



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS44 Daily Gazette Wednesday - 05 November
2025.pdf**

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 - 06 November 2025.pdf.

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

The date of publication of this Gazette is PS44 Daily Gazette Wednesday - 05 November 2025.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0764589

Australian Submarine Agency

Closing Date:Wednesday 19 November 2025

Australian Submarine Agency
Chief Operating Officer

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

Job Description

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

Duties

The Role

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

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

Key duties of the role include:

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

About our Team

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

Key activities of the Branch include:

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

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

Our Ideal Candidate

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

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

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

Eligibility

Security Clearance:

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

Notes

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

About the Australian Submarine Agency

The Australian Submarine Agency was established on 1 July 2023 and is responsible and accountable for the management and oversight of Australia's nuclear-powered submarine program. Australia's acquisition of conventionally-armed, nuclear-powered submarines through the AUKUS partnership will be critical to ensuring our Defence Force has the capabilities needed to keep Australians safe. The Australian Submarine Agency operates under the Defence portfolio and maintains strong linkages with the Department of Defence. Our workforce comprises a mixture of Australian Public Servants, Australian Defence Force members and contractors. At the Australian Submarine Agency, you will enjoy experiences and opportunities that, as an APS employee, you simply would not get in any other organisation. You are able to undertake interesting, challenging and unique work. This ranges from intelligence and strategic policy right through to human resources, communications, infrastructure and engineering, and information technology. As part of the Australian Submarine Agency you will be working at the cutting edge of capability delivery, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities. Our

people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people. We offer flexible working arrangements and a range of formal and informal professional development opportunities.

To Apply

Position Contact	Melanie Hinson, 02 5128 9729
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E5311B35-A2C9-6A4E-913B-E44F7FB0B764

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Agriculture, Water and the Environment

Vacancy VN-0764747

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 23 November 2025

Legal Division

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

Job Description

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

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

Duties

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

The responsibilities of the role include:

- Supporting portfolio Ministers, the Secretary, and the Senior Executive Service to manage legal risk
- Providing legal advice to the Secretary and Minister
- Leading a team that delivers independent, high quality, timely and practical legal advice that contributes to department outcomes and appropriately manages legal risk

- Managing the department's litigation, including administrative law litigation, commercial disputes, work health and safety matters and claims of negligence in a range of Courts and Tribunals
- Managing the department's Freedom of Information, CDDA and Privacy work in accordance with the law
- Leading and managing the Legal and Governance Division's budget
- Being an informed purchaser of legal services on behalf of the department and managing external legal service providers
- Developing and maintaining co-operative working relationships with senior internal and external stakeholders
- Complying with the General Counsel Charter and Statement of expectations of Australian Government lawyers
- Promoting organisational objectives, ethics, and values in the delivery of high quality, timely legal services

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

- Proven experience providing high-level strategic legal advice and support, influencing senior leadership, and aligning legal strategies with both departmental and whole-of-government objectives
- Exceptional ability to navigate ambiguity and provide clear guidance in complex and uncertain scenarios. A demonstrated capacity to work effectively when clear-cut answers are not available
- Ability to drive broad transformational change, both internal and external to the department
- Outstanding leadership skills, a substantial record of achievement and a reputation for innovation, integrity and delivery of results
- Excellent stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems
- Demonstrating a strategic perspective and ability to manage competing demands and work to tight deadlines
- Highly developed management and stakeholder engagement skills and ability to represent the department at a range of forums
- Ability to communicate effectively with all audiences, be articulate and persuasive and capable of guiding negotiations to a point of resolution in a facilitative way
- Demonstrated public service professionalism and probity

Eligibility

Mandatory requirements

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

Notes

To Apply

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

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Attorney-General's

Vacancy VN-0764729

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 19 November 2025

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

Job Title	Coordinators - EPMO, Various Positions
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$94,563 - \$105,909
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	6276_10/25_CGC
Agency Website	https://www.acic.gov.au/

Job Description

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

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

- APS6 Account Manager Coordinator
- APS6 Portfolio Resource Coordinator

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

As an APS6 Account Manager Coordinator, you will:

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

As an APS6 Portfolio Resource Coordinator, you will:

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

Your skills and capabilities

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

- Proven experience in coordinating portfolio, program, project management procurement and resource management within a federal government environment.

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

Desirable skills and experience

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

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC.

Notes

The ACIC is committed to [diversity and inclusion](#). We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our [website](#).

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

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

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Defence

Vacancy VN-0764539

Department of Defence

Closing Date:Wednesday 19 November 2025

NAVY
Fleet Command

Job Title	Signature Ranges Analysis Engineer
Job Type	Full-Time, Ongoing
Location	Rockingham WA
Salary	\$95,187 - \$108,734
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/08637/25
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6D3FB9E0-2E27-36FE-D126-E460BB60755D>

Duties

The Role

As an Engineer/Technician in the RAN Maritime Warfare Centre (MWC) you will be able to apply and develop your engineering/scientific knowledge to analyse complex systems in the fields of platform signatures and to evaluate our threat susceptibility. Fundamentally, our team is dedicated to reducing the susceptibility of our fleet to modern threats through the collection and analysis platform signatures using a variety of measurement facilities (Ranges).

We do not anticipate that you will start as a subject matter expert but we commit to supporting you develop and enhance your skills including training on naval systems, signature analysis and machine learning. We are also dedicated to fostering your career growth and will provide training in project management, Test & Evaluation and leadership development that will help you achieve your professional goals.

Work activities will often require the candidate to board Naval Platforms (from Dock or via Boat Transfer).

Periods of Travel can vary from a few days and up to two weeks.

About our Team

The MWC mission is to optimise and improve the warfighting effectiveness and lethality of Australia's maritime capability. This is achieved through the delivery of highly effective warfare products that support both the Fleet Commander and the Head of Navy Capability in the context of risk based decision-making.

The teams you will be working in directly support this mission through test and evaluation activities including:

- Minimisation of platform vulnerability through effective signature management.
- Use and distribution of data as the source of truth to inform decision-making.

Our Ideal Candidate

The candidate will need to be able to solve complex issues with niche systems.

The candidate will also be required to perform extra maintenance and Field Engineering Work such as:

- The candidate will need to implement learning from the result of analysis to solve complex Engineering issues.
- The Candidate will need to be able to work independently as well as part of a team to deliver outcomes.
- Can provide evidence examples of implementing detailed engineering work from prior experience.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This engineering position requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Peter Gaca, 02 9537 5107
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6D3FB9E0-2E27-36FE-D126-E460BB60755D

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Defence

Vacancy VN-0764544

Department of Defence

Closing Date: Wednesday 19 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Director Estate and Land Management
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - WA WA, Various locations - TAS TAS
Salary	\$139,681 - \$167,659
Future Merit Locations	Various locations - NSW, Various locations - ACT, Various locations - SA, Various locations - VIC, Various locations - WA, Various locations - NT, Various locations - QLD, Various locations - TAS
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	SEG/08643/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AF36CC25-72FA-DB56-EB26-E44F44A9A4F3>

Duties

The Role

This role is pivotal in ensuring that the products and services that are delivered are not only technically sound but also aligned with broader Defence priorities. It requires a clear understanding of the asset management and planning and a commitment to integrating estate outcomes with Defence's long-term strategic objectives. The role is accountable to perform and achieve very complex contract management working within an integrated workforce.

The Director position demands both operational oversight and strategic foresight — balancing immediate estate needs with future capability requirements through genuine engagements and relationship building. A role that offers significant scope for leadership, influence, and impact across the Defence enterprise.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Directorate of Estate and Land Management (DELM) sits within the Estate Service Delivery (ESD) Branch in the Service Delivery Division (SDD). The DELM Business Operations team is responsible for delivering the Estate upkeep. The team is a highly skilled, geographically dispersed team of APS and ADF professionals who are deeply committed to sustaining the Defence estate. Our work spans a number of critical deliverables through our Industry Partners - including Estate Upkeep, Firefighting Services and Land Management, each essential to maintaining operational readiness and capability. This complies with legislation and supports the daily activities of groups and services at various Defence facilities. We promote an inclusive culture based on mutual respect and encourage diversity of thought and professional curiosity to deliver exciting and challenging work. We pride ourselves on creating a professional environment that enables upskilling and career advancement opportunities.

Our Ideal Candidate

Your key attributes will be strong communication and negotiation skills, analytical skills, and the ability to develop and implement strategy. Candidates should have experience leading teams, influencing senior decisions, and translating strategy into action. Our ideal candidate will be resilient in order to lead their team to deliver outcomes for the enterprise and will require extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Brigadier Gabrielle Follett, 02 5108 7058
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AF36CC25-72FA-DB56-EB26-E44F44A9A4F3

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Defence

Vacancy VN-0764556

Department of Defence

Closing Date:Wednesday 19 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officer
Job Type	Full-Time, Ongoing
Location	Hmas Cerberus VIC
Salary	\$86,887 - \$93,066
Future Merit Locations	Hmas Cerberus
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 5
Position Number	SEG/08414/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3571F097-829D-B5D2-4D9B-E44F451BFBF2>

Duties

The Role

As a Base Support Officer, you will be supported to learn about the Base Support functions or you will have experience in a similar Service Delivery role. You will lead engagement with stakeholders, customers and contractors to ensure the efficient delivery of services across the Base.

You will have an interest in the departmental business and deliverables, showing a degree of initiative and judgement in the interpretation and application of policy and work collaboratively with Defence enablers to enhance service delivery.

You will have the opportunity to represent and be involved with the department at various Base forums, and take part in solutions and management strategies to whole-of-base operational issues. You will participate in the design and development of base plans, and base activities relating to WHS, security, emergency and base management.

About our Team

Security and Estate Group, Directorate Service Delivery, South East Zone is seeking to fill a position at the APS 5 level. The Directorate of Service Delivery in the South East Zone is responsible for the operational performance and issue management to support services delivered across Southern NSW, Victoria and Tasmania.

These services include, but are not limited to, Estate and Building Maintenance; Project Delivery Support; Land, Environment and Heritage Management; Accommodation and Housing; Transport; Waste Management; Hospitality and Catering; Cleaning; Sport and Recreation; Safety, Security and Emergency Management. In order to support a dynamic and diverse capability, the APS 5 Base Support Officer will be required to have well developed organisational skills and a genuine enthusiasm and willingness to learn and apply Defence's Estate legislative obligations, related policies, processes and systems. They will also support APS 4's within the team to complete larger and more complex tasking.

Our Ideal Candidate

The Service Delivery Division prides itself on its positive, collaborative, and supportive workplace culture. For us, it is all about the team and we want people who want to be a part of the culture we have created. Our ideal candidate will enjoy working in a dynamic workplace on a wide variety of tasks, adaptability, agility to change and a leading mindset.

You will demonstrate the following characteristics:

- A customer centric approach to service delivery.
- Resilience, personal drive and a focus on enabling others in support of Defence capability.
- An ability to manage competing priorities and meet deadlines.
- A flexible approach while maintaining attention to detail within a dynamic environment.
- Outcome focused.
- Sound verbal, written and negotiation skills.
- Willingness to learn and be challenged.
- Initiative and sound judgement in the interpretation and operational application of policy.

If you are looking for a position where you will be out and about, engaging with various stakeholders and you enjoy coming to work where no two days are the same then we recommend you engage with the contact officer and discuss further.

