. DFAT is looking for data analysts who will support, develop and design DFAT's various data systems, and to access and translate secondary source data into relevant information.

As a data analyst within DFAT, you will play a key role as DFAT modernises its data systems, ensuring the provision of timely and accurate statistical information to management, and adding valuable insights into policy and performance management across DFAT. DFAT recognises that accessing and applying data from new and existing sources will greatly enhance our capabilities and that data skills form a foundation for highly effective DFAT officers.

Duties

Data analysts in DFAT work across a range of management, foreign policy, trade and development areas. As an APS 4 or APS 5 data analyst in DFAT, you will be required to support senior staff to:

- Maintain financial, consular, trade and investment, and development assistance governance data systems and databases;
- Analyse and solve moderately complex financial, consular, management, economic, and social data-related problems;
- Mine data from primary and secondary sources, including setting up virtual access systems and integration with other data sources; and
- Support senior staff in the presentation/visualisation of data in formats that can be easily communicated.

Tertiary qualifications in statistics or a related discipline.

In addition, you will generally have at least three years' experience working in statistics in the public or private sector. Familiarity with Australia's trade, foreign and development interests from a wide range of previous experiences is highly desirable.

Eligibility

Candidates must be Australian citizens.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance. Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

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

Notes

Applications close on **Wednesday 17 November 2021** at 11:30pm AEDT.

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

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Leo Carroll, 62612222
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0696838

Department of Foreign Affairs and Trade

Closing Date: Wednesday 17 November 2021

Various
Various

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$87,290 - \$98,150
Classification	APS Level 6
Position Number	TBC
Agency Website	

Job Description

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

Credible, timely and accurate data is essential to the development of evidence-based public policy. Ministers and the DFAT executive depend on the department's data analysts to provide them with quantitative as well as qualitative analysis to support policy development, advocacy, and operations.

The department is seeking highly motivated data analysts to work in a variety of teams across the department including in the Office of Chief Economist, Finance, Consular, Property Management, Development Assistance, ICT, and in DFAT's geographic divisions. DFAT is looking for data analysts who will support, develop and design DFAT's various data systems, and to access and translate secondary source data into relevant information.

As a data analyst within DFAT, you will play a key role as DFAT modernises its data systems, ensuring the provision of timely and accurate statistical information to management, and adding valuable insights into policy and performance management across DFAT. DFAT recognises that accessing and applying data from new and existing sources will greatly enhance our capabilities and that data skills form a foundation for highly effective DFAT officers.

Duties

Data analysts in DFAT work across a range of management, foreign policy, trade and development areas. As an APS 6 data analyst in DFAT, you will be required to support senior staff to:

- Develop and maintain financial, consular, trade and investment, and development assistance governance data systems and databases;
- Analyse and solve moderately complex financial, consular, management, economic, and social data-related problems, including in some roles developing analytical models (as required);
- Mine data from primary and secondary sources, including setting up virtual access systems and integration with other data sources; and
- Present and visualise data in formats that can be easily communicated.

Tertiary qualifications in statistics or a related discipline.

In addition, you will generally have at least four years' experience working in statistics in the public or private sector. Familiarity with Australia's trade, foreign and development interests from a wide range of previous experiences is highly desirable.

Eligibility

Candidates must be Australian citizens.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance. Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

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

Notes

Submit an application via the DFAT website at <http://www.dfat.gov.au/careers/> by **Wednesday 17 November at 11:30pm AEDT**.

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

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Leo Carroll, 62612222
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0696839

Department of Foreign Affairs and Trade

Closing Date: Wednesday 17 November 2021

Office of the Chief Economist
Trade and Investment Economics Branch / Statistics Section

Job Title	Director, Statistics
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$131,323 - \$148,315
Classification	Executive Level 2
Position Number	TBC
Agency Website	

Job Description

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

Credible, timely and accurate data and economic analysis is essential to the development of evidence-based public policy. Ministers and the DFAT executive depend on the department's economists and data analysts to provide them with quantitative as well as qualitative analysis to support policy development and advocacy.

The department is seeking a highly motivated individual to lead DFAT's Statistics Section, which is located in the Office of the Chief Economist.

As an economist with experience in data handling and management, you will lead the Section that is the authoritative source within DFAT for trade and investment statistics and associated analysis. The Section also plays a key role in improving the department's statistical literacy by providing advice, guidance and accessible trade and economic material, including data, articles and publications.

DFAT is looking for an Executive Level 2 officer to manage the procurement, analysis, and quality assurance of DFAT's economic, trade and investment data. Skills in economic modelling and analysis, data analytics and programming languages are particularly desirable.

Duties

Economists and data analysts in DFAT work across a range of foreign policy, trade and development areas.

As the Director of the OCE Statistics section in DFAT, key duties include:

- Leading a team that provides national, global, regional trade and investment data that is relevant to our trade, investment and foreign policy priorities;
- Leading a team that produces economic and statistical research and analytical insights to support the Department's economic diplomacy, trade and investment agenda;
- Building and enhancing professional linkages within and external to the department;
- Helping to prepare, update and publish collaborative OCE products, including dashboards, quick economic briefs, briefs, other publications and web content;
- Assisting OCE lift the profile and focus on economic, investment and business literacy within DFAT; and
- Contribute to the Office of the Chief Economist's broader program of modernising data management, analysis and visualisation, using PowerBI / DAX and, in the medium to longer term, statistical and graphics programming with R, Python and/or Stata (familiarity with these languages is desirable, but not essential).

Tertiary qualifications in economics or a related discipline are mandatory.

In addition, you will generally have at least seven years' experience working as an economist in the public or private sector. Familiarity with Australia's trade, foreign and development interests from a wide range of previous experiences is highly desirable.

Eligibility

Candidates must be Australian citizens.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance. Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

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

Notes

Submit an application via the DFAT website at <http://www.dfat.gov.au/careers/> by **Wednesday 17 November at 11:30pm AEDT**.

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

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Alan Copeland, 62612222
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0696840

Department of Foreign Affairs and Trade

Closing Date: Wednesday 17 November 2021

Various
Various

Job Title	Data Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$108,702 - \$121,592
Classification	Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

Credible, timely and accurate data analysis is essential to the development of evidence-based public policy. Ministers and the DFAT executive depend on the department's data analysts to provide them with quantitative as well as qualitative analysis to support policy development, advocacy, and operations.

The department is seeking highly motivated data analysts to work in a variety of teams across the department including in the Office of Chief Economist, Finance, Consular, Property Management, Development Assistance, ICT, and in DFAT's geographic divisions. DFAT is looking for data analysts who will support, develop and design DFAT's various data systems, and to access and translate secondary source data into relevant information.

As a data analyst within DFAT, you will play a key role as DFAT modernises its data systems, ensuring the provision of timely and accurate statistical information to management, and adding valuable insights to policy and performance across DFAT. DFAT recognises that accessing and applying data from new and existing sources will greatly enhance our capabilities and that data skills form a foundation for highly effective DFAT officers.

Duties

Data analysts in DFAT work across a range of management, foreign policy, trade and development areas. As an EL1 data analyst in DFAT, you will be required to support senior staff to:

- Set strategic direction and manage competing priorities and provide leadership to section staff;
- Design and maintain financial, consular, trade and investment, and development assistance governance data systems and databases;
- Analyse and solve financial, consular, management, economic, and social data-related problems, including in some roles developing analytical models as required;
- Mine data from primary and secondary sources, including setting up virtual access systems and integration with other data sources; and
- Present or visualise data in formats that can be easily communicated.

Tertiary qualifications in statistics or a related discipline.

In addition, you will generally have at least six years' experience working in statistics in the public or private sector. Familiarity with Australia's trade, foreign and development interests from a wide range of previous experiences is highly desirable.

Eligibility

Candidates must be Australian citizens.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance. Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

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

Notes

Submit an application via the DFAT website at <http://www.dfat.gov.au/careers/> by **Wednesday 17 November at 11:30pm AEDT**.

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

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Leo Carroll, 62612222
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0696841

Department of Foreign Affairs and Trade

Closing Date: Wednesday 17 November 2021

Various
Various

Job Title	Economist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$87,290 - \$98,150
Classification	APS Level 6
Position Number	TBC
Agency Website	

Job Description

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

Credible, timely and accurate economic and data analysis is essential to the development of evidence-based public policy. Ministers and the DFAT Executive depend on the department's Economists and Data Analysts to provide them with timely and high-quality qualitative and quantitative analysis to support policy development and international advocacy.

The department is seeking highly motivated economists to work across a wide range of divisions including the Office of the Chief Economist, trade and investment divisions, development policy and climate divisions, Indo-Pacific divisions and Office of the Pacific. You will undertake economic analysis and data investigations at the sectoral, country, regional and/ or international levels and provide advice on the implications of international economic and political developments for Australia's trade and investment, foreign and development interests; and / or provide advice that shapes the direction and nature of Australia's development assistance programs.

Duties

Economists in DFAT work across a range of foreign policy, trade and development areas.

The **core capabilities** of the APS6 roles will require you to:

- Contribute to the development of team objectives for short-term tasks and strategic planning for longer-term initiatives;
- Ensure that priorities and output of the work area align with business needs, departmental objectives and longer-term strategies; and
- Build, maintain and facilitate engagements with a wide network of stakeholders (international networks and business contacts) to shape domestic economic policy agendas and Australia's international engagement.

The **technical capabilities** of the APS6 roles will require you to:

- Leverage research methods and tools to analyse, interpret and draw conclusions from a range of research and data to provide compelling and accurate analysis and graphics;
- Employ judgement and analytical acumen to produce economic advice and undertake analysis on elements of complex economic development and/or trade issues to support the department's trade, investment, development assistance and/or foreign policy priorities; and
- Support senior staff to provide advice across the department's development, trade and investment, and country programs, including technical and policy advice on economic policy, research and development trends.

