Commonwealth of Australia
Electronic Public Service Gazette
PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Weekly Vacancy Notices

The Gazette contains notifications of vacancies 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 PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 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

Important Information:

All material produced on the APSJobs website constitutes Commonwealth copyright administered by the Australian Public Service Commission (the Commission). The Commission reserves the right to set out the terms and conditions for the use of such material. Apart from any use as permitted under the *Copyright Act 1968*, and those explicitly granted below, all other rights are reserved.

Public Service Gazette - Vacancy Notices

Apart from the names of agency contact persons, telephone numbers and email addresses contained in the Public Service Gazette Vacancy Notices (Vacancy Notices) which is personal information and must not be reproduced, all material in Vacancy Notices is licensed under a Creative Commons Attribution 4.0 licence (CC BY 4.0 - https://creativecommons.org/licenses/by/4.0/legalcode.en) – To access the full legal code for the CC BY 4.0 license license go to https://creativecommons.org/licenses/by/4.0/legalcode#s6a. Requests and enquiries concerning reproduction and rights should be addressed to APSJobs, Australian Public Service Commission, GPO Box 3176 Canberra ACT 2601, or by email to contact@apsjobs.gov.au

Further copyright and attribution requirements information can be viewed at https://apsjobs.gov.au/s/gazette-information. For more information on the terms and conditions of use of the APSJobs website, incorporating the Gazette, see https://apsjobs.gov.au/s/terms-and-conditions

[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0764776

Australian Children's Education and Care Quality Authority

Closing Date:Wednesday 19 November 2025

Policy and Regulatory Systems
Policy

Job Title	Senior Officer Policy
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Adelaide SA, Perth WA, Brisbane QLD, Darwin NT, Tasmania TAS
Salary	$103,179 - $145,235
Future Merit Locations	Sydney, Melbourne, Canberra, Adelaide, Perth, Brisbane, Darwin, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	512
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

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

Senior Officer Policy

- **Help children have the best start in life through high quality education & care.**
- **Improve outcomes for children and families in early education and care.**
- **Join an expert team working across governments at the national level.**

About ACECQA

We want children in Australia to have the best start in life through quality education and care.

We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the Education and Care Services National Law across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Senior Policy Officer is responsible for policy projects and policy advice to support ACECQA's role in guiding the implementation and administration of the National Quality Framework (NQF) for children's education and care.

The Senior Policy Officer identifies and investigates policy problems using their skills in legislative interpretation, critical thinking and regulatory policy. This role makes a major contribution to the development and refinement of national solutions to NQF implementation issues, as well as ACECQA's contributions to / leadership of current and emerging strategic initiatives.

This role is full time and fixed term (7-month parental leave replacement cover) at ACECQA Band 5/6 ($103,179 to $ 145,235).

Duties

Key Accountabilities

- Identify, research, analyse, consult and devise options to resolve policy, legislative, operational and business system issues that support ACECQA's strategic objectives and projects.
- Review, interpret and provide advice on policy, procedural, business systems, and legislative matters for internal and external stakeholders

- Manage policy projects, including undertaking research and consultation, tracking and monitoring project plans, and maintain risk, issue and action logs.
- Draft briefs, reports, submissions and policy papers
- Work cooperatively across the project/policy teams to contribute to the project objectives
- Build and maintain effective working relationships with regulatory authorities and the Australian Government and other external stakeholders to achieve organisational goals
- Develop and influence effective and efficient legislation, policy and procedure for the operation of the NQF Provide timely and accurate completion of tasks and projects, including ad hoc policy and project tasks as they relate to the work of the Policy group.
- Maintain consistent, transparent and accurate records in line with ACECQA's Records policies and procedures.
- Act ethically and professionally in accordance with ACECQA's values of Integrity, Commitment, Respect and Collaboration.
- Other duties as required.

Eligibility

Key Selection Criteria

- Highly developed conceptual, analytical and research skills, including the ability to work with legislation, operational policy and procedure, complex business systems and associated materials
- Excellent oral communication and writing skills, including experience preparing submissions, detailed policy options papers or similar
- Effective teamwork skills and high levels of initiative, including the ability to achieve results and outcomes in a timely manner
- Demonstrated ability to build and sustain productive working relationships with internal and external stakeholders, including the state and territory governments and other key stakeholders
- Demonstrated capacity to communicate effectively and negotiate confidently
- Proven ability to contribute to policy development, complex issues resolution, legislative interpretation and project management

Highly desirable skills, knowledge and experience:

- Knowledge of current trends, issues and policy in the education and care or related sectors.