Eligibility

Security Clearance:

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

Notes

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

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Kristen Bramwell, 0439 696 632
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3571F097-829D-B5D2-4D9B-E44F451BFBF2

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Defence

Vacancy VN-0764600

Department of Defence

Closing Date:Wednesday 19 November 2025

ARMY
Forces Command

Job Title	Business Intelligence Officer
Job Type	Full-Time, Ongoing
Location	Paddington NSW
Salary	\$86,887 - \$93,066
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ARMY/08681/25
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=CA9EAC1E-557D-C5B0-EC95-E460BAD52B4E>

Duties

The Role

Headquarters Forces Command is seeking an APS 5 Business Intelligence Officer (BIO) to join our Business Support Team. This key role supports the efficient coordination of resources and business operations across the Headquarters. You will be part of a small, collaborative team responsible for resource management functions. The team is led by an APS 6 Business Analyst, whom you will support by providing timely and accurate advice on budget and financial management, reporting and compliance auditing. You will also have supervisory responsibilities for an APS 4 team member. Training will be provided for all Defence-specific systems and applications. While experience with tools such as SAP, Electronic Records Management Systems, or financial systems is highly regarded, it is not essential. We welcome applicants who are eager to learn and develop their skills in these areas.

About our Team

The Headquarters Forces Command Business Support Team is a small, integrated unit comprising full-time and part-time military personnel and APS employees. Together, the team plays a vital role in supporting the business operations of the Headquarters.

Our Ideal Candidate

The successful candidate will:

- Possess a sound understanding of, or a keen interest in, resource management; including budget tracking, reporting, invoice processing and reconciliations.
- Develop and maintain an understanding of Defence's corporate requirements, including relevant legislation, policies and procedures.
- Demonstrate strong interpersonal and verbal communication skills, with the ability to engage effectively with a diverse range of stakeholders, including ADF members, APS personnel, and contractors.
- Have well-developed stakeholder engagement and influencing skills, with the ability to build and maintain effective working relationships.
- Demonstrate a willingness to learn and develop skills in Defence systems and applications.
- Think critically and contributes to timely and accurate outcomes.
- Prioritise and manage their workload effectively to meet deadlines.
- Show initiative, resilience and the ability to work independently with minimal supervision.
- Work with a high level of attention to detail and accuracy.
- Communicate clearly and professionally in both written and verbal formats.

This role offers a unique opportunity to take on a rewarding career challenge while enjoying excellent workplace conditions, potential for flexible working arrangements and opportunities for professional development.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

The Department of Defence employs around 18,000 Australian Public Service (APS) employees. Defence APS employees work in a wide variety of critical roles, Australia wide, enabling our three services Navy, Army and Air Force, to do their job. Defence has a range of Australian Public Service (APS) career opportunities that offer interesting, challenging, and unique work. Our workforce includes administrative support, accountants, intelligence analysts, engineers, policy advisors, graphic designers, lawyers, social workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit <https://www.defence.gov.au/jobs-careers>

To Apply

Position Contact	Brianna von der Burg, 02 8222 9107
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CA9EAC1E-557D-C5B0-EC95-E460BAD52B4E

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Education

Vacancy VN-0764718

National Gallery of Australia

Closing Date:Wednesday 19 November 2025

Marketing, Communications and Vistor Experience
Vistor Experience Chief Operating Officer

Job Title	Visitor Experience Hosts
Job Type	Part-Time;Casual, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$60,618 - \$65,850
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 2
Position Number	Multiple
Agency Website	https://nga.gov.au

OVERVIEW OF THE ROLE

The National Gallery is seeking enthusiastic customer services professionals to join the Visitor Experience and Membership team in our front-facing host positions.

The Visitor Experience (VE) team welcomes people to the National Gallery and aims to provide exceptional

customer service to domestic and international visitors and National Gallery members. Hosts are responsible for providing frontline assistance to visitors including concierge, ticketing, membership services, wayfinding, accessibility support, phone and email enquiries, feedback support, exhibition invigilation and assistance for some programs and events. In providing these services, Hosts communicate and interact with a wide range of people and liaise with staff across the Gallery. Hosts also assist with the operation and servicing of members in the Members Lounge.

Successful candidates can expect to work in a busy customer-focused environment requiring strong verbal

communication, resilience and interpersonal skills. This role includes the requirement to stand for periods of up to 3hrs at a time while working and undertake some manual handling responsibilities such as movement of bollards, chairs and restocking of marketing collateral. The Marketing, Communications and Visitor Experience portfolio works to attract and engage diverse audiences, grow earned revenue to support the Gallery's work, position the brand, and create inspiring and memorable experiences for everyone who visits.

The Gallery is open every day of the year (except Christmas Day) from 10am – 5pm.

There are multiple ongoing part-time positions available as well as a number of casual positions. Visitor

Experience Hosts are provided a fortnightly roster and are invited to attend a monthly team information and training evening.

An order of merit may be established from this selection process and may be used to fill future identical

vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

This position reports to the Visitor Experience Coordinator and is supported by the Visitor Experience and

Membership Manager.

Duties

WHAT WILL YOU DO?

In accordance with the APS 2 work level standards, you will:

- Provide exceptional, proactive, personable and informed customer service to visitors to the National Gallery in a range of locations including main entry, Members Lounge and entry to major exhibitions.
- Operate the Gallery's switchboard and email enquiries inbox, maintaining high standard of verbal and written communication and taking steps to follow up where required.
- Use the Gallery's Customer Relationship Management (CRM) system to process tickets, sell memberships and record visitor information maintaining strong data accuracy.
- Be the first point of contact for feedback and complaints, resolving in a sensitive and timely manner, and/or escalating where necessary.
- Maintain a high level of knowledge relevant to visitors about the National Gallery, including the national collection, exhibitions, events and amenities; confidently communicating information and highlights to visitors.
- Ensure an active contribution to a safe and secure workplace by monitoring visitor behaviour and wellbeing, promoting adherence with the National Gallery conditions of entry, identifying and reporting WHS hazards and incidents.
- Contribute ideas and participate in initiatives to improve the Visitor Experience function participating in daily briefings, debriefings, evaluations, team meetings and training to support continual improvement.

Eligibility

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - To be eligible for this role you must complete a police check.

Working With Vulnerable People Check (WWVP) - To be eligible for this role you must hold a current WWVP card.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's [Careers portal](#).

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

CONTACT

Further information about the position may be obtained by contacting Alex Reinhold on alexandra.reinhold@nga.gov.au

About the National Gallery of Australia

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Alex Reinhold, 6240 6504
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0764725

National Gallery of Australia

Closing Date: Wednesday 26 November 2025

Exhibitions
Artistic Programs Chief Operating Officer

Job Title	Exhibitions Installer
Job Type	Part-Time;Casual, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$67,130 - \$73,013
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 3
Position Number	8108
Agency Website	https://nga.gov.au

Job Description

[www.nga.gov.au](https://nga.gov.au)

OVERVIEW OF THE ROLE

The National Gallery is seeking permanent part time and casual Exhibitions Installers to join an experienced and enthusiastic installation team. The Exhibitions Installers sit within the Gallery's Exhibitions Team and are responsible for the preparation and installation of works of art and associated display materials to high exhibition standards. Exhibition Installers may respond to all areas of the Gallery that require assistance with the installation or handling of works of art and can expect to regularly liaise with Conservation, Curatorial, Registration Travelling Exhibitions and Workshop staff through the Exhibitions Section.

Duties

WHAT WILL YOU DO? – DUTY STATEMENT

In accordance with the APS 3 work level standards, you will:

- Under the direction of the Exhibitions team will work on the installation and demount of works of art, gallery furniture and signage exhibited by the Gallery on and off site.
- With the installation team, provide installation assistance to Curatorial and other professional staff.
- Data entry into Collection Management System for installation related equipment and manuals.
- Prepare for WH&S inspections of office and contribute to the development of Safe Working Procedures and Job Safety Analyses and perform other duties as required.

Eligibility

Citizenship - to be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - to be eligible for this role you must complete a police check.

Qualifications, Certifications and Registration

Role specific qualifications certification and/or registrations include:

- Current Driver's Licence.
- Forklift licence or the ability to obtain a licence.
- Elevated work platform licences or the ability to obtain licence.
- Experience installing works of art in a Gallery or Museum environment.

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's [Careers portal](#).

You should provide a tailored CV (maximum of three pages) along with a statement of no more than two pages that outlines your skills, capabilities and experience, against the information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the information above. Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

CONTACT

Further information about the position may be obtained by contacting Louise Cummins, Exhibitions Manager on +61 2 6240 6722 or louise.cummins@nga.gov.au

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include Boldness, Integrity, Respect, and Excellence.

To Apply

Position Contact	Louise Cummins, 02 6240 6722
Agency Recruitment Site	www.nga.gov.au

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Foreign Affairs and Trade

Vacancy VN-0764758

Austrade

Closing Date: Sunday 23 November 2025

Policy and Programs
Visitor Economy and Client Programs Visitor Economy, Capability, Workforce
and EMDG Policy

Job Title	Policy Advisor
Job Type	Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$61,068 - \$68,696
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	APS Level 3
Position Number	6003_10/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

This is an exciting time to be working on the visitor economy and tourism policy for the Australian Government. The tourism industry directly employs more than 713,000 people (as of December 2024), with 1 in 7 businesses in Australia (360,202 businesses) related to tourism.

The visitor economy covers:

- domestic and international tourism
- international student, business, employment-related and leisure travellers
- visiting friends and relatives
- associated industries such as hospitality, aviation, attractions, travel agents and tour operators, transport, retail, arts and culture, sport and accommodation.

We lead the development of tourism and visitor economy policy for the Australian Government, deliver range of tourism grants and provide the Australian Government's official tourism statistics.

Our two policy branches lead on visitor economy policy and work with a range of Commonwealth agencies, States and Territories, industry and researchers to develop innovative and effective policy outcomes for tourism. We use insights from this engagement, along with tourism data, to support the Minister for Trade and Tourism and Assistant Minister for Tourism in our collective work to deliver THRIVE 2030, the national visitor economy strategy.

We have a Policy Adviser non-ongoing position to support our tourism policy agenda.

Duties

- Supporting arrangements for meetings and events involving senior industry and state, territory and Commonwealth government stakeholders. This includes travel and meeting arrangements, as well as preparing briefing and information for meeting participants.
- Supporting monitoring and reporting processes for THRIVE 2030 Strategy and Action Plan.
- Supporting development of ministerial correspondence, questions on notice, senate estimates briefings on THRIVE 2030 and broader tourism policy areas.
- Liaising with stakeholders in industry, state, territory and Australian Government agencies.
- Supporting development of presentations to stakeholders.
- Support research projects.
- Other duties, as required.

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.
- Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process.

Notes

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

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit <https://www.austrade.gov.au/About/Employment/Working-at-Austrade>.

To Apply

Position Contact	Janka Reynders, +61 7 3364 7727
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0764328

Department of Health, Disability and Ageing

Closing Date: Wednesday 19 November 2025

Australian Industrial Chemicals Introduction Scheme
Regulatory Integrity Governance Branch Regulatory Practice Section

Job Title	APS Level 6 - Regulatory Support Officer - Regulatory Practice Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Surry Hills NSW
Salary	\$98,336 - \$110,937
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid arrangements - On site at Surry Hills and work from home arrangements considered
Classification	APS Level 6
Position Number	25-AICISDIV-30124
Agency Website	

Job Description

<https://www.health.gov.au/>

This position is required to assist in maintaining legislation that is contemporary, risk proportionate and fit-for-purpose for the regulation of industrial chemicals in Australia. This may include the Industrial Chemicals Act 2019, Ministerial Rules, Categorisation Guidelines, associated guidance materials and any other documents and/or tools relevant to industrial chemicals legislation and associated internal processes.