APS6 officers will be expected to undertake these duties with a high level of discretion and autonomy. An APS6 officer may also be required to supervise other staff. **Eligibility**

Candidates must be Australian citizens.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance. Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

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

Notes

Submit an application via the DFAT website at <http://www.dfat.gov.au/careers/> by **Wednesday 17 November at 11:30pm AEDT**

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Alan Copeland, 62612222
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0696851

Department of Foreign Affairs and Trade

Closing Date: Wednesday 17 November 2021

Various
Various

Job Title	Economist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$108,702 - \$121,592
Classification	Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

Credible, timely and accurate economic and data analysis is essential to the development of evidence-based public policy. Ministers and the DFAT Executive depend on the department's Economists and Data Analysts to provide them with timely and high-quality qualitative and quantitative analysis to support policy development and international advocacy.

The department is seeking highly motivated economists to work across a wide range of divisions including the Office of the Chief Economist, trade and investment divisions, development policy and climate divisions, Indo-Pacific divisions and Office of the Pacific. You will undertake economic analysis and data investigations at the sectoral, country, regional and/ or international levels and provide advice on the implications of international economic and political developments for Australia's trade and investment, foreign and development interests; and / or provide advice that shapes the direction and nature of Australia's development assistance programs.

Duties

Economists in DFAT work across a range of foreign policy, trade and development areas.

The core capabilities of the EL1 roles will require you to:

- Supervise staff in the team;
- Build, maintain and facilitate engagement with a wide network of stakeholders (international networks and business contacts) to shape domestic economic policy agendas and Australia's international engagement; and
- Influence key policy debates within DFAT and across the Australian Government and advocate internally and externally on issues that could include trade and investment, development assistance programming, or international climate change negotiations.

The technical capabilities of the EL1 roles will require you to:

- Support senior staff in setting strategic direction and managing competing priorities and provide leadership to section staff;
- Leverage research methods and tools to analyse, interpret and draw conclusions from a wide range of research and data to provide (and support staff to provide) compelling and accurate analysis and graphics; and
- Lead complex economic analysis, prepare advice and briefing support on domestic, global, regional and bilateral economic issues relevant to the department's trade, investment, development and/or foreign policy priorities.

Tertiary qualifications in economics or a related discipline are mandatory.

In addition, you will generally have at least six years' experience working as an economist in the public or private sector. Familiarity with Australia's trade, foreign and development interests from a wide range of previous experiences is highly desirable. **Eligibility**

Candidates must be Australian citizens.

The department requires the successful candidate to obtain and maintain a Negative Vetting 2 level clearance security clearance. Loss of a security clearance at any time may lead to termination of employment. Employment with the department can, however, commence on lower level clearances or without a clearance, in some circumstances, and the department will work with you to facilitate this if you are successful.

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

Notes

Submit an application via the DFAT website at <http://www.dfat.gov.au/careers/> by **Wednesday 17 November at 11:30pm AEDT**.

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

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	Alan Copeland, 62612222
Agency Recruitment Site	https://dfatcareers.nga.net.au/cp/

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Health

Vacancy VN-0696885

Organ and Tissue Authority

Closing Date: Tuesday 16 November 2021

OTA
Corporate

Job Title	Assistant Director - Finance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$106,656 - \$121,642
Classification	Executive Level 1
Position Number	20019968
Agency Website	https://donatelife.gov.au/

Job Description

<https://www.donatelife.gov.au/employment>

The Organ and Tissue Authority (the OTA) is a small Commonwealth agency who works in close collaboration with the DonateLife network, states and territories, health clinicians and the community to improve the rates of donation in Australia to enable more people access to lifesaving transplants. The OTA is a statutory authority established by the Australian Organ and Tissue Donation and Transplantation Authority Act 2008.

The Assistant Director (Finance) reports to the Chief Financial Officer (CFO) and plays a key role within the Corporate team, applying sound judgement to achieve corporate objectives, and contributes to the effective operation of the Organ and Tissue Authority (OTA) more broadly.

Working as a member of a small team, the Assistant Director (Finance) will provide operational and administrative support and perform a range of duties to enable the OTA to meet its statutory budgetary and financial reporting obligations. In this role you will support the CFO to manage the accounting and financial management of the OTA, be responsible for month end processing, internal reporting and reporting to the Department of Finance, appropriations and cash management processing and provide policy, accounting and financial reporting advice, including interpretation and application of Accounting Standards.

The role would suit an experienced and capable person who enjoys sharing knowledge, working to tight timeframes and is outcomes focussed. You will be able to think critically and be motivated to learn and develop your skills. This person will have an eye for detail and understand the Commonwealth Financial Management Framework.

Duties

In this role you will:

- undertake month end processes to deliver internal and external reporting, including preparation of balance sheet, profit and loss and lead schedules
- provide financial advice and administrative support to the OTA including providing timely and accurate monthly internal management reports
- complete accounts payable processes to ensure payment of creditors, process ACM drawdowns and cash management
- prepare end of year financial statements including Preparation of various financial statement notes and supporting work papers for audit
- identify opportunities for continuous improvement, including streamlining and simplifying policies and practices and update existing policies and procedures
- assist with internal budgeting and complete estimates updates and monthly actuals in CBMS on a timely and accurate basis
- be responsible for asset management and taxation reporting requirements of the OTA
- supervise, guide and mentor more junior staff within the Corporate team as required
- undertake other related duties as required

- adhere to the APS Values, Code of Conduct and demonstrating capability in line with the APS Integrated Leadership System and Work Level Standards at the EL1 level

Eligibility

To be successful in the role you will be able to demonstrate capability in line with the APS Integrated Leadership System and Work Level Standards at the EL1 level:

Relevant skills and experience

- experience in accounting or finance area and a working knowledge and understanding of the Commonwealth financial framework including accrual accounting and the legislation that governs the Department's financial operations, primarily the Public Governance, Performance and Accountability Act 2013
- tertiary qualifications in a relevant field and be progressing towards or completion of CA / CPA qualifications is preferred
- highly developed IT skills including intermediate to advanced Microsoft excel skills

Shapes strategic thinking

- focuses strategically and understands the organisation's objectives and aligns operational activities accordingly
- considers the ramifications of issues and longer-term impact of own work and work area

Achieves results

- the ability to work with independence, subject to limited direction against established priorities, practices, and methodologies to deliver quality outcomes
- demonstrated financial processing skills and attention to detail
- self-motivation with the ability to respond to urgent tasks and adapt quickly to a changing environment

Cultivate productive working relationships

- the ability to work within a small team and provide high level financial support
- the ability to manage and foster close working relationships with internal and external stakeholders

Exemplifies personal drive and integrity

- behaviours consistent with the values of our organisation and the Australian Public Service
- a demonstrated commitment to the health, safety and wellbeing of all employees

Communicates with influence

- High quality verbal and written communication skills
- Communicates clearly with stakeholders including listens, understands and adapts to audience

Notes

Please visit the [employment](#) page of our website for more information about the OTA, our recruitment processes and how to apply. Alternately, you can call the Contact Officer or send us an [email](#)

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

About the Organ and Tissue Authority

The Organ and Tissue Authority (OTA), leads the implementation of the Australian Government's national program for increasing organ and tissue donation for transplantation. They work in partnership with the national DonateLife Network, state and territory governments, the donation and transplantation clinical sectors, eye and tissue banks, and the community. The OTA aims to increase the capability and capacity within the health system to maximise donation and transplant rates and to raise community awareness and stakeholder engagement with the goal of encouraging all Australians to make a decision to support organ and tissue donation.

To Apply

Position Contact	Jo Banchit, 02 5156 6649
Agency Recruitment Site	https://www.donatelife.gov.au/employment

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Home Affairs

Vacancy VN-0696846

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Wednesday 17 November 2021

Intelligence Operations
Examinations National Examinations Coordination Team (NECT)

Job Title	Examinations Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$75,418 - \$79,972
Classification	APS Level 5
Position Number	50008166
Agency Website	https://www.acic.gov.au/

Job Description

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

The National Examinations Coordination Team (NECT) provides strategic oversight, national coordination and delivery of one of the ACIC's critical capabilities - examinations.

The Examinations Coordinator works closely with all examination stakeholders including Examiners, Legal, Investigations, Heads of Special Operations and Special Investigations, Specialist Capabilities, Security, and partner agencies to maximise operational and strategic outcomes and intelligence from all ACIC examinations.

The Examinations Coordinator:

- streamlines and adds consistency to examination processes;
- provides overall governance to the capability, including reporting;
- increases front-end stakeholder engagement;
- provides logistical support for all examinations;
- ensures examinations remain tightly aligned with ACIC priorities and that communication channels are enhanced between the NECT and all relevant internal and external stakeholders; and
- provides administrative support for all Examiners.

Duties

The principal accountabilities and responsibilities include the following:

- Act as regional point-of-contact for examinations
- Flexible approach to Examination support, including assistance with a range of Examinations focussed projects.
- Establish and maintain positive relationships to navigate negotiation and progress business objectives
- Work collaboratively with stakeholders to achieve mutually beneficial outcomes ensuring examination programmes are well-connected to all strategic areas of the ACIC
- Represents the NECT and the ACIC to external stakeholders and at internal forums
- Anticipate and appropriately respond to problems, using initiative and lateral thinking, including troubleshooting technical issues, negotiating examination particulars such as dates, venues, capability support, and the timely completion of examination documentation and briefs, including serving summonses, tracking examination approvals.
- Ensure requisite examinations legislative requirements are met
- Identify, implement and promote improved work practices
- Liaise with State Corrections for prisoner transfers to examinations
- Work autonomously with limited guidance and supervision and make appropriate decisions independently and know when to escalate problems based on sound judgement
- Provide holistic advice concerning contributing factors that affect the successful execution of an examination programme and ensure stakeholder awareness of examination processes and requirements
- Supervise/mentor the Examinations Administrative Assistants, Stenographers and Transcriptionists, and share learning with team members and guide inexperienced staff
- Facilitate external requests to utilise ACIC examination facilities
- Draft and coordinate paperwork associated with the National Examination Coordination Team.
- Act as point of contact for Examiners
- Ensure Examiners are pre-emptively aware of context/content of examinations
- Arrange Examiner travel
- Manage part-time Examiner Work Orders in consultation with Manager NECT, Legal, requesting officers, People, and Finance

Eligibility

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain an NV1 clearance. In assessing suitability for employment, the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

At this time, pursuant to a comprehensive risk assessment, all vacant roles across ACIC's National offices are advertised on the basis that full vaccination against COVID-19 is a pre-condition of employment. This is required to ensure the safety of all employees and the public with whom they interact, pursuant to ACIC's work health and safety obligations. Satisfactory proof of vaccination status will be required before an offer of employment is made.

Notes

The ACIC is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers.

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Jenna, (07) 3243 0839
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0696843

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Wednesday 17 November 2021

Capability and Strategy
Innovation and Technology Solutions

Job Title	Business Manager, Innovation and Technology Solutions
Job Type	Full-Time, Ongoing
Location	Chatswood NSW, Barton ACT, Sydney NSW
Salary	\$109,264 - \$124,388
Classification	Executive Level 1
Position Number	1292
Agency Website	https://www.austrac.gov.au/

Job Description

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

The Business Manager, Innovation and Technology Solutions (ITS) is part of the Office of the Chief Information Officer (CIO).

The qualities and key functions of the team are to support the CIO in the delivery of core planning and internal and external consultation across a range of often complex, technical or sensitive strategic and operational activities involving strategy development, research, analysis, stakeholder management and communication.

Duties

Working under limited direction of the Deputy CIO's, the position holder will be required to:

- Work closely with the Directors to implement the strategic direction of the agency in relation to its innovation and technology agenda
- Consult, develop and manage the Innovation and Technology Business Plan, technology radar and branch plan.
- Support coordinating branch budgets and associated reporting activities and monitor expenditure in accordance with endorsed priorities and the Commonwealth Public Governance, Performance and Accountability Act
- Lead and manage a small team of administrative staff and contractors, while working collaboratively with other branch leaders
- Establish and maintain successful relationships with internal and stakeholders to ensure effective decision-making related to where AUSTRAC invests in its technology
- Ensure sound governance processes around technology investment, sustainability planning, stakeholder engagement, technology and innovation so that timely, effective, efficient and legally compliant decisions are able to be made
- Prepare submissions and reports to support internal and external governance structures and committees relevant to innovation and technology and financial management
- Ensure the ITS Governance Structure including technology advisory group (TAG), Data and Information Governance Working Group (DIGWG) and Change Advisory Board are appropriately aligned to meeting planning and resourcing objectives
- Communicate the implications of decisions and actions on the agency's business objectives to stakeholders to ensure that Innovation and Technology services are aligned with and support the achievement of the agency's vision, strategic plan and business objectives
- Initiate, develop and review complex written briefs and reports for the Minister and Senior Executives or making oral presentations to internal and external meetings and forums on sensitive issues
- Ensure relevant policies and practices are developed, promoted and implemented to support Business Unit operations, meet the agency's statutory obligations and facilitate achievement of strategic outcomes and business priorities

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks.

To be eligible for assessment, applicants must be an Australian citizen.

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contribution and experience of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work.

AUSTRAC CHATSWOOD OFFICE WILL BE RELOCATING TO SYDNEY CBD IN 2022

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to: • prevent criminal abuse of the financial sector • help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes • build and maintain trust and integrity in Australia's financial system. Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Julie Wynn, 02 9950 0018
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0696859

Department of Industry, Science, Energy and Resources

Closing Date: Wednesday 10 November 2021

Corporate and Digital
Chief Finance Officer Financial Management

Job Title	Executive Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$87,040 - \$94,391
Classification	APS Level 6
Position Number	509106
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

About the Department

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science.

We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity.

We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth.

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

About the Division

Chief Finance Officer (CFO) Group sits within the department's Corporate and Digital Division and includes the corporate functions of Financial Management, Financial Systems and Processing, Procurement, Financial Policy and Portfolio Budgets to support business areas across the department in meeting their financial needs. In addition, CFO group is responsible for management of Shared Services and Business Grants Hub.

Our ideal candidate

We are looking for an innovative and forward thinking professional. Our ideal candidate will provide high level strategic support to the Executive Officer and the Head of Division on a range of issues. The Executive Support Officer will manage the work assigned to and produced by the Division. They will support the division to achieve its outcomes.

Our ideal candidate:

- has superior representational and interpersonal skills
- has the ability to influence and communicate with a diverse range of stakeholders
- is flexible and able to work across teams to achieve strategic outcomes
- has excellent judgement and ability to work with discretion
- has high standards of public service professionalism and integrity
- has great attention to detail and proven ability to deliver quality outcomes within short timeframes; and
- has excellent organisational skills and ability to prioritise in a changing work environment.

We are seeking a professional with experience working in diverse teams. They are willing to work on building their own competency in understanding Aboriginal and Torres Strait Islander cultures and how it impacts our work.

Our ideal candidate is willing to build their disability confidence. They will implement practices that provide a safe and accessible working environment for all employees. **Duties**

As an Executive Support Officer in the CFO Group, you will:

Support the Executive Office in shaping the strategic direction of the Division and the department's corporate agenda to:

- achieve outcomes
 - facilitate cooperation, and
 - promote the Division's business objectives.
- Assist in the coordination of:
 - Ministerial and Executive briefings
 - Senate Estimates briefs
 - Question Time Briefings, and Questions on Notice, including performing quality assurance
 - agendas, papers and talking points for various Committee meetings
 - planning and performance reports, including business plans, corporate plans and the Annual Report.
- Manage internal and external coordination requests.
- Assist in the development of high quality communication products.
- Engage and collaborate with key stakeholders both internal and external to the department.
- Work closely with the Division's Executive Assistant team to identify and resolve issues that may impact the successful execution of Head of Division responsibilities.
- Previous experience in providing support to Senior Executive will be well regarded.

Eligibility

To be eligible for employment in the APS and the department, applicants must also be Australian Citizens.

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

Notes

This recruitment process will be used to fill an immediate vacancy. A merit pool may be established to fill similar future vacancies across the department that may arise for 12 months from the date the vacancy was advertised in the Gazette.

This position is Canberra based. Due to the nature of the role, only Canberra based candidates will be considered. Candidates from other states and territories should carefully consider office location prior to applying.

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

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community,

including transgender, gender diverse, and intersex people. Please contact our Inclusion team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Agnieszka Oltarzewska-Ha, (02) 6213 6616
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696870

Civil Aviation Safety Authority Australia

Closing Date: Sunday 14 November 2021

Client Services Centre
Stakeholder Engagement

Job Title	Client Services Centre Officer
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	\$63,540 - \$67,916
Classification	APS Level 3
Position Number	Merit Pool
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Civil Aviation Safety Authority (CASA) is establishing a merit pool to fill roles within our Client Services Centre which is the primary point of contact for members of the aviation community who need information or services from CASA.

The Client Service Centre Officers deliver regulatory and support services to industry participants and peers in a service centre environment, focused on the delivery of efficient and effective client regulatory services. These roles work collaboratively within a Team to resolve enquiries and provide a wide range of transactional services relating to the regulation of a wide range of Aviation permissions including pilot, air traffic control and aircraft maintenance engineer licensing; aviation medicine; organisational approvals; aircraft registration; and flight crew licensing and aircraft maintenance engineer exams.

The Client Service Centre Officers report to a Team Coordinator and, under general direction, administers requests for regulatory services, responds to requests for information and provides administrative support to the Section.

Duties

The Client Services Centre Officers are responsible for the following:

- As part of a team, deliver timely and accurate processing of applications for regulatory services in compliance with standard operating procedures.
- Provide consistent and accurate advice to industry in accordance with legislation and Procedures.
- Prepare and provide correspondence related to advice on legislation, policy, service delivery and complaints.
- Liaise effectively with other CASA officers and business areas, as required, to ensure the efficient and effective delivery of regulatory services and advice.
- Monitoring the status of applications, take corrective action when necessary and initiate escalation procedures when appropriate.
- Collate and maintain accurate data for client services reporting.
- Assist in the development and delivery of training, guidance material, forms and testing required to support continuous improvement, change initiatives, and foster collaboration in the delivery of regulatory services.
- Processing licensing applications and preparing permission documents.
- Handling external and internal inquiries about regulatory services, including calls, internet inquiries, email and mail, and escalating inquiries to technical specialists when appropriate.
- Maintain compliance with all mandatory and assigned training.
- Provide administrative support as required, ensuring procedures and processes are current and in line with the regulations.
- Promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. Before you prepare an application, you must ensure you meet all the eligibility requirements:

- prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- be an Australian citizen or a permanent resident.

Notes

Our ideal candidates will have highly developed written and verbal communication skills and the ability to follow detailed procedures with high attention to detail and will have the following skills and experience:

- Demonstrated experience performing administrative support in a service focused environment with complex service offerings and processes and/or similar experience working in a client services environment.
- Demonstrated experience in the use of web/data-based business systems, Microsoft Office Suite, RMS/TRIM and/or similar client management systems.