If you enjoy a challenge, are detail-oriented and would like to join a supportive and collaborative team based in Surry Hills, NSW, please consider applying.

This recruitment process will initially be used to fill **one vacancy on an ongoing basis**. The merit pool established through this selection process may also be used to fill future ongoing and non-ongoing vacancies in the department where the duties are of a similar nature.

Duties

The position will involve a selection of duties that may include:

- Contribute to maintaining fit for purpose legislative instruments.
- Support the process of reviewing, amending and updating industrial chemicals legislation.
- Gather and analyse information in support of projects related to industrial chemicals legislation.
- Produce and support the development of discussion papers, guidelines, website guidance materials, briefs, correspondence and a range of other documents relevant to industrial chemicals legislation and associated internal processes.
- Build and maintain relationships with internal and external stakeholders.

Eligibility

To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.

An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
- Completion of a medical declaration and pre-employment medical (where required),
- Providing evidence of qualifications (where required), and
- Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close Wednesday 19 November 2025 at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-AICISDIV-30124 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Annie Peoples, (02) 7232 5303
Agency Recruitment Site	https://www.health.gov.au/

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Health

Vacancy VN-0764622

Job Title	APS Level 6 - Senior Inspector
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$98,336 - \$110,937
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements can be negotiated - Frequent travel included
Classification	APS Level 6
Position Number	25-ODCDIV-30264
Agency Website	

Job Description

<https://www.health.gov.au/>

The Monitoring and Compliance Section within the Office of Drug Control (ODC) is seeking a suitably experienced and motivated individual to join our team in an operational role, as an APS6 Senior Inspector.

As part of a small, high-performing and dynamic regulatory team, you will play a critical role in supporting the integrity of Australia's medicinal cannabis framework under the Narcotic Drugs Act 1967. This is an exciting opportunity to contribute to public health and safety through effective regulatory oversight. This position requires frequent travel.

Duties

As an authorised person under the Narcotic Drugs Act 1967, the successful applicant will be required to:

- Prepare and conduct risk-based monitoring and compliance activities, including announced and unannounced site inspections and desktop audits of entities licenced under the Narcotics Drug Act 1967.
- Undertake investigations into potential non-compliance to completion, and preparing evidence-based reports, recommendations and enforcement action.
- Engage with regulated entities and stakeholders to promote understanding of regulatory obligations and drive voluntary compliance.
- Prepare high-quality documentation, including inspection reports, briefs of evidence, and correspondence.

- Provide considered advice to senior management on available enforcement options when non-compliance is identified, managing the process from initial referral through to completion.
- Contribute to the development and continuous improvement of compliance strategies, procedures, and operational guidance.
- Support enforcement actions where necessary, including the preparation of materials for legal proceedings.
- Manage and mentor the performance and effectiveness of junior staff members.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
 - Completion of a medical declaration and pre-employment medical (where required),
 - Providing evidence of qualifications (where required), and
 - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Negative Vetting 1 security clearance or hold a current security clearance at an appropriate level.

Notes

- Applications close Sunday 23 November at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-ODCDIV-30264 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health, Disability and Ageing offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health, Disability and Ageing

The Department of Health, Disability and Ageing is focused on achieving better health and wellbeing for all Australians. If you would like to join our team, and can meet our job requirements, we invite you to apply for a position with us to build better health, better care and better quality for all Australians. The department is committed to providing an inclusive and diverse workplace where the experiences, skills and perspectives of all individuals are valued. We actively encourage applications from diverse backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Gavin Odell, (02) 5132 7072
Agency Recruitment Site	https://www.health.gov.au/

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Home Affairs

Vacancy VN-0764677

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date:Tuesday 18 November 2025

Data
Operational Analytics Collaborative Analytics & Data Partnerships

Job Title	EL1 Senior Data Scientist, and EL2 Director, Collaborative Analytics & Data Partnerships
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	\$123,799 - \$170,488
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is hiring two positions to join the Collaborative Analytics and Data Partnerships team where our vision is to strengthen data leveraging and data discovery through strategic data partnerships and co-development of solutions. You'll play a crucial role in supporting the growth and expansion for data partnerships within Fintel Alliance and beyond with other agencies. The Fintel Alliance is AUSTRAC's public private partnership, consisting of over 30 partners made up of government and private industry organisations.

These roles offer a unique opportunity to help shape major enterprise shifts and drive AUSTRAC's data-driven culture across AUSTRAC.

Be part of our transformation journey as we evolve into a world leading data-driven, digital agency in financial regulation and intelligence.

EL1 Senior Data Scientist, Collaborative Analytics

You will work closely with partner analytics teams and internal operational analytics to deliver collaborative data products, insights, capabilities, and analytics. In this role, you'll use best-practice data science methodologies to solve challenging business problems and ensure data is translated into meaningful and actionable insights.

What are we looking for (Selection Criteria)

- Tertiary qualifications and/or equivalent experience in a relevant field such as Analytics, data science or statistics.
- Graduate qualification and/or equivalent experience in a relevant field or equivalent industry experience.
- Demonstrated Programming skills in Python, R, Matlab, Java, Scala or Julia (*PySpark desirable*) and ability to demonstrated experience with end-user dashboards and solutions (*Power BI desirable*).
- Demonstrated knowledge and experience working within legislative, regulatory and compliance frameworks.
- Familiarity with DevOps and MLOps practices.
- Demonstrated ability to mentor and guide AUSTRAC colleagues.

EL2 Director Collaborative Analytics and Data Partnerships

You will work closely with the Director of Fintel Alliance Operations, inter-agency partners and private industry organisations, as well as internal teams. You'll play a pivotal role in leading the delivery of data and analytics solutions to fuel collaboration on Intelligence outcomes. You'll lead a team of data professionals who are dedicated to guiding the innovative use of data to solve

complex challenges posed by the Fintel Alliance and designing the environments and products that will enable data to be exchanged and utilised to achieve AUSTRAC's outcomes.

What are we looking for (Selection Criteria)

- Tertiary qualification in a relevant field (e.g. engineering, statistics, analytics, data science, ICT or related discipline) and/or equivalent experience in a relevant field or equivalent industry experience.
- Proven leadership capability in leading a team of data practitioners/analysts in delivering bespoke analytics and projects.
- Exposure to cloud based collaborative data exchanges.
- In-depth knowledge and experience working within legislative, regulatory and compliance frameworks and industry standards is *desirable*.
- Industry experience with Anti-Money Laundering (AML) in banking or financial services sector is *desirable*.
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Job listing](#).

Duties

As **EL1 Senior Data Scientist, Collaborative Analytics**, your duties will include:

- Coordinate the development of new and innovative data products, business intelligence, data models, analytical reporting and risk-based solutions including creation of end-to-end data products and insights.
- Work collaboratively with key stakeholders, including architecture and engineering teams, to create useful, scalable and sustainable analytics solutions, including shared libraries and frameworks.
- Build robust, sustainable and adaptable pipelines, platforms and tools.
- Engage with stakeholders to gain understanding at a strategic level the business, their functions and environment.
- Facilitate knowledge sharing to achieve whole of agency outcomes.

As **EL2 Director Collaborative Analytics and Data Partnerships**, your duties will include

- Generate insights and plans that address business problems, and a deep understanding of modernised collaboration systems.
- Lead the development of strategic data partnerships, including contributing to future state design needs of data exchange environments and a design model to meet business partner needs.
- Lead the design and implementation of data and BI engineering solutions. Ensure solutions are compliant, secure and manage data access and permissions in line with privacy and partnership obligations.
- Oversee the collection and cleansing of data from relevant partners.
- Oversee the development of self-service visualization tools.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

Notes

AUSTRAC is conducting bulk recruitment for Data roles across a range of teams and classification levels. This recruitment process will be used to fill current vacancies and build a merit pool for future roles.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

AUSTRAC is the Australian Government's financial intelligence unit and anti-money laundering and counter-terrorism financing regulator. With government and industry partners, we use financial intelligence and regulation to:

- prevent criminal abuse of the financial sector
- help business, government and law enforcement partners detect, deter and disrupt money laundering, terrorism financing and other serious crimes
- build and maintain trust and integrity in Australia's financial system.

Every day our people use their intellect, skills, initiative and the latest technologies to protect our country, economy and community. With supportive benefits and culture, we offer a challenging and rewarding career where you can make a real impact.

To Apply

Position Contact	Neil, Data.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0764740

Australian Transaction Reports and Analysis Centre
(AUSTRAC)

Closing Date:Tuesday 18 November 2025

Data
Operational Analytics Collaborative Analytics & Data Partnerships

Job Title	EL1 Manager and EL2 Director, Collaborative Analytics & Data Partnerships - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	\$123,799 - \$170,488
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is hiring two positions to join the Collaborative Analytics and Data Partnerships team where our vision is to strengthen data leveraging and data discovery through strategic data partnerships and co-development of solutions. You'll play a crucial role in supporting the growth and expansion for data partnerships within Fintel Alliance and beyond with other agencies. The Fintel Alliance is AUSTRAC's public private partnership, consisting of over 30 partners made up of government and private industry organisations.

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EL1 Senior Data Scientist, Collaborative Analytics

You will work closely with partner analytics teams and internal operational analytics to deliver collaborative data products, insights, capabilities, and analytics. In this role, you'll use best-practice data science methodologies to solve challenging business problems and ensure data is translated into meaningful and actionable insights.

What are we looking for (Selection Criteria)

- Tertiary qualifications and/or equivalent experience in a relevant field such as Analytics, data science or statistics.
- Graduate qualification and/or equivalent experience in a relevant field or equivalent industry experience.
- Demonstrated Programming skills in Python, R, Matlab, Java, Scala or Julia (*PySpark desirable*) and ability to demonstrate experience with end-user dashboards and solutions (*Power BI desirable*).
- Demonstrated knowledge and experience working within legislative, regulatory and compliance frameworks.
- Familiarity with DevOps and MLOps practices.
- Demonstrated ability to mentor and guide AUSTRAC colleagues.

EL2 Director Collaborative Analytics and Data Partnerships

You will work closely with the Director of Fintel Alliance Operations, inter-agency partners and private industry organisations, as well as internal teams. You'll play a pivotal role in leading the delivery of data and analytics solutions to fuel collaboration on Intelligence outcomes. You'll lead a team of data professionals who are dedicated to guiding the innovative use of data to solve complex challenges posed by the Fintel Alliance and designing the environments and products that will enable data to be exchanged and utilised to achieve AUSTRAC's outcomes.

What are we looking for (Selection Criteria)

- Tertiary qualification in a relevant field (e.g. engineering, statistics, analytics, data science, ICT or related discipline) and/or equivalent experience in a relevant field or equivalent industry experience.
- Proven leadership capability in leading a team of data practitioners/analysts in delivering bespoke analytics and projects.

- Exposure to cloud based collaborative data exchanges.
- In-depth knowledge and experience working within legislative, regulatory and compliance frameworks and industry standards is *desirable*.
- Industry experience with Anti-Money Laundering (AML) in banking or financial services sector is *desirable*.
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Job listing](#).

Duties

As **EL1 Senior Data Scientist, Collaborative Analytics**, your duties will include:

- Coordinate the development of new and innovative data products, business intelligence, data models, analytical reporting and risk-based solutions including creation of end-to-end data products and insights.
- Work collaboratively with key stakeholders, including architecture and engineering teams, to create useful, scalable and sustainable analytics solutions, including shared libraries and frameworks.
- Build robust, sustainable and adaptable pipelines, platforms and tools.
- Engage with stakeholders to gain understanding at a strategic level the business, their functions and environment.
- Facilitate knowledge sharing to achieve whole of agency outcomes.

As **EL2 Director Collaborative Analytics and Data Partnerships**, your duties will include

- Generate insights and plans that address business problems, and a deep understanding of modernised collaboration systems.
- Lead the development of strategic data partnerships, including contributing to future state design needs of data exchange environments and a design model to meet business partner needs.
- Lead the design and implementation of data and BI engineering solutions. Ensure solutions are compliant, secure and manage data access and permissions in line with privacy and partnership obligations.
- Oversee the collection and cleansing of data from relevant partners.
- Oversee the development of self-service visualization tools.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
- **Diversity and Inclusion:** Our core values of diversity, inclusion, and integrity drive everything we do. We actively encourage applications from Indigenous Australians, people with disabilities, LGBTQIA+ individuals, people with diverse linguistic and cultural backgrounds, and those of mature age. We recognise that united behaviours and mindsets will support our agency today and guide us into the future.
- **Employer of Choice:** We have a strong reputation as an Employer of Choice, renowned for our exceptional work culture and outstanding employee census results which highlight our dedication to creating a positive and engaging environment.

Notes

AUSTRAC is conducting bulk recruitment for Data roles across a range of teams and classification levels. This recruitment process will be used to fill current vacancies and build a merit pool for future roles.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

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To Apply

Position Contact	Neil, Data.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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**Australian Transaction Reports and Analysis Centre
(AUSTRAC)**

Closing Date: Tuesday 18 November 2025

Data
Operational Analytics Collaborative Analytics & Data Partnerships

Job Title	EL1 Manager and EL2 Director, Collaborative Analytics & Data Partnerships - Affirmative Measures First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD
Salary	\$123,799 - \$170,488
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible arrangements discussed upon commencement
Classification	Executive Level 1;Executive Level 2
Position Number	Various
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC is hiring two positions to join the Collaborative Analytics and Data Partnerships team where our vision is to strengthen data leveraging and data discovery through strategic data partnerships and co-development of solutions. You'll play a crucial role in supporting the growth and expansion for data partnerships within Fintel Alliance and beyond with other agencies. The Fintel Alliance is AUSTRAC's public private partnership, consisting of over 30 partners made up of government and private industry organisations.

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What are we looking for (Selection Criteria)

- Tertiary qualification in a relevant field (e.g. engineering, statistics, analytics, data science, ICT or related discipline) and/or equivalent experience in a relevant field or equivalent industry experience.
- Proven leadership capability in leading a team of data practitioners/analysts in delivering bespoke analytics and projects.
- Exposure to cloud based collaborative data exchanges.
- In-depth knowledge and experience working within legislative, regulatory and compliance frameworks and industry standards is *desirable*.
- Industry experience with Anti-Money Laundering (AML) in banking or financial services sector is *desirable*.
- For a complete list of the capabilities we're looking for, please refer to the Candidate Pack in the [AUSTRAC Job listing](#).

Duties

As **EL1 Senior Data Scientist, Collaborative Analytics**, your duties will include:

- Coordinate the development of new and innovative data products, business intelligence, data models, analytical reporting and risk-based solutions including creation of end-to-end data products and insights.
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- Lead the design and implementation of data and BI engineering solutions. Ensure solutions are compliant, secure and manage data access and permissions in line with privacy and partnership obligations.
- Oversee the collection and cleansing of data from relevant partners.
- Oversee the development of self-service visualization tools.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Clearance.

Notes

Why AUSTRAC?

- **Flexible, hybrid work environment:** We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC currently operates under a hybrid work arrangement.
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Notes

AUSTRAC is conducting bulk recruitment for Data roles across a range of teams and classification levels. This recruitment process will be used to fill current vacancies and build a merit pool for future roles.

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Neil, Data.Recruitment@austrac.gov.au
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0764707

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

Closing Date: Wednesday 26 November 2025

Job Title	Senior Network Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$122,235 - \$129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1950_10/25
Agency Website	https://www.industry.gov.au/

Job Description

<https://careers.industry.gov.au/en/job/>

About the department

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

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

The APS and the department offer a clear direction and meaningful work. You will be able to create positive impact in people's lives whilst contributing to improved outcomes for Australia and our people.

If you would like to feel a strong connection to your work and you are accountable, committed and open to change, join us in shaping Australia's future.

Please see the [APSC's APS Employee Value Proposition](#) for more information on the benefits and value of employment within the APS.

About the team

About the Division

The Chief Information Officer Division (CIO Division) is an exciting, fast-paced division that drives the digital agenda for the Department of Industry, Science and Resources. Leading the delivery of the department's digital offerings, the CIO Division partners with business areas and stakeholders to:

- Realise the digital policy objectives of the Department
- Define the Departments digital landscape
- Drive the innovation and transformation of its IT services

About the Branch

The ICT Operations Branch is one of three branches within the Chief Information Officer Division (CIOD) and is responsible for the management and deployment of all ICT services to support the running of the organisation. The branch is comprised of teams that support:

- Networks and Infrastructure
- Enterprise Projects
- End User Services
- Platform Services
- Corporate systems
- Cloud Platforms
- Corporate and Digital Support (service desks)
- Desktop and Executive ICT Support
- IT Service Management
- Regional ICT support for remote sites

The ICT Operations branch is a fast paced and exciting part of the CIO portfolio, and the Infrastructure Services team is an important function that provides key critical services to staff and maintains the underpinning technologies that allow the department to operate.

About the Section

The Networks and Infrastructure section in the ICT Operations Branch is responsible for leading the management of the Departments ICT Networks. The team provides critical and regular management and maintenance of various classification networks that keep the department operating, including wired and wireless network access, voice and video conferencing and traffic management.

Our ideal candidate

The ideal candidate will have:

- Proven experience as an extremely high performing Senior Network Engineer providing technical leadership within a team with a focus on the security, reliability, performance, sustainment and maintenance of complex network infrastructure and services.
- Broad high level networking technical experience including technologies from Cisco, Fortinet, Palo Alto, Citrix, F5, Azure, Netskope, Elastiflow, VMware, Splunk, as well as solutions such as MPLS, SDWAN, BGP, IPSEC, Wi-Fi, Microsoft Teams, Dot1x based security, SASE/SSE, Azure networking, etc
- Demonstrated problem solving skills with the ability to analyse and resolve complex incidents.
- The ability to operate under broad direction, exercising a significant degree of independence.
- Excellent communication and collaboration skills to effectively collaborate with internal and external stakeholders.
- Ability and willingness to adapt quickly to changing expectations and priorities by being agile and flexible

Duties

As a Senior Network Engineer, you will be the 'Senior of seniors' that will help lead technical outcomes within a complex multi-vendor environment. You will provide senior technical expertise, mentor staff, participate in Business-As-Usual and Project delivery workloads; organise, and prioritise work activities to achieve agreed objectives.

You must be a good communicator, team player and possess qualities in line with the expectations for an Executive Level 1 in the Australian Public Service Commission's Integrated Leadership System (ILS). Your key responsibilities will be:

- Design, build, operate, and maintain complex network environments across on-premises and cloud infrastructure including routing, switching, wireless, VPN, and firewalls
- Coach and develop team members through coaching, guidance, and development opportunities.
- Provide input and expert advice on technology direction including the adoption of new technologies, tools or systems.
- Develop detailed documentation such as Detailed Designs, Network Diagrams, Operating Procedures
- Ensure system availability and uptime.
- Continuous improvement and innovation to enhance the service delivery experience.
- Disaster recovery planning.

Eligibility

The successful applicant must be able to obtain and maintain a Negative Vetting Level 1 security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Successful applicants are required to satisfy an employment screening process which includes demonstrating Australian citizenship, satisfactory completion of security and integrity checks and successful completion of a medical assessment.

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

Notes

The department does currently offer flexible work opportunities for many roles. This position requires participation in a rostered after hours on-call support arrangement shared throughout the team and will require the ability to complete after hours work and Interstate travel. Please reach out to the contact officer to discuss this further.

A merit pool may be established and used to fill future vacancies within 18 months from the date the vacancy was first advertised in the Gazette.

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision

supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Robert Van Den Hoek, 02 6102 8540
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Prime Minister and Cabinet

Vacancy VN-0764682

Department of the Prime Minister and Cabinet

Closing Date:Wednesday 19 November 2025

Defence and Veterans' Service Commission
Defence and Veterans' Service Commission Corporate and Governance

Job Title	Assistant Director, Corporate and Governance, Defence and Veterans' Service Commission
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$126,342 - \$143,993
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements will be considered
Classification	Executive Level 1
Position Number	PMC/2025/137
Agency Website	

Job Description

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

About the Defence and Veterans' Service Commission

The [Defence and Veterans' Service Commission](#) (DVSC) provides independent oversight and evidence-based advice to government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving Australian Defence Force (ADF) members.

The Australian Government established the DVSC as a new Non-corporate Commonwealth Entity (NCE) on 29 September 2025 in response to the key recommendation of the Final Report of the Royal Commission into Defence and Veteran Suicide.

Key functions of the DVSC include: monitoring, inquiring and reporting on issues relevant to suicide and suicidality for serving and ex-serving ADF members; monitoring, inquiring and reporting on the implementation of the Government's response to the recommendations of the Defence and Veteran Suicide Royal Commission, improving supports for serving and ex-serving ADF members, working with coroners to understand issues contributing to Defence and veteran deaths by suicide, and promoting an understanding of suicide risks and wellbeing for Defence members and veterans, including through engaging with people with lived experience.

Working at the DVSC

As a new agency, the DVSC is now recruiting staff and capabilities and will continue to do so over the coming year. You have an opportunity to join us now where your expertise can help influence and shape our strategy in support of the Commissioner's independent oversight of wide-ranging reforms across the Defence and veteran ecosystem.

We are looking to recruit high performing and dedicated staff with a range of capabilities, who demonstrate integrity, independence and compassion.

A key focus of the DVSC's work is the prevention of suicide and suicidality. While the DVSC has a proactive wellbeing program, applicants are encouraged to consider their personal circumstances when applying for this role. Applicants can familiarise themselves with the findings and recommendations of the Final Report of the Royal Commission into Defence and Veteran Suicide for further information.

The DVSC is an independent agency. We are currently physically located in Canberra, within the Department of the Prime Minister and Cabinet under a shared service arrangement. While we transition our employment framework, the successful candidate may be on-boarded via the Department of the Prime Minister and Cabinet and subsequently transitioned to the DVSC.

Employment with the DVSC is offered under the Public Service (Terms and Conditions of Employment) (Defence and Veterans' Service Commission) Determination 2025.

About the Role

The Corporate and Governance team is responsible for delivering enabling services that support the operation of the Commission and facilitates the Commission's compliance with legislation, policies and guidelines as a non-corporate Commonwealth entity.