- Well-developed (oral and written) communication and stakeholder engagement skills using appropriate grammar, style, and language to suit the communication purpose and audience.
- Ability to work within a multi-disciplined team environment.
- Ability to follow procedures and produce accurate and detailed documents in accordance with established procedures with a high attention to detail and/or demonstrated ability to learn new procedures quickly.
- Demonstrated ability to quickly learn process and procedure with attention to detail.
- Experience in high volume contact/processing centre would be highly desirable.

Training and Development will be provided to candidates as it relates to their role.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will:

- be part of something bigger by contributing to aviation safety
- be engaged in challenging and varied work
- join a workforce that values diversity and inclusion
- have time for what counts through opportunities to balance work and life
- be recognised for your contribution.

Who we are We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values;

- Excellence—to strive to excel in all we do
- Courage—to act with strength of character and conviction while being accountable for our actions
- Teamwork—to work together to promote a strong, cohesive and highly effective workforce
- Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias
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- Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times
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To Apply

Position Contact	Sally Hawke, 02 617 1172
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696871

Civil Aviation Safety Authority Australia

Closing Date: Sunday 14 November 2021

Stakeholder Engagement
Client Services Centre

Job Title	Client Services Centre - (Affirmative Measure - Disability or Indigenous)
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	-
Classification	APS Level 3
Position Number	Merit Pool
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Civil Aviation Safety Authority (CASA) is establishing a merit pool to fill roles within our Client Services Centre which is the primary point of contact for members of the aviation community who need information or services from CASA.

The Client Service Centre Officers deliver regulatory and support services to industry participants and peers in a service centre environment, focused on the delivery of efficient and effective client regulatory services. These roles work collaboratively within a Team to resolve enquiries and provide a wide range of transactional services relating to the regulation of a wide range of Aviation permissions including pilot, air traffic control and aircraft maintenance engineer licensing; aviation medicine; organisational approvals; aircraft registration; and flight crew licensing and aircraft maintenance engineer exams.

The Client Service Centre Officers report to a Team Coordinator and, under general direction, administers requests for regulatory services, responds to requests for information and provides administrative support to the Section.

Duties

The Client Services Centre Officers are responsible for the following:

- As part of a team, deliver timely and accurate processing of applications for regulatory services in compliance with standard operating procedures.
- Provide consistent and accurate advice to industry in accordance with legislation and Procedures.
- Prepare and provide correspondence related to advice on legislation, policy, service delivery and complaints.
- Liaise effectively with other CASA officers and business areas, as required, to ensure the efficient and effective delivery of regulatory services and advice.

- Monitoring the status of applications, take corrective action when necessary and initiate escalation procedures when appropriate.
- Collate and maintain accurate data for client services reporting.
- Assist in the development and delivery of training, guidance material, forms and testing required to support continuous improvement, change initiatives, and foster collaboration in the delivery of regulatory services.
- Processing licensing applications and preparing permission documents.
- Handling external and internal inquiries about regulatory services, including calls, internet inquiries, email and mail, and escalating inquiries to technical specialists when appropriate.
- Maintain compliance with all mandatory and assigned training.
- Provide administrative support as required, ensuring procedures and processes are current and in line with the regulations.
- Promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. Before you prepare an application, you must ensure you meet all the eligibility requirements:

- prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- be an Australian citizen or a permanent resident.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. This vacancy is available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

Notes

Our ideal candidates will have highly developed written and verbal communication skills and the ability to follow detailed procedures with high attention to detail and will have the following skills and experience:

- Demonstrated experience performing administrative support in a service focused environment with complex service offerings and processes and/or similar experience working in a client services environment.
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- Well-developed (oral and written) communication and stakeholder engagement skills using appropriate grammar, style, and language to suit the communication purpose and audience.
- Ability to work within a multi-disciplined team environment.
- Ability to follow procedures and produce accurate and detailed documents in accordance with established procedures with a high attention to detail and/or demonstrated ability to learn new procedures quickly.
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To Apply

Position Contact	Sally Hawke, 02 6217 1172
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696887

Civil Aviation Safety Authority Australia

Closing Date: Sunday 14 November 2021

Regulatory Oversight
Oversight Strategy

Job Title	Senior Reporting Analyst - Affirmative Measure - Disability or Indigenous
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$104,764 - \$122,496
Classification	Executive Level 1
Position Number	3704
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Senior Reporting Analyst reports to the Manager Oversight Planning and Monitoring and works in close collaboration with the other members of the Oversight Strategy Branch.

The Senior Reporting Analyst leads regulatory oversight performance reporting to provide assurance that regulatory oversight processes are functioning effectively and to inform improvements. They also guide the collection and evaluation of data to inform regulatory oversight decision making and develop resource demand analysis to support workforce planning.

The role works closely with key business areas to develop, design and prepare insightful reports in multiple formats for a range of audiences. This position will work both independently and collaboratively across CASA and in a nationally dispersed team environment.

Duties

The Senior Reporting Analyst works under direction and is responsible for the following:

1. Exercising initiative and judgement in understanding and interpreting information from multiple sources to prepare reports, in multiple formats and for multiple audiences, that support and improve regulatory oversight processes and inform business decisions.
2. Working with stakeholders to understand their needs, gathering requirements and developing concepts to inform the design and build of reporting and data visualisations tailored to different audiences.
3. Engaging with safety data collection and analysis processes to inform the development of outputs that effectively support regulatory oversight activities and guide the appropriate capture of safety-related data across the division.
4. Identifying, interpreting and analysing data problems and providing recommendations to improve data capture, linkage, transformation and flow.
5. Contributing to status reporting, monitoring and reporting performance against agreed program outcomes
6. Assisting the Manager Oversight Planning and Monitoring in the delivery of other functions, tasks and projects associated with regulatory oversight planning.
7. Promoting and supporting teamwork through cooperation, communication and sharing of relevant information and provision of responsive and accurate advice.
8. Supporting the implementation of change and promoting continuous improvement activities within the team/ branch and across the organisation as appropriate.

9. Promoting workplace safety, equity and diversity and participative management and environmental management practices in the workplace and acting in accordance with CASA Values and Behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. Before you prepare an application, you must ensure you meet all the eligibility requirements:

- prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- be an Australian citizen or hold permanent resident status
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Notes

The ideal candidate will have the following skills and experience:

- Strong data analytics and visualisation skills, including experience with Power BI (reporting and dashboards)
- Proven background with problem solving, analytical and critical thinking and working as part of a multi-disciplinary team
- Proven experience applying documentation and presentation skills and the development of proposals for executive consideration.
- Well-developed (written and verbal) communication skills exemplified by experience providing high quality advice, correspondence and recommendations and the ability to convey complex concepts to a range of audiences
- High-level skills using Microsoft Office suite applications (e.g., Microsoft Visio, Microsoft PowerPoint) and ability to quickly adapt to new software applications
- Experience in data quality management
- Familiarity with change management principles and practices
- Relevant tertiary, formal or professional qualifications.

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To Apply

Position Contact	Nick Singh, 07 3144 7343
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696888

Civil Aviation Safety Authority Australia

Closing Date: Sunday 14 November 2021

Regulatory Oversight
Oversight Strategy

Job Title	Senior Reporting Analyst
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$104,764 - \$122,496
Classification	Executive Level 1
Position Number	3704
Agency Website	https://www.casa.gov.au/about-us/careers-casa

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To Apply

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Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696890

Civil Aviation Safety Authority Australia

Closing Date: Sunday 14 November 2021

Regulatory Oversight
Oversight Strategy

Job Title	Oversight Planning Support Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$93,483 - \$102,560
Classification	APS Level 6
Position Number	3705
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Oversight Planning Support Officer reports to the Manager Oversight Planning and Monitoring and works in close collaboration with the other members of the Oversight Strategy Branch.

The Oversight Planning Support Officer supports the planning of regulatory oversight activities, including planned surveillance, response activities, campaigns and regulatory services, with a particular focus on the underpinning processes, procedures and other supporting documentation.

This position works both independently and collaboratively across CASA within a nationally disbursed team environment.

Duties

The Oversight Planning Support Officer is responsible for the following:

1. Developing, maintaining, and reviewing regulatory oversight processes, procedures and other supporting documentation.
2. Drafting and developing correspondence, reports and briefs as required.
3. Assisting the Manager Oversight Planning and Monitoring in the delivery of other functions and tasks associated with oversight planning.
4. Supporting and promoting teamwork through cooperation, communication and sharing of relevant information and provision of responsive and accurate advice
5. Undertaking more complex procedural, administrative and service-related tasks in line with CASA technical, legislative and policy requirements that support CASA business activities.
6. Collaborating, participating and contributing to the planning, development and delivery of team plans, to support the Section/Branch and broader CASA goals and objectives

7. Supporting the implementation of change and contributing to continuous improvement activities within the Section/Branch and across the organisation as appropriate.
8. Developing, supporting and managing effective relationships with internal stakeholders to achieve work area goals.
9. Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. Before you prepare an application, you must ensure you meet all the eligibility requirements:

- Prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Be an Australian citizen or hold permanent resident status.

Notes

The ideal candidate will have the following skills and experience:

- Demonstrated experience in supporting business and managing documents and records in a document management environment.
- Demonstrated high level written and verbal communications with an ability to interpret complex information and present effective options in a timely manner.
- Demonstrated stakeholder engagement skills, including sound interpersonal and communication (oral and written) skills, with an ability to prepare high quality written materials.
- Experience in managing a range of governance support and administrative activities, particularly in government, regulatory or transport environments.
- Knowledge of business process management and notation and the business improvement cycle.
- Knowledge of change management principles and practices.
- Sound problem-solving skills with the ability to develop and implement procedures, improve processes, provide flexible solutions, and achieve results.

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To Apply

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Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696891

Civil Aviation Safety Authority Australia

Closing Date: Sunday 14 November 2021

Regulatory Oversight
Oversight Strategy

Job Title	Oversight Planning Support Officer - Affirmative Measure
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	-
Classification	APS Level 6
Position Number	3705
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Oversight Planning Support Officer reports to the Manager Oversight Planning and Monitoring and works in close collaboration with the other members of the Oversight Strategy Branch.

The Oversight Planning Support Officer supports the planning of regulatory oversight activities, including planned surveillance, response activities, campaigns and regulatory services, with a particular focus on the

underpinning processes, procedures and other supporting documentation.

This position works both independently and collaboratively across CASA within a nationally disbursed team environment.

Duties

The Oversight Planning Support Officer is responsible for the following:

1. Developing, maintaining, and reviewing regulatory oversight processes, procedures and other supporting documentation.
2. Drafting and developing correspondence, reports and briefs as required.
3. Assisting the Manager Oversight Planning and Monitoring in the delivery of other functions and tasks associated with oversight planning.
4. Supporting and promoting teamwork through cooperation, communication and sharing of relevant information and provision of responsive and accurate advice
5. Undertaking more complex procedural, administrative and service-related tasks in line with CASA technical, legislative and policy requirements that support CASA business activities.
6. Collaborating, participating and contributing to the planning, development and delivery of team plans, to support the Section/Branch and broader CASA goals and objectives
7. Supporting the implementation of change and contributing to continuous improvement activities within the Section/Branch and across the organisation as appropriate.
8. Developing, supporting and managing effective relationships with internal stakeholders to achieve work area goals.
9. Modelling and promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*. Before you prepare an application, you must ensure you meet all the eligibility requirements:

- Prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Be an Australian citizen or hold permanent resident status.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. These vacancies are only available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

Notes

The ideal candidate will have the following skills and experience:

- Demonstrated experience in supporting business and managing documents and records in a document management environment.
- Demonstrated high level written and verbal communications with an ability to interpret complex information and present effective options in a timely manner.
- Demonstrated stakeholder engagement skills, including sound interpersonal and communication (oral and written) skills, with an ability to prepare high quality written materials.
- Experience in managing a range of governance support and administrative activities, particularly in government, regulatory or transport environments.
- Knowledge of business process management and notation and the business improvement cycle.
- Knowledge of change management principles and practices.

- Sound problem-solving skills with the ability to develop and implement procedures, improve processes, provide flexible solutions, and achieve results.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will:

- be part of something bigger by contributing to aviation safety
- be engaged in challenging and varied work
- join a workforce that values diversity and inclusion
- have time for what counts through opportunities to balance work and life
- be recognised for your contribution.

Who we are We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values;

- Excellence—to strive to excel in all we do
- Courage—to act with strength of character and conviction while being accountable for our actions
- Teamwork—to work together to promote a strong, cohesive and highly effective workforce
- Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias
- Integrity—our actions and behaviour are open, transparent and ethical
- Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times
- Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement.

Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Nick Singh, 07 3144 7343
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696832

National Gallery of Australia

Closing Date: Tuesday 16 November 2021

CFO
Financial Accounting

Job Title	Financial Controller
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$101,121 - \$115,385
Classification	Executive Level 1
Position Number	3302
Agency Website	http://stage2.nga.gov.au/

Job Description

<https://nga.gov.au/aboutus/jobs/index.cfm>

The Financial Controller reports to the Head of Financial Accounting and is responsible for the day-to-day financial management of the National Gallery of Australia (NGA). This includes delivery of high quality, timely and accurate statutory reporting, robust financial control framework and information systems, efficient accounts processing and treasury functions.

This is a full-time, ongoing employment opportunity available within the Financial Accounting Department.

Duties

In accordance with the EL 1 work level standards and working together with the Head of Financial Accounting you will lead and take ownership of the finance function, including:

1. Financial reporting, reconciliations and accounting processes for two separate reporting entities and consolidation of the accounts.
2. Cash and treasury management, including trusts, endowments and monthly cash flow reports and forecasts.
3. Compliance with the Gallery's statutory, tax and other external reporting requirements.
4. Accounting for the National heritage and culture art collection.
5. Managing efficient accounting operations, travel and credit card processes.
6. Delivering accounting and procurement policies, procedures, advice and training.
7. Maintaining the general ledger and developing the financial management information systems and control framework.
8. Lead, develop, coach and establish priorities within the team that promotes a continual improvement and achievement orientated environment.

Eligibility

- Relevant qualifications in accounting, with demonstrable experience essential.
- Professional certification and/or membership of a relevant professional association such as Certified Practising Accountant / Chartered Accountant is essential.

Notes

How to apply

You should provide a tailored CV (maximum of three pages) along with a statement of one to two pages that outlines your skills, capabilities and experience, against the role description and our ideal candidate information above.

You do not need to address individual selection criteria, however, in your response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'What we are looking for?' section.

In your statement, try not to duplicate information that can be found in your CV, but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

About the National Gallery of Australia

The National Gallery of Australia (the National Gallery) is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our values include art for everyone, striving for excellence, creative engagement, courage and respect.

To Apply

Position Contact	Barbara Jones, (02) 6240 6618
Agency Recruitment Site	https://nga.gov.au/aboutus/jobs/index.cfm

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0696856

Office of the eSafety Commissioner

Closing Date: Wednesday 17 November 2021

Office of the eSafety Commissioner
Education, Prevention and Inclusion

Job Title	Manager, Women's Programs: Strategy and Capacity Building
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	\$122,689 - \$145,134
Classification	Executive Level 2
Position Number	A210197
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

Our ideal candidate will be an experienced leader who is flexible, collaborative, and dedicated to eSafety's mission of keeping all Australians safer online. In particular, you will have a strong understanding of issues impacting on the status of women as they manifest in online settings, and commitment and capacity to implement strategies to protect women's voices online. You will have strong experience in building teams, leveraging the expertise of colleagues, and shaping and leading projects. A background in gender equality and training would be an advantage and/or developing and clearing high quality content designed for this audience.

You will have a creative and innovative approach to problem solving, allowing you to build novel programs to reach women and girls across a broad range of settings, and be a strong writer and communicator. You will also be experienced in harnessing the expertise of a team around common strategic goals and engendering a strong sense of purpose.

You will be an independent self-starter, able to manage multiple internal and external stakeholders, work collaboratively across teams, represent eSafety in a variety of external settings, and deal with complex and cross jurisdictional legal, policy and social issues.

You will be working in a fast paced work environment to identify and harness opportunities as they arise.

Duties

eSafety is the world's first government agency solely dedicated to tackling online abuse and keeping its citizens safer online.

Under its prevention pillar, eSafety has a leadership role in developing and rolling out programs for audiences at increased risk of online harm. Women are disproportionately impacted by online abuse and are a key target audience for our prevention programs. We aim to upskill and support women so that they can recognise and respond to online abuse and abuse made possible by the misuse of technology, while also promoting broader cultural change and a whole of community response.

Your primary focus will be leading program development and strategy to ensure eSafety's programs reach all girls and women across a range of communities and spectrum of harms. You will identify opportunities to expand the reach of eSafety's messaging and help lead efforts to drive behaviour change and improve the status of women online and offline.

You will work alongside an established and expert team working on strategy and programs for women experiencing technology facilitated abuse, particularly in domestic and family violence situations, as well as women and girls experiencing targeted online harassment and other forms of online abuse. You will look for opportunities to leverage the work of the team and the broader agency to enable eSafety's programs to reach a wider range of women.

Eligibility

To be eligible for employment with eSafety, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a baseline security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Office of the eSafety Commissioner

The eSafety Commissioner's (eSafety) purpose is to help safeguard Australian's at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Sharon Trotter, 02 9334 7865
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0696877

Australian National Audit Office

Closing Date: Wednesday 17 November 2021

Systems Assurance and Data Analytics
Systems Assurance and Data Analytics

Job Title	IT Auditors and Senior IT Auditors
Job Type	Full-Time, Ongoing
Location	Forrest ACT
Salary	\$80,783 - \$102,866
Classification	APS Level 5; APS Level 6
Position Number	131/2021
Agency Website	https://www.anao.gov.au

Job Description

<https://www.anao.gov.au/careers/vacancies>

The Systems Assurance and Data Analytics Group (SADA) provides IT audit and data analytics support and advice to all service groups within the ANAO. The Group specialises in IT assurance and data analytics across areas ranging from governance and compliance, cyber security, service delivery and policy development. SADA plays a crucial role in improving the standards of financial management and administration across the public sector.

Our staff are drawn from a range of professional and technical backgrounds including: accounting; project management; system administration; software and database development; data assurance and analysis; cyber security; and financial systems management.

Duties

The ANAO undertakes audits of a variety of government programs, and in doing so conducts assurance activities that examine data, complex IT systems, and cyber security risks. You will perform audits and reviews of wide ranging systems and platforms across varying disciplines, such as governance and risk management, cyber security, IT operations, grants and payment administration, and support improved performance through accountability and transparency of the public sector.

APS 6 Senior IT Auditor (Team Leader)

As an APS 6 Team Leader, you will be provided with guidance from more experienced specialists in different disciplines, and ongoing training, in understanding the IT/cyber security/data risks we are interested in (it is not expected that you will be an SME in all domains initially, but there is room to advance and grow your skillset in these areas in future).