The section is responsible for managing the efficient and effective operations of the DVSC, across finance, procurement, security, property, ICT, information management and governance. The section ensures DVSC's compliance with regulatory requirements and obligations and manages operational risk to protect the Commission's assets and reputation. The team develops the Commission's strategic framework, delivers on strategic objectives and strategic projects relating to enabling functions and contributes to the delivery of whole of agency priorities. The section supports efficient resource management and corporate accountability through functions such as

financial management, performance reporting, parliamentary services, procurement and property management.

We are seeking a skilled and experienced Assistant Director, Corporate and Governance to join the DVSC. You will operate under broad direction to coordinate enabling functions, governance frameworks, compliance processes, and assurance activities that support effective decision-making and uphold the DVSC's integrity and accountability. You will:

- Coordinate corporate reporting obligations, including Corporate and Annual Reports, Senate Estimates briefing, and internal governance documentation
- Contribute to development, implementation and continuous improvement of the DVSC's enabling functions, operating model, policies and processes
- Coordinate and support the Commission's enabling services including finance, procurement, security, facilities, ICT, information management, parliamentary and governance
- Work with the Finance Officer to support sound financial management and enable high quality approaches to internal budgeting, cash management, external budget processes and reporting internally and externally
- Support compliance with the Public Governance, Performance and Accountability (PGPA) Act 2013, the Protective Security Policy Framework (PSPF) and other government policies and legislation
- Build and maintain productive working relationships across the Commission to support effective operations
- Work with the secretariat function to support the Audit and Risk Committee, including through advising on agendas, and scheduling.

Duties

Our ideal candidate

The occupant of this role demonstrates integrity, independence and compassion while delivering the work of the Commission and has:

- Experience developing corporate strategy and reporting documents including Corporate and Annual Reports, Senate Estimates briefing, and internal governance documentation
- Strong understanding of governance principles, frameworks and best-practice in the APS
- Experience in the provision and management of enabling services across finance, procurement, security, property, ICT and information management, parliamentary and governance
- Experience in financial management and reporting, including a strong understanding of internal and external budget processes
- Proven experience in risk management, compliance monitoring and corporate reporting, including in relation to the PGPA, Commonwealth Procurement Rules (CPRs) and the PSPF
- Excellent written and verbal communication skills and experience in drafting informative and useful documents for colleagues and executives
- A flexible and adaptable approach, and is comfortable in working in a dynamic environment.

Qualifications / Experience

The following is **required**:

- Demonstrated experience in a leadership role within one or more enabling service domains
- Demonstrated experience in managing the production of the Corporate Plan and Annual Report within a Commonwealth government setting
- Demonstrated understanding of the PGPA Act 2013, PSPF and CPRs and associated compliance requirements
- Experience in financial and resource management, including management reporting
- Demonstrated ability to work under limited guidance, identify problems or issues and resolve them.

The following is **highly regarded**:

- Experience in managing parliamentary and ministerial processes
- Chartered public accountant, project management, ICT, certificate IV in procurement, or other relevant qualification.

Eligibility

- Under section 22(8) of the [Public Service Act 1999](#), employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At the DVSC to be eligible for this position you should be an Australian Citizen by the completion of the recruitment process, except under exceptional circumstances.
- The successful candidate must be able to obtain and maintain a security clearance, or hold a current security clearance of an appropriate level.
- The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.
- Due to the nature of work the DVSC undertakes, some roles may require staff to obtain and maintain a [WWVP registration card](#), as per the Working with Vulnerable People (Background Checking) Act 2011.

Notes

Ongoing & Non-ongoing (For a period of up to 24 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for a maximum period of two (2) years. If the initial contract is for less than 2 years, it may be extended or renewed once, up to the 2 year limit.

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

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia’s national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	DVSC Recruitment, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0764679

Job Title	Manager Business Strategy and Performance
Job Type	Full-Time, Ongoing
Location	Darwin NT
Salary	\$172,500 - \$178,000
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Onsite - Darwin NT
Classification	
Position Number	N84
Agency Website	www.nlc.org.au

Job Description

<https://jobs.nlc.org.au/job-details/query/Manager+--+Business+Strategy+and+Performance/in/Australia/9643711/>

Management level Opportunity: Fulltime - Ongoing

Location: Darwin, NT (relocating to new office premises in Berrimah in early 2026)

Total Remuneration Package: \$172,500 - \$178,000 depending on experience and inclusive of 15% superannuation.

Lead strategic impact across land and sea management

If you're a strategic leader who thrives on driving organisational performance and meaningful impact, the **Northern Land Council (NLC)** offers an opportunity to apply your expertise within one of Australia's leading Aboriginal organisations. In this role, you'll help shape strategies that strengthen governance, foster sustainable growth, and uphold cultural integrity, contributing to positive outcomes for Aboriginal communities across the Northern Territory.

Join us as we transition into our brand-new, purpose-built office in Berrimah - a modern facility with enhanced collaboration spaces, free onsite parking, and an improved collaborative working environment that supports both people and performance.

Duties

Reporting to the General Manager Land and Sea Management, you will lead a multidisciplinary team responsible for business systems, governance, and strategic operations for the **Caring for Country (CFC)** and **Learning on Country (LoC)** Programs. Working closely with the **CFC Operations Manager** you will drive program planning, compliance, performance, and workforce capability to ensure effective, sustainable delivery across remote and dispersed locations.

Your leadership will ensure the alignment of operational delivery with long-term strategic goals-embedding sound planning, contract and funding compliance, and evidence-based decision-making. You'll guide reforms that improve accountability, workforce capability, and program sustainability while ensuring Traditional Owner priorities remain central to every decision.

Eligibility

You're a proven senior manager with a record of leading people and systems that deliver real impact. You bring business acumen, cultural awareness, and the ability to balance strategic direction with operational excellence.

You will have:

At least three years in a senior leadership or program management role within a complex organisation;

Expertise in business planning, contract management, financial oversight, and performance reporting;

Experience managing large-scale funding agreements and compliance frameworks;

Strong relationship-building skills across internal teams, Traditional Owners, and external partners;

ound understanding of Aboriginal peoples' interests in land and sea management; and

· A current NT C Class driver's licence and willingness to travel remotely (4WD and light aircraft).

Postgraduate qualifications in business, management, or a related discipline will be highly regarded.

Notes

Why Join the NLC?

As Manager - Business Strategy and Performance, you'll influence how two nationally significant programs are governed, funded, and delivered. You'll lead reforms that build stronger systems, enable local decision-making, and ensure the NLC's land and sea work remains sustainable for the future.

You'll work alongside Traditional Owners, community leaders, and dedicated teams who share a common purpose, caring for Country and supporting the next generation of Aboriginal land and sea managers.

This is an opportunity to shape strategy where it matters most, in an organisation that blends cultural knowledge with modern management to achieve real, lasting impact.

We offer:

- A total remuneration package value of \$172,500 - \$178,000 depending on experience and inclusive of 15% superannuation.
- Salary packaging benefits (up to \$15,900 + \$2,500 for meals/holiday accommodation).
- Generous leave provisions; 5 weeks annual leave, 18 days personal leave,
- The opportunity to work across diverse regions, communities and cultures, supporting country, culture and people in ways that few leadership roles can offer.

How to apply

All applications must be lodged via the NLC Jobs Website jobs.nlc.org.au and include:

- A cover letter (maximum 2 pages) addressing the selection criteria.
- A current CV.
- Copies of relevant qualifications.

Applications close: **Monday 17 Nov 2025**

This position is designated for Aboriginal and/or Torres Strait Islander applicants under section 57 of the Anti-Discrimination Act 1992 (NT). Applicants who identify as Aboriginal and/or Torres Strait Islander are strongly encouraged to apply and will be given priority consideration.

Please note: New employees will commence from 20 January 2026, following the NLC’s annual close-down period from 22 December 2025 to 4 January 2026.

About the Northern Land Council

To Apply

Position Contact	N/A, N/A
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Manager+-+Business+Strategy+and+Performance/in/Australia/

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Prime Minister and Cabinet

Vacancy VN-0764756

Job Title	Consultation and Administration Officer
Job Type	Full-Time, Ongoing
Location	Nhulunbuy NT
Salary	-
Future Merit Locations	Nhulunbuy
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	
Position Number	CF43
Agency Website	www.nlc.org.au

Job Description

<https://jobs.nlc.org.au/job-details/query/Consultation+and+Administration+Officer+-+Nhulunbuy/in/Australia/964515>

This position offers a practical and rewarding opportunity to support Traditional Owners and Aboriginal communities across East Arnhem Land. It will suit someone who values good organisation, clear communication, and working respectfully with others to achieve fair and transparent outcomes.

The Northern Land Council (NLC) is seeking a Consultation and Administration Officer to join the Benefits Distribution team in Nhulunbuy. The role involves working closely with Traditional Owners and community groups to coordinate meetings, record instructions, and support the distribution of income from Aboriginal land in line with NLC policies and procedures.

This is a meaningful administrative role where your attention to detail and commitment to service will directly contribute to effective and transparent decision-making.

Location and Lifestyle

This position is based in Nhulunbuy, Northern Territory, and offers the opportunity to live and work in one of the region's most connected and culturally rich communities. Applicants should already be residing in or be able to reside in Nhulunbuy to take up the position. NLC does not currently have any staff housing available.

Duties

About the Role

As a Consultation and Administration Officer, you'll be part of a small, dedicated team that helps Traditional Owners make informed decisions about how income from Aboriginal land is distributed.

Each day brings a mix of work: from organising meetings and recording community instructions to preparing documentation that ensures payments are processed accurately and on time. You'll build respectful relationships with Traditional Owners and community groups and provide support that helps them navigate processes with confidence and clarity.

You'll work with the Coordinator, Benefits Distribution (Consultation and Administration) and colleagues across the NLC to make sure every consultation is culturally appropriate, well-documented, and consistent with legislative and policy requirements.

Eligibility

- Experience in administration, consultation, or community engagement;
- Strong communication and organisational skills, with attention to detail;
- The ability to work respectfully with Aboriginal people and build positive relationships;
- Confidence using basic computer programs such as Microsoft Office;
- C Class driver's licence and willingness to travel within the region.

Notes

Why Join the NLC?

At the NLC, you'll work with purpose, supporting Aboriginal decision-making and the fair distribution of benefits that flow from Aboriginal land.

We offer:

- Base salary **\$84,985 + 15% superannuation**
- **Salary packaging** up to \$15,900 p.a. (+ \$2,650 for meals/accommodation)
- **District allowance:** \$9,926 (with dependents) or \$6,114 (without)
- Five (5) weeks annual leave, leave loading, 20 days personal leave
- **Annual airfare** benefit (net value \$3,177 after 12 months' service)

Important Dates

The NLC's annual close-down period runs from 22 December 2025 to 4 January 2026.

New employees will commence from 20 January 2026.

How to Apply

Please submit your CV and a cover letter outlining your interest in this position and how your experience aligns with the role.

A full copy of the Position Description is available via the link below.

For further information, contact John Hughes on 0459 957 659.