In the Systems Assurance section of the Systems Assurance and Data Analytics Group, under the broad guidance of the Executive Director/Senior Director, you will:

- Lead and manage small teams to deliver IT audit engagements or complex IT audit components;
- Contribute to the achievement of organisational objectives;
- Assist in the implementation of business and operational plans;
- Provide professional and technical advice to stakeholders on a range of IT risks and audit issues;
- Manage professional relationships with key internal and external stakeholders across a portfolio of entities, including ANAO senior management, peer auditing organisations, standard-setters and professional forums;
- Mentor, guide and support professional development of junior staff;
- Contribute to the implementation and operation of the ANAO quality framework, including assisting in completing quality assurance activities;
- Assist with quality control activities and provide professional and technical support; and
- Maintain and develop technical knowledge through learning and development activities.

APS 5 IT Auditor

As an APS 5 IT Auditor, you will be provided with guidance from more experienced specialists in different disciplines, and ongoing training, in understanding the IT/cyber security/data risks we are interested in (it is not expected that you will be an SME in all domains initially, but there is room to advance and grow your skillset in these areas in future).

In the Systems Assurance section of the Systems Assurance and Data Analytics Group, under the broad guidance of the Director/Senior IT Auditor, you will:

- Either individually or as part of a team, contribute to the delivery of audit products and services;
- Prepare audit papers and assist with the preparation of management reports;
- Assist in the implementation of business and operational plans;
- Provide professional and technical advice to stakeholders on a range of IT risks and audit issues;
- Assist with managing professional relationships with key internal and external stakeholders across a portfolio of entities;
- Contribute to the achievement of organisational objectives;
- Assist with guiding and assessing performance of junior staff; and
- Maintain and develop technical knowledge through learning and development activities.

Eligibility

Qualifications - There are no mandatory qualifications for this role however, the following are highly desirable:

- Tertiary qualifications relevant to Information Technology, Information Systems, Information Management, Accounting, Commerce or other relevant qualifications (or equivalent experience);
- Relevant professional qualifications, such as CISA, CISSP, CA or CPA;
- An understanding of auditing standards and relevant IT standards, or relevant experience in compliance, IT testing and operations, or internal audits;
- An understanding of audit risk methodologies and/or benchmarking practices; and
- A basic awareness or conceptual understanding of core technologies used in government, such as SAP, Active Directory and network security.

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain an AGSVA security clearance. Further information is provided on the AGSVA website. **Notes**

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Matthew Rigter, (02) 6203 7382
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0696731

Australian Institute of Family Studies

Closing Date: Tuesday 16 November 2021

Research
Child and Family Evidence

Job Title	Senior Research Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Southbank VIC
Salary	\$74,982 - \$92,416
Classification	APS Level 5;APS Level 6
Position Number	21-25a
Agency Website	https://www.aifs.gov.au/

Job Description

<https://aifs.gov.au/about-us/working-aifs>

An exciting opening has arisen for two experienced senior research officers to work in a collaborative team on researching and synthesising evidence relating to the wellbeing of Australian families.

The Child and Family Evidence team synthesises and translates evidence about what works for children and families for decision making in service settings. Our primary audience is workforce professionals who work with families and children. The team manages the Child Family Community Australia (CFCA) information exchange and is a service delivery partner for the National Workforce Centre for Child Mental Health (Emerging Minds).

The Senior Research Officers will be responsible for tasks associated with conducting evidence reviews and producing knowledge translation resources to support the use of evidence by child and family professionals using an integrated knowledge translation approach.

The successful people will have:

- Demonstrated record of achievement in conducting evidence reviews and evidence synthesis activities
- Well-developed conceptual and analytical skills, including the ability to critically assess complex information
- Demonstrated ability to produce high-quality, complex written material within tight time frames in a style and form that is relevant to the audience
- Highly developed interpersonal skills and the ability to work collaboratively with key research partners and other project stakeholders
- Excellent organisational and project management skills, including the ability to work independently and to have a flexible approach to diverse work demands
- Qualifications (or equivalent relevant experience) in an appropriate discipline relevant to child and families-based research such as social or behavioural science (e.g. psychology, social work, public health).

Duties

This position is required to:

- Undertake evidence reviews (e.g. narrative, scoping, rapid) on topics relevant to child and family wellbeing
- Synthesise research and evidence and communicate the findings through the development of resources (practice papers, evidence to practice guides, short articles, webinars) tailored to different audiences

- Consult with government agencies, service providers and community organisations to understand workforce needs relevant to the development of project outputs
- Provide high-level administrative support for the team, including drafting progress reports and developing newsletter content
- Communicate research findings and represent the Institute through participation in conferences, webinars/seminars, workshops, teleconferences, meetings and other networking opportunities
- Work collaboratively within the team and across the Institute towards the realisation of shared goals.

Eligibility

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Notes

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our [Enterprise Agreement](#).

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne CBD. We create and communicate knowledge to accelerate positive outcomes for families and communities. We provide a family-friendly workplace that supports the wellbeing and professional development of a diverse workforce.

To Apply

Position Contact	Human Resources, 0392147888
Agency Recruitment Site	https://aifs.gov.au/about-us/working-aifs

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Australian Institute of Family Studies

Closing Date: Tuesday 16 November 2021

Research
Child and Family Evidence

Job Title	Research Fellow
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Southbank VIC
Salary	-
Classification	Executive Level 1
Position Number	21-25b
Agency Website	https://www.aifs.gov.au/

Job Description

<https://aifs.gov.au/about-us/working-aifs>

An exciting opportunity has arisen for an accomplished researcher with experience synthesising and translating evidence to improve child and family wellbeing. If you are skilled at leading projects that synthesise and translate the best available evidence for improved decision making in policy and practice, we want to hear from you.

The Child and Family Evidence team are looking for a Research Fellow to undertake evidence reviews and develop knowledge translation products to support decision makers in child, family and welfare services. Our primary audience is workforce professionals who work with families and children. The team manages the Child Family Community Australia (CFCA) information exchange and is a service delivery partner for the National Workforce Centre for Child Mental Health (Emerging Minds).

The Research Fellow, Child and Family Evidence will be responsible for managing team members whilst leading evidence synthesis and knowledge translation activities, to support the uptake and use of evidence in decision making for child and family workforce professionals. This position will also contribute to AIFS' knowledge translation and impact activities to maintain and increase business.

The successful persons will have:

- Highly developed skills in conducting evidence reviews and synthesising research findings
- Demonstrated experience translating evidence for use in policy and practice settings through the design of resources tailored for different audiences
- Experience applying the knowledge to action cycle in the creation and use of research and evidence findings
- Demonstrated experience in leading small teams to meet timelines and achieve results
- Qualifications (or equivalent relevant experience) in a discipline related to families-based research such as social or behavioural science (e.g. psychology, social work, public health)
- Experience working in child and family practice or policy settings in addition to research experience is desirable.

Duties

This position is required to:

- Lead evidence synthesis projects on topics related to child and family wellbeing using an integrated knowledge translation approach for impact

- Identify workforce development needs of professionals and drive the development of evidence-informed resources that address these needs through consultations and surveys
- Conduct evidence reviews (e.g. narrative, scoping, rapid) on topics relevant to children and families in Australia
- Design knowledge translation products (e.g. practice papers, evidence to practice guides, short articles and webinars) based on evidence review and research findings
- Manage relationships with key project government and non-government collaborators
- Identify and engage in core business activities that maintain and increase the business of the Child and Family Evidence team, such as tender bids
- Managing and mentoring researchers to ensure the delivery of team objectives
- Work collaboratively within the team and across the Institute towards the realisation of shared goals.

Eligibility

To be eligible for engagement, applicants must be Australian citizens unless special approval is given. For example, applicants with permanent resident status who have applied or intend to apply for Australian citizenship may be considered for engagement.

Conditions of engagement including probation, health and character clearances (including police records check, Working with Children Check and security clearance) may apply to this position.

Notes

The Research Fellow, Child and Family Evidence, Research position may be offered on an ongoing or non-ongoing basis on a full-time or part-time basis (0.8 FTE minimum). Non-ongoing opportunities will be offered for a specified term of up to 12 months with the possibility of extension to a maximum term of three years.

We provide a family-friendly and flexible workplace that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing activities, a healthy promotion allowance and Christmas closedown period with no deduction from leave credits. Our salaries and conditions of employment are set out in our [Enterprise Agreement](#).

AIFS is committed to providing an inclusive and diverse workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, those from culturally and linguistically diverse backgrounds, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne CBD. We create and communicate knowledge to accelerate positive outcomes for families and communities. We provide a family-friendly workplace that supports the wellbeing and professional development of a diverse workforce.

To Apply

Position Contact	Human Resources, 0392147888
Agency Recruitment Site	https://aifs.gov.au/about-us/working-aifs

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0696809

Services Australia

Closing Date: Wednesday 17 November 2021

Corporate and Cross Government Services
Cross Government Services

Job Title	Automation Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - TAS TAS
Salary	\$85,179 - \$98,496
Classification	APS Level 6
Position Number	EXT-APSL-2021-3533
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

As you ask your home virtual assistant to fire up your home office, you glance at your smart watch.... it's time to start work for the day. Working from home during lockdown has been interesting, but not too much of a challenge. Your team is scattered across the country anyway, so virtual work is the norm for you. And COVID has provided some great opportunities for your team to seek new challenges and make a real difference to the people you support.

The Optimisation team work in partnership with corporate business teams to do exactly as our name suggests – optimise! We automate those repetitive, administrative tasks using various automation tools such as RPA so we can free up staff to focus on more complex work.

What you'll need

This job is about making frustrated people happy. We are seeking a fun, friendly person who values customers and takes absolute pride in everything they do.

We know that Google can teach you most things. What it can't teach you, and what we also need is attitude (the right kind of course), motivation, attention to detail, a passion for technology and a deep understanding of people. We don't want you to just build things; we want you to enhance the people experience.