Applications close: 24 November 2025

About the Northern Land Council

To Apply

Position Contact	John Hughes, 0459 957 659
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Consultation+and+Administration+Officer+-+Nhulunbuy/in/Aust

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764565

Australian Institute of Family Studies

Closing Date:Wednesday 26 November 2025

Research
Research Research

Job Title	Theme Head - Research
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	\$137,125 - \$160,757
Future Merit Locations	Southbank
Office Arrangement	Hybrid
Office Arrangement Details	Combination of office attendance and work from home
Classification	Executive Level 2
Position Number	25-26
Agency Website	https://aifs.gov.au/

Job Description

<https://aifs.gov.au/main/work-with-us>

We are seeking highly motivated individuals with demonstrated senior leadership experience, who can bring their strategic planning, business development and stakeholder management skills and expertise in social sciences.

The Theme Head will play an instrumental role in leading the achievement of complex research projects, providing strategic leadership to drive the Institute's research agenda.

About us

The Australian Institute of Family Studies (AIFS, or 'the Institute') is the Australian Government's key research advisory agency in the area of family wellbeing. It is an independent statutory authority established in 1980 under the *Family Law Act 1975*. It is also home to the Australian Gambling Research Centre (AGRC), established under the *Gambling Measures Act 2012* which builds the evidence base on gambling-related harm. The Institute is an agency within the portfolio of the Department of Social Services (DSS).

AIFS' approach to research is applied and policy relevant, coming from a tradition of social science and strengthened by our multidisciplinary expertise. We draw together expertise from a

broad range of disciplines including sociology, psychology, social work, economics, political science, demography, law, public health and data science. Our research is generated through a combination of AIFS initiated and commissioned projects.

Our AIFS initiated and led research allows us to respond to critical trends and emerging issues for families in Australia and contribute independent insights to inform policy and practice.

Our commissioned research for government departments and agencies addresses specific policy questions and program needs, drawing on our multidisciplinary research expertise and methodological rigour.

About our Themes

As a Theme Head at AIFS, you will be expected to demonstrate deep policy and research expertise in one of the Institute's key research areas, depending on the theme you are applying for.

Research Themes

There are 4 key research themes related to our core legislative functions. The first 3 themes apply to our core function as the leading Institution for family studies in Australia.

1. Child and Family Wellbeing
2. Child and Family Safety
3. Families and Society

Enabled under the *Family Law Act 1975*, AIFS is the leading institution for family studies in Australia.

Position Requirements

The Theme Head is a senior research leadership role responsible for the strategic and scientific direction of a designated research theme at AIFS. This role ensures the delivery of high-quality, policy-relevant evidence that informs government decision-making and contributes to improved outcomes for children, families, and communities.

The Theme Head sets the vision for the theme, leads strategic planning, and ensures alignment with AIFS's Strategic Research Agenda. They are accountable for the coherence, innovation, and impact of research within the theme, and contribute to cross-theme collaboration and strategic initiatives.

This role involves managing senior researchers and research teams, fostering a collaborative and high-performing research culture, and supporting career development. The Theme Head actively engages with senior government officials and external stakeholders to influence policy and translate research into practice.

Strong commercial acumen and business development capabilities are essential, including leading large-scale funding proposals, identifying strategic opportunities, and building partnerships that support the Institute's long-term objectives.

The Theme Head maintains an active research profile and contributes to the scientific leadership of AIFS. This includes active networking and promotion of AIFS work both in person as well as through key channels such as LinkedIn.

Duties

Key Responsibilities

Strategic Leadership

- Leads specific theme strategy and sets vision and direction for this area.
- Works collectively with other Theme Heads and leaders of our longitudinal studies to:
 - lead the AIFS Strategic Research Agenda, jointly considering all current and future research work to ensure it aligns to AIFS priorities
 - configure and lead multi-disciplinary teams from across the theme streams as required to progress research and evidence projects
 - champion a collective capability mindset that enables a OneAIFS approach to all work

Policy Engagement

- Provides expert analysis of policy environment as relevant to their Theme to inform strategic direction of work.
- Displays policy-relevant research leadership and consulting-style responsiveness to government needs.
- Liaises, consults and negotiates with counterparts in Government, sector and other groups in policy areas relevant to the research theme.

Research Excellence and Innovation

- Designs and directs high-quality, policy-relevant research and evidence projects that align with the Strategic Research Agenda
- Ensures research quality and innovation.

- Works closely with other Theme Heads to ensure a coherent style and approach to all research products.

Operational Oversight

- Works closely with other Theme Heads and leaders of our longitudinal studies and the Executive Leadership Team.
- Oversees theme-level operations and scientific quality, with ultimate accountability for ensuring projects run to time, cost and quality requirements.
- Ensures consistent use of project management tools and templates by teams so that all research projects across AIFS are undertaken to the same standards.
- Maintains expert knowledge in relevant areas and provides advice and technical expertise to guide project and program activities.
- Collaborate with the AIFS Privacy Team to incorporate privacy practices into all work.

Stakeholder Engagement

- Represents theme externally; builds partnerships by communicating the strategic direction and vision of the Institute to stakeholders.
- Complex stakeholder engagement resolving conflict and managing sensitivities.

Business Development

- Represents theme externally; builds partnerships.
- Leads large-scale tenders and proposals.
- Manages strategic business development aligned with organisational and government priorities.
- Builds business development from initial leads and/or existing work.

Team Leadership

- Manages senior researchers; builds team culture.

Essential Criteria

- Deep knowledge of the policy environment for the relevant Strategic Research Agenda theme
- Demonstrated experience in leading strategic, policy-relevant research or evidence
- Strong strategic planning and leadership skills
- Proven ability to lead and build high-performing teams
- Excellent stakeholder engagement skills
- Experience in business development
- Strong communication and interpersonal skills
- Commitment to diversity, inclusion, and culturally safe practices

For a comprehensive overview of the Essential Criteria, please see the Job Description for more information.

Eligibility

To be eligible for engagement, applicants **must be Australian citizens** unless special approval is granted in exceptional circumstances. For example, applicants with permanent resident status who have applied for Australian citizenship may be considered for engagement.

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

Terms

The Theme Head position may be offered as a full-time ongoing role at the EL2 level. This will be with an annual salary range of between \$137,125 to \$160,757 depending on the skills and experience of the successful candidate, plus 15.4% superannuation. Our salaries and conditions of employment are set out in our Enterprise Agreement.

Application information

Please visit: [Work with us | Australian Institute of Family Studies](#) for full application requirements.

For your application to be considered, please:

1. Complete the Application form.
2. Submit a current resume/CV detailing your recent employment history.
3. Provide a cover letter (maximum 2 pages) pitch telling us why you are the best person for the job by outlining your skills, knowledge and experience against the 'Key Responsibilities' and 'Essential Criteria' – refer to the Job Description and Job Pack.
4. Please indicate which of the following Research themes you are applying for on your application:
 - Child and Family Wellbeing
 - Child and Family Safety
 - Families and Society

Applications for this position close at **11.59 PM on 26 November 2025**.

Notes

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

We provide a collaborative and family-friendly work environment that supports the wellbeing and professional development of our diverse workforce. Benefits include workplace health and wellbeing initiatives and events, a hybrid flexible work arrangement policy, a good health promotion allowance and Christmas closedown period with no deduction from leave credits.

About the Australian Institute of Family Studies

We are the Australian Institute of Family Studies (AIFS), the Australian Government's key independent research body and advisor in the area of family wellbeing, based in Melbourne's CBD. We produce research about 'what works for families' and make it accessible to decision makers, practitioners and the general public.

To Apply

Position Contact	Human Resources, 03 - 9214 7888
Agency Recruitment Site	https://aifs.gov.au/main/work-with-us

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Social Services

Vacancy VN-0764662

Job Title	APS5 Executive Assistants
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Penrith NSW, Deakin ACT, Brisbane QLD, Geelong VIC, Richmond VIC, Darwin NT, Perth WA, Chermshire QLD, Hobart TAS, Surry Hills NSW, Adelaide SA
Salary	\$86,624 - \$93,253
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Hobart, Perth, Surry Hills, Chermshire, Darwin, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Working from home arrangements can be discussed with your line manager.
Classification	APS Level 5
Position Number	3040_10/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

Looking for an exciting opportunity to showcase your skills and make a real difference? The NDIA is currently recruiting dynamic and driven individuals to join us as Executive Assistants (EA) at the APS5 level.

You will provide essential support to our SES leaders across the agency, helping them to navigate a fast-paced and challenging environment. With multiple opportunities available in locations across Australia, this is your chance to join a talented team and build a career with an organisation focused on making a difference in the lives of people with a disability.

This recruitment exercise will be used to fill current vacancies whilst also establishing a Merit Pool, giving you the chance to be considered for future APS5 Executive Assistant opportunities that may arise over the next 18 months.

NOTE: In the application form we will ask you to select a location to understand your preferences.

Duties

Where you can add value

As an APS5 Executive Assistant, you will be at the forefront of day-to-day operations, providing critical administrative, secretarial, and research services to help drive the success of the agency. This is your chance to showcase your exceptional organisational and communication skills while working alongside some of the most talented professionals in the industry. This opportunity will allow you to showcase your skills and experience by contributing to the following activities:

- Coordinating meetings, travel arrangements and official functions on behalf of the branch manager, and other Agency staff
- Diary and email management, responding to changing priorities and timeframes
- Undertaking research and investigations as requested
- Scheduling meetings and preparing documentation for committees and projects.

Enough about us, let's talk about you

You will be highly motivated, possess strong communication and collaboration skills, and be able to provide advice on moderately complex matters to both internal and external stakeholders. While experience in an executive assistant role or the APS is desirable, it is not essential. Commitment to service and delivering quality work is crucial. Additionally, you must have a positive attitude towards people with disabilities, an understanding of disability's impact on participants, be able to manage confidential information, be adaptable to change, and uphold integrity and professionalism to align with our values and mission.

For more information on NDIS including our values, capabilities and behaviours along with our application process, please refer to our website.

Eligibility

- Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.
- Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

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

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Annette Hira / Kirsty Anderson, email preferred
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Job Title	Category Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Traralgon VIC, Darwin NT, Canberra ACT
Salary	-
Future Merit Locations	Sydney, Melbourne, Brisbane, Perth, Adelaide, Hobart, Traralgon, Darwin, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 5;APS Level 6
Position Number	1892405
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226400142

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians.

This is a great opportunity to empower stakeholders with expert procurement guidance while ensuring compliance with the PGPA Act and government standards.

- **Sydney (other locations to be considered)**
- **\$97,401- \$115,820 (depending on experience), plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59 pm AEDT, Tuesday, 18 November 2025**

The team

The Enterprise Services Group consists of four teams including Finance, Procurement, Property and Contracts, Performance Reporting and Planning and the Enterprise Resource Planning (ERP) Program. The Group provides a range of support, advice and analysis services across ASIC.

As a Category Officer, you will be required to:

- Provide expert advice on the PGPA Act and government procurement framework.
- Bring a strong understanding of the professional services category, including key trends and supplier markets relevant to government procurement.
- Demonstrate government procurement experience, particularly with the Management Advisory Services Panel (MAS) and People Panel arrangements.
- Support stakeholders to deliver compliant, value-for-money procurement outcomes.
- Lead end-to-end procurement, including risk assessment, documentation, supplier engagement, and contract management.
- Review procurement documents and consult with legal specialists as needed.
- Offer probity and process advice throughout procurement and continuously improve procurement processes and systems.

Duties

About you

To excel in this role, you'll bring hands-on experience supporting the full procurement lifecycle, from strategy and planning through to negotiation and contract management.