If you are the person we are looking for, the following will already describe the way you live and breathe everything you do at work already:

- Apply your technical knowledge to translate processes and build and maintain solutions to a range of complex problems.
- Think laterally, and identify and develop innovative approaches.
- Work as an effective leader and member of the team to achieve quality outcomes.
- Manage your own workload, priorities and tasks to achieve outcomes. We may be flexible about how and when you work.
- Work independently and autonomously. We are a virtual team; MS Teams is our friend!
- Develop and maintain strong stakeholder relationships, so we develop and deliver products that meet business needs.

- Adapt to constant change and uncertainty and support staff through the process.
- Think strategically and consider the issues, risks and impacts on work and work area.
- Establish clear work plans and timeframes for self and others.
- Communicate effectively and adapt communication style appropriate to the audience.

Duties

- Apply your technical and business knowledge to translate processes and build and maintain solutions to a range of sometimes complex problems.
- Whilst working as an effective program manager, leader and member of the team to achieve quality outcomes, manage your own workload, priorities and tasks.
- Build and maintain strong stakeholder relationships – take them on the automation journey with you.
- As the techie crew in the Division, assist our people from time to time with day to day issues – ‘have you tried turning it off and on again?’.
- Automate processes with a view to making people’s lives easier.

Eligibility

To be eligible for employment with Services Australia, applicants must be an Australian citizen. An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check. A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Should an applicant be found suitable for a role they will be required to provide proof of citizenship and if they have recently received a redundancy benefit, evidence that they have served their exclusion period.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 months.

We are a virtual team.

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

About the Services Australia

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on. To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

To Apply

Position Contact	Sue Hamilton, 0434 438 852
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0696681

Department of Social Services

Closing Date: Tuesday 16 November 2021

Communities
Cashless Welfare Engagement and Support Services

Job Title	Departmental Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$86,840 - \$97,609
Classification	APS Level 6
Position Number	494_10/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The Cashless Welfare Engagement and Support Services Branch sits in the Communities Group of the Department of Social Services and are seeking to fill various positions within the Cashless Debit Card (CDC) Evidence, Evaluation and Data Monitoring Section.

The Evidence, Evaluation and Data Monitoring Section utilises a range of data sources to monitor and evaluate the CDC program, the section also supports other Cashless Welfare business areas with their data requirements, to lead the delivery and development of the CDC and Income Management programs.

Additionally, the section manages engagement with relevant states and the Northern Territory to develop data sharing arrangements for the delivery of the CDC and program evaluation.

Duties

The Evidence, Evaluation and Data Monitoring section is looking to fill a number of roles at the APS6 level across each of the teams, focussed on developing evidence capabilities, implementing data sharing arrangements and supporting evaluation/analyses activities.

Data Monitoring team key skills and capabilities:

- SAS, SQL and other Programming experience
- high level excel skills, including pivot tables and advanced formulas
- strong attention to detail
- problem solving skills
- ability to manage competing priorities and deliver results under tight timeframes, exercising initiative and judgement
- ability to work independently and part of a team as required.

Data Analytics team key skills and capabilities:

- experience with data analytics and/or dashboards
- use of tools such as SAS, Qlik, Tableau, Power BI and R to help uncover insights and develop analytical data stories
- excel skills including pivot tables
- data interpretation skills
- attention to detail
- ability to work independently and part of a team as required.

Data Strategy team key skills and capabilities:

- understanding of qualitative and quantitative analysis
- ability to research and gather information from a variety of sources and explore different viewpoints and options
- high level communication and interpersonal skills including the ability to engage with stakeholders effectively
- ability to cope with ambiguity and change
- collaborate with other staff in immediate work area
- understanding of welfare policies
- project management skills.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 12 months. Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services (DSS) helps to build a strong and fair society for all Australians by delivering social policies that improve people's lives. We are committed to creating a diverse and socially inclusive work environment that reflects the broader Australian community. The Department offers a challenging and meaningful career working at the centre of the Australian Government's social policy agenda. We are a people-based organisation that encourages flexible working conditions and opportunities for promotion and development in a career where you can make a difference to your community. The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural backgrounds. We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department. The Department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

To Apply

Position Contact	Danny Kittikhoun, (02) 6146 1317
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0696831

National Disability Insurance Agency

Closing Date: Tuesday 16 November 2021

Chief Financial Officer Division
Financial Control Branch Finance Projects

Job Title	EL1 Assistant Director Finance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Geelong VIC
Salary	\$116,317 - \$128,052
Classification	Executive Level 1
Position Number	1737_10/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

<https://ndis.gov.au/about-us/careers-ndia>

The EL1 Assistant Director Finance (Professional Stream) is accountable under broad direction to undertake very complex work that delivers quality outcomes across the functions of the NDIA.

The position is a team membership position within the NDIA and has a concurrent requirement to resolve issues and risks across a broad range of activities of substantial depth involving significant detail and to provide support to the team leadership of their work area in the planning and coordination of the team.

The EL1 Assistant Director Finance (Professional Stream) will coordinate and assume responsibility to undertake detailed or sensitive projects that may include performing varied activities involving many different and unrelated processes or methods that may impact on the strategic or operational outcomes that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Duties

Responsibilities may include but are not limited to:

- Providing technical accounting advice and briefing to the Agency by navigating the Australian Accounting Standards and applicable government financial reporting rules and frameworks.
- Reviewing and managing components of the Agency's trial balance using Systems Applications and Products software (SAP), providing monthly and annual reporting in Central Budget Management System (CBMS) to the Department of Finance.
- Delivering the Agency's Budget.
- Taking a lead role in the preparation of the Agency's financial statements and liaising with the Australian National Audit Office (ANAO) in relation to audit matters.
- Delivering various month end financial reporting and analysis.
- Partnering with other teams both within and external to the branch to provide technical and general accounting and finance advice.
- Delivering various Finance projects and costings.
- Developing and presenting a range of written material of a financial and business nature, including correspondence, briefs and reports.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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 and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

Ongoing / Non-Ongoing

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit 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>

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Neha Pathak, 0436 946 789
Agency Recruitment Site	https://ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0696867

National Disability Insurance Agency

Closing Date: Tuesday 16 November 2021

Chief Financial Officer Division
Financial Control Branch Finance Projects

Job Title	EL 1 Assistant Director Finance (Professional Stream)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW, Adelaide SA, Geelong VIC
Salary	\$116,317 - \$128,052
Classification	Executive Level 1
Position Number	1733_10/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail. It will provide the leadership, control, planning, resource management, performance management and decision making for the Team Membership and assigned Contractors working within the positions assigned Work Area.

The EL1 Assistant Director SAP Finance System Specialist will coordinate and assume responsibility to undertake detailed or sensitive projects that may include performing varied activities involving many different and unrelated processes or methods that may impact on the strategic or operational outcomes that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The position is responsible for actively managing key internal and external stakeholder relationships and may be required to represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums

Duties

Responsibilities may include but are not limited to:

- Serving as a highly knowledgeable technical functional expert on SAP system functionality, and its integration with other systems in the Agency.
- Managing SAP end-to-end projects from a business and technical perspective including requirements, design, testing (UAT/BVT), training, standard operating procedures and rollout.
- Perform system monitoring and analysis, performance tuning, troubleshooting and escalating issues, including proactive problem resolution and complex problem analysis as necessary, to maintain systems performance to meet user demand.
- Articulate complex information into simple messages that can be consumed by key stakeholders with varied levels in SAP and systems expertise.
- Monitor operational risk and improve availability of the financial systems by ensuring system access, monitoring, control, evaluation and documentation practices are maintained and adhered to.
- Working collaboratively with Services Australia, including SAP financial systems and technical teams, to ensure any issues to the finance systems can be rectified.
- Provide training to develop an effective Finance function of highly skilled users in SAP systems.
- Efficiently managing the changes to NDIA's financial delegations in the system.
- Prepare monthly inter-system reconciliations, resolve associated issues and liaise with Services Australia for accurate and effective month-end and year-end closures.
- Conduct regular quality assurance reviews to ensure robust governance and internal controls.
- Manage SAP systems audit related queries, and providing auditors with the relevant underlying support information by complex querying methodology in SAP, PSCD, GRC and ESSentials systems.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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 and/or vulnerable people checks may need to be undertaken as per State Legislation

Notes

This position will be offered for a specified term of up to 18 months, with the possibility of extension up to three years. This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit 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>

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Neha Pathak, 0436 946 789
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0696876

National Disability Insurance Agency

Closing Date: Tuesday 16 November 2021

Communications and Engagement
Media and Marketing

Job Title	EL1 Assistant Director Digital Delivery
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Geelong VIC
Salary	\$106,275 - \$116,317
Classification	Executive Level 1
Position Number	1745_10/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The EL1 AD Digital Delivery is responsible for building the NDIS online audiences and engagement levels across the NDIS website and Intranet platforms to ensure participants, providers and staff have meaningful information about the NDIS. It will contribute to the implementation and refinement of the Agency's Digital Content strategy.

The position is an important team leadership position within the NDIA and will have delegated authority and responsibility to resolve issues and risks across wide-ranging activities of substantial depth involving significant detail. It will provide the leadership, control, planning, resource management, performance management and decision making for the Team Membership and assigned Contractors working within the Work Area.

The EL1 AD Digital Delivery is responsible for actively managing key internal and external stakeholder relationships and may be required to represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

Duties

Responsibilities may include but are not limited to:

- Coordinating the development and publishing of digital content in line with the NDIA Communications and Engagement strategy.
- Ensuring all NDIA online communications meet the Web Content Accessibility Guidelines 2.1 (conformance to at least AA level).
- Providing strategic and operational advice to intranet and website content authors and performing quality assurance on suitability of online content and information architecture.
- Developing briefs and reports for a range of internal and external audiences.
- Working with the Communications and Engagement Division and key stakeholders to ensure streamlined and well-delivered content to both internal staff and external stakeholders and audiences.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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 and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered Non-ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit 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>

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Yvette McKenzie, 0436 682 688
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0696882

National Disability Insurance Agency

Closing Date: Wednesday 17 November 2021

Chief Financial Officer Division
Claims and Payments Branch Claims and Payments

Job Title	APS6 Finance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Surry Hills NSW, Geelong VIC
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1748_10/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Finance Officer is accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents.