A solid understanding of government procurement policies, frameworks, and probity requirements is essential, along with experience working within the professional services category and familiarity with the Management Advisory Services (MAS) and People Panels. The ability to resolve procurement challenges and manage projects effectively will be highly regarded.

You'll also need a strong customer focus, attention to detail, and excellent communication skills both written and verbal. Building positive stakeholder relationships, working independently, and simplifying complex concepts to influence decision-makers will set you up for success.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59 pm AEDT, Tuesday, 18 November 2025.

About ASIC

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

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

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

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

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

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

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Treasury

Vacancy VN-0764746

Australian Securities and Investments Commission

Closing Date:Monday 17 November 2025

Job Title	Market Intelligence Data Analyst
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$97,401 - \$149,295
Future Merit Locations	Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	Executive Level 1
Position Number	ASIC/1893484
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=226400394

Duties

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

We are seeking a highly motivated Market Intelligence Data Analyst to join our Markets Group. In this role, you will play a critical part in identifying and assessing evolving market trends, systemic misconduct, and emerging risks across Australian financial markets. You will work on high-impact projects that directly contribute to regulatory insights and outcomes, leveraging your data expertise to deliver actionable intelligence.

- **Melbourne or Sydney**
- **Salary \$97,401 - \$149,295 (Appointment to the position will be either at the ASIC 4 to Executive Level 1 - depending on experience) plus 15.4% superannuation**
- **18-month contract opportunity**
- **Applications close at 11:59pm AEDT, Monday 17 November 2025**

The team

ASIC's Markets Group is responsible for ensuring investors have the trust and confidence to invest in Australia's financial markets and ensuring all Market participants, infrastructure providers and gatekeepers operate with integrity, resilience, and transparency. This is done by managing the end-to-end process for regulating markets including supervision, triage, investigation, and enforcement. The Markets Group also provides regulatory advice, considers applications and engages with stakeholders pertaining to the regulation of markets.

As part of Markets Group, the Market Intelligence Team conducts thematic reviews and research in relation to Market Integrity issues and maintains the market surveillance system. We produce quantitative market integrity analysis, lead innovative projects to enhance detection of market misconduct, input into evidence-based policy making and collaborate with other teams on data solutions.

The role

As a **Market Intelligence Data Analyst**, you will:

- Develop and apply innovative data methods to collect, manage, analyse, and communicate insights from multiple market data sources.
- Conduct quantitative analysis, thematic reviews, and create data-driven models to monitor market integrity, participant behaviour, and financial products.
- Prepare clear and concise reports, briefings, dashboards, and data visualisations to support regulatory understanding and decision-making.
- Support analytics projects by designing and advising on data collection, cleansing, and exploration processes.
- Engage with key stakeholders, providing timely and accurate data insights, and contribute to the continuous enhancement of market intelligence capabilities.

About you

You hold relevant tertiary qualifications in a quantitative discipline such as finance, statistics, mathematics, physics, computer science, engineering, or actuarial studies. You bring strong statistical and programming skills, with experience in analytical roles within corporate, consulting,

government, or academic environments. Proficiency in programming languages such as Python or R is highly desirable, with additional knowledge of KDB+ and Q considered a strong advantage.

You have experience working with large, complex datasets from diverse market vendors and proprietary sources, and can efficiently collate, process, and analyse data to extract meaningful insights. You are adept at applying diverse technologies and analytical techniques to distil complex data into actionable regulatory intelligence.

You possess excellent analytical, investigative, and problem-solving skills, enabling you to draw robust conclusions from both qualitative and quantitative data. With strong business acumen and a sound understanding of Australian financial markets and the regulatory environment, you exercise professional judgment and critical thinking in assessing risks and identifying potential issues.

You are a confident communicator, capable of presenting complex information in a clear, intuitive, and persuasive manner to diverse stakeholders. You thrive in dynamic environments, demonstrating adaptability, initiative, and the ability to quickly respond to emerging trends and priorities. Your ability to build and maintain strategic relationships allows you to collaborate effectively across multiple teams and stakeholders.

View the position description for more information or click 'apply' to start your application.

Applications close at 11:59pm AEDT, Monday 17 November 2025.

About ASIC

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ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

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

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

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

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

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

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_organid=16529&in_jnCounter=2

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Treasury

Vacancy VN-0764523

Australian Taxation Office

Closing Date:Wednesday 19 November 2025

Enterprise Solutions and Technology
Midrange Database Services

Job Title	IT Midrange Database Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC
Salary	\$125,291 - \$136,595
Future Merit Locations	Adelaide, Box Hill, Canberra, Dandenong, Melbourne, Moonee Ponds
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_EST_776_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=36555E8E-6FE7-0356-6DED-E44ECD2B0A5D>

Duties

We are seeking experienced IT Midrange Database Specialists (Administrators and Engineers) to join our Midrange Database Services team within the Enterprise Solutions and Technology business area.

As an IT Midrange Database Administrator, you will be at the forefront of designing, implementing, and optimising SQL Server environments across on-premises and cloud platforms. Your expertise will ensure our database systems remain secure, scalable, and high-performing, supporting critical business operations and future-ready solutions.

You will provide expert technical leadership in managing SQL Server environments across on-premises and cloud platforms, with a strong focus on performance, reliability, and automation. Responsibilities include providing on-call support, implementing security controls, optimising database performance, and designing high availability and disaster recovery solutions. The role also emphasises proactive capacity planning, modernisation of architecture, and adoption of emerging technologies like cloud-native and AI-driven tools.

As an IT Midrange Database Engineer, you are a blend of database engineering and administration expert who applies sound engineering principles, operational discipline, mature development, administration, and automation practices, specialising in databases (particularly Microsoft SQL Server).

You will focus on leading the design, automation, and delivery of scalable database solutions within ATO Midrange. It combines strategic and operational responsibilities, including providing on-call support, modernising infrastructure, developing long-term architecture and technology roadmaps, and collaborating across government agencies and service providers. You'll guide teams in assessing current systems, designing sustainable solutions, and advising senior executives, all while ensuring the database environment is robust, future-ready, and aligned with digital transformation goals.

Candidates may be considered for both the Midrange Database Administrator and Midrange Database Engineer roles, depending on their skills and experience.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility Notes

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

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Giang Dinh, (02) 6216 8193
Agency Recruitment Site	https://ato.nga.net.au/?jati=36555E8E-6FE7-0356-6DED-E44ECD2B0A5D

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Treasury

Vacancy VN-0764611

Australian Taxation Office

Closing Date:Wednesday 19 November 2025

Enterprise Solutions and Technology
EST Infrastructure Services

Job Title	IT Mainframe Database Administrator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$125,291 - \$136,595
Future Merit Locations	Box Hill, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_EST_787_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=0D658B9D-838E-79CC-37BD-E44F81575C59>

Duties

We are seeking an IT Mainframe Database Administrator to join our Enterprise Solutions and Technology business area.

As an IT Mainframe Database Administrator, you will plan, co-ordinate and deliver detailed, technical or sensitive projects that impact on strategic or operational outcomes. You'll provide advice to technical specialists and business partners, and seek their cooperation in the provision of database administration, problem solving and issues management.

You will play a central role in database design, data integration across multiple platforms, and the collection of performance statistics to support tuning improvement and troubleshoot issues with DB2 databases. You'll also assist clients with the creation and management of test databases. To support these responsibilities, you'll be required to participate in an on-call roster to provide out-of-hours support.

You will assist with project management, operational and business planning and financial year forward planning, and assist with strategy planning by collaborating with business partners. Your team will be involved with modernisation, automation and continuous improvement to existing services, ensuring the mainframe is ready for business at all advertised times.

We embrace the strength of diversity — through our people and the perspectives they bring. We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the recruitment process.

Eligibility Notes

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

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To Apply

Position Contact	Jan Lee, (02) 6216 5514
Agency Recruitment Site	https://ato.nga.net.au/?jati=0D658B9D-838E-79CC-37BD-E44F81575C59

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0764693

Australian War Memorial

Closing Date:Wednesday 19 November 2025

Public Programs
Public Programs Commemoration and Visitor Engagement

Job Title	Visitor Services Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	\$66,823 - \$72,837
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	This position requires successful applicants to work on site
Classification	APS Level 3
Position Number	25-131
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

<https://www.awm.gov.au/get-involved/employment>

Section overview

The Commemoration and Visitor Engagement (CVE) Section is part of the Public Programs Branch. The Section delivers the Memorial’s visitor experience across commemorative, interpretive and visitor service platforms. The Section is comprised of four teams:

- Visitor Services
- Education
- Events & Ceremonies
- Last Post Ceremony

Team overview

The Visitor Services team comprises 36 full-time and up to 50 casual positions, plus over 100 voluntary guides. As the first point of contact for visitors to the Memorial, the team is committed to the provision and delivery of world-class service excellence 364 days a year. This commitment ensures the visitor experience is not only meaningful, but engaging, professional and memorable. The team plays a significant role in delivering ceremonial components of the daily Last Post Ceremony, but also assist with much larger ceremonies such as Anzac and Remembrance Day. Visitor Services staff are also pivotal in the provision of visitor emergency response within the Museum.

Who are we looking for?

We are seeking highly resilient and outcome-focused professionals with a deep commitment to the Australian War Memorial's commemorative purpose. The successful candidates must possess the emotional maturity and empathy required to deliver world-class service and sensitively engage diverse visitors, including veterans and their families. This demanding, public-facing role requires sound judgment and strong initiative to efficiently resolve issues, coupled with a proven ability to actively contribute to a large team and take ownership of tasks to meet core deliverables. Critically, candidates must be prepared to maintain high personal resilience to manage the physical, mental, and roster demands associated with this front-of-house role.

This position will initially be filled for 24 months, with the possibility of extension and/or permanency.

Duties

Under general direction all Visitor Services Officers (VSOs) are required to:

- Visitor Service and Interpretation
 - Actively engage visitors in a welcoming and friendly manner
 - Provide accurate and helpful information on all Memorial exhibitions, displays, activities, and amenities
 - Deliver interpretive, engaging, and informative public programs
 - Facilitate cloakroom services and the promotion of saleable items including the Memorial's suite of tours.
- Operational Management, Security, and Emergency Response

- Sensitively maintain gallery security and supervision while positively conveying to visitors an understanding of the dignity and commemorative ethos of the Memorial
- Perform operational setup and manual handling tasks as required (e.g., electrical and audio equipment, weighted bags, crowd control bollards and barriers)
- Apply first aid and emergency response practices, following compulsory and ongoing training, for visitor safety and immediate incident management.
- Commemoration
 - Assist with the delivery of ceremonial components of the daily Last Post Ceremony, Anzac Day, Remembrance Day, and other events and ceremonies as directed

Additional Notes

In addition to the Core Responsibilities of the role, it is a requirement for all VSOs to be able to:

- Move freely up and down stairs and stand for extended periods on hard surfaces; and
- Work to a roster which incorporates regular work over weekends and public holidays (the roster cycle is 7 days on, 2 days off, 5 days on, 2 days off, 3 days on, 2 days off, 5 days on, 2 days off).

VSOs are categorised as shift workers due to the nature of the role and receive a shift loading to their base salary of approximately 21% (reviewed annually) with an additional five days annual leave in lieu of working on Sundays (25 days total). From March 2026, salary including loading and allowances will exceed \$85,000 plus employer Superannuation of 15.4%. For more information please visit our [Teamwork Agreement](#)

Additionally, there is an expectation that VSOs will avail themselves on Anzac and Remembrance Day and across busy visitation periods including, but not limited to, the Christmas and Easter breaks.