The position is a team membership position that may be required to perform work that involves team leadership and management responsibilities requiring the setting of priorities and managing workflows of a team.

The APS6 Finance Officer will provide detailed technical, professional, policy, operational support and advice in relation to complex problems. It may be required to coordinate and assist in the strategic planning, program and project management and policy development that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

Duties

Responsibilities may include but are not limited to:

- Analysing and interpreting statistical reports to assist with the development of work plans and strategic planning.
- Collaborating with stakeholders to resolve issues and ensure effective and timely implementation of projects.
- Coordinating and providing cost estimates for all internal and external requests for changes to systems.
- Developing correspondence for stakeholders, such as financial reports, corporate documentation and responses to ministerial submissions.
- Exercising appropriate delegations in accordance with legislation and guidelines.
- Managing quality assurance activities and outcomes including the use of integrity/error reporting and the coordination of quality audits.
- Preparing a range of written material including business cases, reports and corporate documentation.
- Undertaking quality assurance of feasibility and cost estimates, assumptions and justifications.
- Undertaking detailed financial analysis of branch/division's variance to budget and forecast.
- Undertaking financial administration and across the division's cost centres and projects, including budgets, monitoring, forecasting and accruals.

(NOTE: the key responsibilities of the role are based on current priorities and may change over time)

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 and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

Ongoing / Non-Ongoing

This position will be offered Ongoing or for a specified term of up to 18 months, with the possibility of extension up to three years. This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit 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>

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Neha Pathak, 0436 946 789
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0696866

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 17 November 2021

Office of Senior Practitioner
Senior Practitioner Strategic and Technical - Behaviour Support Practice
(National Team)

Job Title	Assistant Director Behaviour Support
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Penrith NSW
Salary	\$103,997 - \$118,049
Classification	Executive Level 1
Position Number	088_11/21
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

- Working constructively and collaboratively in a team that has expertise in positive behaviour support and restrictive practices.
- Contributing to the development and implementation of policies relating to behaviour support and the reduction and elimination of restrictive practices.
- Contributing to the development of education, advice and support material for providers.
- Under limited direction, conducting quality assurance of behaviour support plans and ensuring that plans are reviewed and revised, where required.
- Actively supporting providers to implement policies and practices that ensure compliance with the NDIS framework, including both Commonwealth and state and territory legislative and policy requirements in relation to behaviour support and the use of restrictive practices.
- Assisting providers to develop best practice behaviour support plans and where restrictive practices are used, ensure those practices are reported, monitored and reviewed.
- Contributing to the provision of advice on behaviour support-related issues to other functional areas of the Commission, including reportable incidents, complaints, investigations and compliance.
- Assisting with the assessment of the skills and experience of behaviour support practitioners against the capability framework.

- Working across the Commission, and with external agencies and bodies, and state and territory governments to ensure effective communication and information flows to support the behaviour support function.
- Contributing to submissions, reports, briefs and other documentation as required.
- Ensuring that record keeping is consistent with Commission and legislative requirements

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>

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

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to:

- uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme
- promote the provision of advice, information, education and training to NDIS providers and people with disability
- secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation
- promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability
- develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability
- provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions
- engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and
- provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal.

The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Jessica Farah, 02 4722 7955
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 17 November 2021

Office of Senior Practitioner
Senior Practitioner Research and Practice Evidence – Senior Practitioner
Branch

Job Title	Senior Practice Guidance Officer
Job Type	Full-Time, Ongoing
Location	Parramatta NSW
Salary	\$86,840 - \$97,609
Classification	APS Level 6
Position Number	089_11/21
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

- Develop guidance resources that improve the uptake of evidence-based practice in the disability sector;
- Identify and synthesise national and international research and guidelines to inform best practice guidance;
- Manage databases of identified research and guidelines;
- Work with the Research and Practice Evidence team to support Education and Engagement activities;
- Collaborate with internal and external stakeholders to identify the Commission's priorities for research and practice evidence;
- Contribute to strategic planning, program and project management and/or policy development relevant to the functions of the Senior Practitioner;
- Prepare high quality reports and briefing papers where required; and
- Behave in accordance with the APS values

Eligibility

Notes

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

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

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by

legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Donna Gillies, 02 9942 5709
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0696872

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 17 November 2021

Office of Senior Practitioner
Senior Practitioner Strategic and Technical - Behaviour Support Practice
(National Team)

Job Title	Senior Practice Advisor
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Penrith NSW
Salary	\$86,840 - \$97,609
Classification	APS Level 6
Position Number	090_11/21
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

- Support and promote the NDIS Commission's vision, mission and business objectives
- Critically analyse information and make sound judgements based on research, problem-solving, and evidence based practice
- Contribute to strategic planning, program and project management and/or policy development relevant to the functions of the Senior Practitioner
- Prepare high quality reports, briefing papers and Ministerial correspondence for presentation to senior staff and the Executive
- Research, interpret and apply legislation, including maintaining knowledge of relevant legislation and international conventions
- Provide quality program, policy interpretation or advice to external stakeholders
- Assist providers to effectively use the NDIS Commission Operating System to lodge behaviour support plans and to report the use of restrictive practices
- Contribute to the identification and implementation of systems improvement initiatives
- Contributing to the provision of advice on behaviour support-related issues to other functional areas of the Commission
- Respond in a positive and flexible manner to change and uncertainty and help others to adapt
- Behave in accordance with the APS values.

Eligibility Notes

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

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

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: • uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme • promote the provision of advice, information, education and training to NDIS providers and people with disability • secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation • promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability • develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability • provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions • engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and • provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission. The NDIS Commission commenced operations in New South Wales and South Australia on 1 July 2018, and expanded its operations to other jurisdictions (Tasmania, Queensland, Victoria, Northern Territory and ACT) on 1 July 2019. The NDIS Commission commenced operations in Western Australia on 1 December 2020

To Apply

Position Contact	Jessica Farah, 02 4722 7955
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0696372

Australian Taxation Office

Closing Date: Friday 12 November 2021

Client Engagement Group
various teams

Job Title	Tax Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Chermshire QLD, Dandenong VIC, Geelong VIC, Gosford NSW, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Townsville QLD, Upper Mount Gravatt QLD, Box Hill VIC, Albury NSW, Adelaide SA, Wollongong NSW
Salary	\$86,247 - \$99,027
Classification	APS Level 6
Position Number	EXT_CEG_1472_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking experienced and motivated leaders to help us in the administration of a tax and superannuation system that builds community confidence and trust.

As a Tax Officer, working in the Client Engagement Group, you will perform a range of complex client engagement activities. You'll apply extensive knowledge of tax and superannuation to provide recommendations and high-level advice on specific client engagement issues.

You will collaborate with others to resolve detailed technical and complex tax issues and communicate decisions and progress to achieve strategic outcomes. You may complete quality assurance activities.

Eligibility

Notes

The filling of some (but not all) of the job vacancies that are being advertised through this recruitment initiative is intended to constitute an affirmative measures under section 8(1) of the Racial Discrimination Act 1975. Affirmative Measures positions are open only to Australians of Aboriginal and Torres Strait Islander descent.

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

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

vacancy.

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

About the Australian Taxation Office

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

To Apply

Position Contact	cegservicesworkforce@ato.gov.au, N/A
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0696376

Australian Taxation Office

Closing Date: Friday 12 November 2021

Client Engagement Group
various teams

Job Title	Tax Officer (Indigenous affirmative measure)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Upper Mount Gravatt QLD, Sydney NSW, Albury NSW, Box Hill VIC, Brisbane QLD, Chermside QLD, Wollongong NSW, Dandenong VIC, Geelong VIC, Gosford NSW, Melbourne VIC, Hobart TAS, Townsville QLD, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$86,247 - \$99,027
Classification	APS Level 6
Position Number	EXT_CEG_1473_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

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

We are seeking experienced and motivated leaders to help us in the administration of a tax and superannuation system that builds community confidence and trust.

As a Tax Officer, working in the Client Engagement Group, you will perform a range of complex client engagement activities. You'll apply extensive knowledge of tax and superannuation to provide recommendations and high-level advice on specific client engagement issues.

You will collaborate with others to resolve detailed technical and complex tax issues and communicate decisions and progress to achieve strategic outcomes. You may complete quality assurance activities.

Eligibility Notes

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

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

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

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are

committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	cegservicesworkforce@ato.gov.au, N/A
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0696577

Australian Taxation Office

Closing Date: Wednesday 17 November 2021

Debt and Lodgment
Management

Job Title	Service Delivery Officer (Technical)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Parramatta NSW
Salary	\$110,473 - \$120,439
Classification	Executive Level 1
Position Number	EXT_DL_1494_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking passionate leaders to join our Service Delivery group.

As a Service Delivery Officer (Technical), in our Debt and Lodgment Management area, you'll undertake a leadership role in providing technical advice to staff our clients, including insolvency practitioners and tax representatives. You'll set strategies for the recovery of tax debt in complex corporate, legal and insolvency processes.

You will use your significant experience to guide staff and build their capability in complex debt collection processes, empowering them to achieve exceptional results. You'll interact directly with our clients on complex and contested matters including formal mediation and court processes.

Eligibility Notes

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

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

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

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To Apply

Position Contact	Fiona Biltris, (03) 9937 9771
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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