As part of the Memorial's commitment to provide a world-class corporate image, VSOs are required to wear a corporate uniform. Restrictions may apply to visible tattoos, piercings and hairstyles as front of house staff are required to adhere to a set dress and appearance procedure.

An order of merit may be established to fill similar positions within the next 18 months.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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

About the Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

To Apply

Position Contact	Gerard Pratt, (02 6243 4343
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0764700

Australian War Memorial

Closing Date: Wednesday 19 November 2025

National Collection Photographs, Film and Sound

Job Title	Photographer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	\$75,022 - \$91,809
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	APS Level 4;APS Level 5
Position Number	25-130
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

This position requires a minimum of two of the following primary roles:

- The capture and delivery of high- quality, Public Affairs photographs and video, of events and ceremonies, held at the Memorial. As these events are held on specific dates the activities of the role requires the flexibility to work designated weekends and outside normal business hours. The imagery produced is used for in house publications; delivery to external and internal clients; record keeping, display and other purposes as directed.
- The capture of high-quality photography of national collection objects.
- The capturing of preservation or publication quality imagery either as stills (including 3D) or video, used across a diversity of channels including exhibitions, publications, public programs, and digital online media to our stakeholders around Australia and internationally.
- This role requires manual handling

This position may be exposed to potentially distressing situations or collection materials.

- This includes interactions with visitors and veterans, receiving, reviewing or recording oral histories, photographs, audio visual recordings, artworks, online material, and objects or documents that describe or depict warfare, human suffering or death.
- The level of interaction and amount of exposure varies across different roles. The Memorial is committed to providing a safe and healthy workplace and proactively fostering the health and wellbeing of staff. With regard to the above, please consider your personal circumstances when applying for this role. If you have any concerns, please speak to the contact officer before submitting your application

Duties

Under the general direction of the PFS Production Manager on multiple sites and to established timeframes:

- Perform and produce publication and exhibition level digital imagery including photography, 3D scanning and 360 video of material associated with the Memorial's collection. Using a variety of professional photography, video and scanning equipment as well as lighting and studio setup. Assist with the maintenance and calibration of equipment such as high-grade graphic monitors and capture equipment.
- Under established Public Affairs protocols represent the Memorial as an official photographer/videographer for public events and VIP visits. Edit and create publication quality photographs and video productions using a variety of software tools including Adobe Creative Suite and BlackMagic Resolve to highlight and promote the activities of the Australian War Memorial.
- Undertake as directed digital colour management and workflow procedures associated with the Memorial's digitisation, preservation and access programs.
- Maintain collection image integrity in accordance with National Collection established guidelines and practices.
- Maintain and interpret preservation and technical metadata requirements within collection business systems (CMS – *Museums Plus*, and DAMS - *Pictor*).
- Ensure the correct manual handling and movement protocols of a wide range of objects as required, including but not limited to photographic equipment, ladders and items from the collection.
- Support corporate priorities, participate in team meetings and contribute to maintaining a safe, healthy and productive workspace. Participate in team planning, assist with the development of staff, and provide strong technical capability, promoting open communication and initiative.
- Maintain a professional, courteous and considerate attitude in all aspects of the workplace.
- Abide by and further the principles and practices of Work health and Safety as outlined in the WPS Act, taking reasonable care for personal health and safety, including but not limited to consistent use of camera harnesses; correct use of PPE as directed, and ensuring that acts or omissions do not adversely affect the health and safety of other persons.

Eligibility

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

- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Notes

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A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

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To Apply

Position Contact	Stephen Toaldo, 02 62069812
Agency Recruitment Site	https://awmjobs.nga.net.au/

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Bureau of Meteorology

Closing Date: Wednesday 26 November 2025

Business Solutions
Energy & Resources

Job Title	Operations Support Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Perth WA, Adelaide SA, Hobart TAS, Sydney NSW, Cairns QLD, Canberra ACT, Darwin NT
Salary	\$115,443 - \$125,832
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60018773
Agency Website	

Job Description <https://bomcareers.nga.net.au/?jati=6823561B-2F1C-53C8-C725-E46081875FD7>

Under the Bureau's 2017-2022 Strategy, the Energy & Resources (E&R) Program (part of the Business Solutions Group) is responsible for delivering impact and value to improve the safety, reliability, resilience and productivity of the energy and resources sectors in Australia and the Asia-Pacific Region.

The E&R Operation Support Lead, under the direction of the E&R Service Deliver Manager and as part of the broader E&R team, contributes to the quality, and delivery of operational services. This exciting role will focus on high quality, reliable and value-adding services to the Australian energy, telecommunications, and resources sectors, through operational integration.

The primary responsibilities for this role are to support E&R teams to deliver accurate, timely and effective E&R meteorological services and provide a focal point for operational resourcing, training coordination, and product implementation. The role contributes to staff development, capability building, product development, quality assurance for operational and customer outcomes. An

understanding of the energy and/or resources sectors and operational forecasting is essential to the success of this role.

The role will contribute to the Bureau's operational excellence through collaboration with teams in the Community Services Group, and other national operations teams who serve the Bureau's focal sectors including Aviation and National Security. Day to day this role will work most closely with the E&R Service Delivery, Solutions and Customer teams to manager product implementation, delivery and quality assurance.

The successful candidate will be an experienced operational coordinator, who is motivated by high-quality service delivery. You will be a strong communicator with excellent interpersonal and customer relationship management skills. You will be energised by the challenge of delivering high quality services in a commercial environment.

Duties

- The E&R Operations Support Lead will work under the broad direction of the E&R Service Deliver Manager and closely with E&R Lead Operational and Decision Support Meteorologists. You will contribute to the delivery of services by planning and coordinating the E&R Lead Operational Meteorologist group to steer and foster the quality and resilience of the Bureau's national operations.
- As the E&R Operations Support Lead, you will drive the development and maintenance of a competency framework for Energy and Resource Operational and Non-Operational staff. In addition, you will investigate issues around service delivery, and quality, liaising with teams across E&R, and the wider organisation.
- You will also coordinate in the design, development and implementation of projects aimed at improving procedures, products, and services. The role will participate in the quality management of E&R operations, ensuring that services are commercially competitive, delivered in an efficient and effective manner, relevant to customer needs and to a consistently high standard. You will coordinate the implementation of products and services. The E&R Operations Support Lead is also responsible for coordinating the maintenance of relevant parts of the Energy and Resources Quality management system.
- The E&R Operations Support Lead will also play an active role in supporting the development of E&R staff and will mentor less experienced members of the team. As senior staff member in the E&R Service Delivery Team, the E&R Operations Support Lead works closely with the E&R Customer and Solutions teams to provide sound advice the E&R Service Delivery Manager and Sector Leads.
- You will comply with all Bureau work, health and safety policies and procedures and you will have a commitment to diversity and inclusion.
- An ability to work extended hours, weekends and public holidays, on a rotational basis as part of an on-call roster for coverage of severe weather events and other operational requirements.

A day in this role might include:

- Maintain and implement E&R products to ensure that we deliver on identified customer requirements. Working closely with E&R Customer, Solutions and Service Deliver Teams.
- Contributing to the identification of issues and improving forecast processes.
- Supporting the Service Delivery Manager to identify barriers to service delivery.
- Upholding the Bureau's Workplace Health Safety and Environment (WHSE) and diversity and inclusion initiatives.

- Communication and engagement with staff to plan, build and update national operational rosters and contribute to national resource planning.

To be successful in the role, you will display:

- Experience coordinating teams to implement new services.
- A proven commitment to excellence in collaboration and building partnerships and relationships, both internally and with customers and other stakeholders.
- A track record of mentoring and teaching.
- The ability to understand and articulate complex business needs and deliver relevant, high value products and services.
- Commitment to delivering quality products and services, delivered sustainably through a commercially competitive model that reflects the value of our services to business customers.

Eligibility

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural environment, including droughts, floods, fires, storms, tsunamis and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Tisha Winstanley, 0421 219 772
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=6823561B-2F1C-53C8-C725-E46081875FD7

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

Employment and Workplace Relations

Vacancy VN-0764733

Comcare

Closing Date:Sunday 16 November 2025

Corporate Group
Finance Team Financial Operations

Job Title	Assistant Director, Financial Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$123,660 - \$147,347
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	01878
Agency Website	

Job Description

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

The Finance team within Corporate Group aims to strengthen financial and business integrity for sustainability through:

- efficient and reliable accounting services to support business objectives
- effective budget processes to allocate resources in a manner that promotes transparency, equity and accountability
- timely and accurate financial reporting to monitor financial performance
- sound internal controls that minimise financial risks and meet compliance requirements
- professional financial advice to the Executive to inform and influence decisions and strategies for ensuring the long-term financial sustainability of Comcare.

Duties

The Assistant Director, Financial Operations will lead and manage the Financial Operations unit within the Finance team. The Assistant Director will be responsible for providing essential financial services including accounts payable, accounts receivable, banking, credit card administration, travel support and tax compliance.

The role provides technical accounting advice and support to Comcare employees on all aspects of financial policy, processes, systems and issues while promoting and managing complex relationships with internal and external clients, stakeholders and service providers. The role is responsible for researching, analysing, reviewing and evaluating accounting issues, implementing policies, procedures and processes, while presenting a passion for initiating continuous improvement and driving change.

The Assistant Director, Financial Operations will have high level leadership capabilities and superior management skills that demonstrate an ability to achieve organisational objectives through successful planning. They will also possess a high level of accounting skills, knowledge and experience in addition to participating, contributing and collaborating within teams. They will manage, mentor and evaluate team and individual performance and provide regular feedback to team members.

The Assistant Director, Financial Operations will provide advice and support to the Chief Financial Officer and Finance units.

In this role your key responsibilities will include, but are not limited to, the following:

- 1.
2. Manage the functions of the Financial Operations unit, including but not limited to accounts payable, accounts receivable, banking, credit card administration and travel support.
3. Manage taxation responsibilities including GST and Fringe Benefits Tax.
4. Assist with financial accounting work including internal and external reporting, financial statements and fixed assets.
5. Provide expert technical accounting advice on accounting standards, policy, legislation, and systems and processes related to the above.
6. Research and analyse a range of complex accounting issues and develop, review, evaluate and implement policies, procedures and processes.
7. Provide input into strategic plans and undertake operational business planning.
8. Promote and manage relationships with internal and external clients, stakeholders and service providers.
9. Provide proactive leadership and manage employees in day-to-day activities financial accounting requirements including developing, coaching and mentoring employees and building commitment to shared goals.
10. Be a lead facilitator for issues regarding financial policy, processes, financial statements, accounting standards, investment management and systems.
11. The role has responsibility for undertaking research and financial analysis to support the objectives of Comcare and the Business Groups.
12. The role provides support to the CFO in undertaking projects in relation to technical accounting and taxation issues.

13. Undertake other duties as directed.

Qualifications and experience

Mandatory:

- Undergraduate degree or working towards an undergraduate degree in a relevant field e.g., commerce, accounting economics; and
- Minimum of 5 years working experience in a public sector financial operations area.

Desirable:

- Certified Practising Accountant (CPA) and/or Chartered Accountant (CA)

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee Health Declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Baseline Security Clearance.

Notes

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

About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300 366 979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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