Notes

How to apply

The closing date for applications is **19 November 2025** at **11.59pm.**

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Senior Officer Policy vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

More information

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

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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

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

Vacancy VN-0764806

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 20 November 2025

Leadership, Quality & Regulatory Support
Quality and Regulatory Support

Job Title	Manager Quality Practice and Programs
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	$126,436 - $161,939
Future Merit Locations	Sydney, Canberra, Melbourne, Adelaide, Perth, Darwin, Brisbane, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	514
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

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

Manager Quality Practice and Programs

- **Help children have the best start in life through high quality education & care.**
- **Improve outcomes for children and families in early education and care.**
- **Join an expert team working across governments at the national level.**

About ACECQA

We want children in Australia to have the best start in life through quality education and care.

We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments to:

· implement changes that benefit children birth to 13 years-of-age and their families

· monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

· support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Manager Quality Practice and Programs leads a team of professionals responsible for providing advice on quality programs, practices and policies in children's education and care services and supporting the sector and authorised officers (and other relevant regulatory authority staff) to implement the NQF.

This role is full time and fixed-term (7 months) at ACECQA Band 6/7 ($126,436 - $161,939).

Duties

Key Accountabilities

· Adhere to the spirit and practice of ACECQA's Code of Conduct, build an inclusive and agile performance culture, and role model ACECQA's values and behaviours, with a focus on quality, standards and continuous improvement through performance planning and management.

· Provide leadership and management in the relevant area of expertise relevant to the role and contribute to the overall leadership of the team in line with its core purpose.

· Manage assigned functions and projects in consultation with the DNEL and key stakeholders, which may include: overseeing ACECQA's excellent rating function, regulatory authority training and support, leading projects to promote exceptional practice in the children's education and care sector, researching and overseeing the provision of advice to key stakeholders, producing and/or overseeing the design and delivery of professional development programs, and leading the development and production of support materials and resources.

· Contribute to the direction of assigned functions and projects in consultation with the DNEL to shape the function or project to serve stakeholder needs, improve efficiency and effectiveness, and fulfil ACECQA's overall commitments and functions.

· Deliver briefs, reports, correspondence, presentations, updates, guidelines, information sheets and FAQs to provide expert advice for the ACECQA Executive, Board and external stakeholders.

· Act on behalf of ACECQA at inter-jurisdictional meetings and other forums to represent and explain the views of ACECQA within the relevant area of expertise.

· Build and maintain effective working relationships with peak organisations, the Australian Government, state and territory regulatory authorities, and other key stakeholders to promote ACECQA's objectives.

· Build and maintain stakeholder networks, both internal and external, to identify opportunities, achieve outcomes and facilitate cooperation.

· Develop and maintain effective working relationships with staff across the organisation.

· Lead, inspire, motivate and develop staff to deliver ACECQA's business outcomes and support the ACECQA's objectives.

· Other duties as required.

Eligibility

Key Selection Criteria

Essential

· Demonstrated leadership and management capabilities and experience in a complex, agile and diverse environment.

· Demonstrated capabilities and experience in children's education and care service delivery, vocational education, regulatory functions, and/or public sector management.

· Demonstrated experience in developing and managing projects and programs of work, including the ability to independently scope, plan, control and manage projects, and provide accurate reporting.

· Demonstrated ability to research, analyse and develop clear, timely and accurate recommendations, briefs and reports to change, interpret or develop policies and programs.

· Proven ability to develop productive working relationships with external stakeholders and peak organisations.

· Highly developed communication and interpersonal skills, including a demonstrated ability to communicate effectively across audiences and genres (including presentations, articles and resources) backed by high level written communication skills.

· Demonstrated ability to negotiate confidently with internal and external stakeholders.

· Demonstrated ability to deliver engaging and informative training and professional development programs to adult learners.

Desirable

· Knowledge and understanding of legislation, research, policies, practices, theories and trends relating to the children's education and care sector.

· Tertiary qualifications in a relevant discipline.

· Experience in a regulatory authority.

Notes

How to apply

The closing date for applications is 20 November 2025 at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Manager Quality Practice and Programs vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages.

· Attach a cover letter of up to 2 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

More information

If you have any questions about the role specifically, please contact Kate Higginbottom at kate.higginbottom@acecqa.gov.au.

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

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

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

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764892

Australian Children's Education and Care Quality Authority

Closing Date:Monday 24 November 2025

Leadership, Quality & Regulatory Support
Leadership and Management Program

Job Title	Facilitator, Leadership and Management Program (LAMP)
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	$103,179 - $122,039
Future Merit Locations	Sydney, Melbourne, Canberra, Adelaide, Perth, Darwin, Brisbane, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	515
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx*

Facilitator, Leadership and Management Program (LAMP)

- **Help children have the best start in life through high quality education & care.**
- **Improve outcomes for children and families in early education and care.**
- **Join an expert team working across governments at the national level.**

About ACECQA

We want children in Australia to have the best start in life through quality education and care.

We provide national leadership on the implementation of the National Quality Framework (NQF) and collaborate with the Australian and state and territory governments to:

· implement changes that benefit children birth to 13 years-of-age and their families

· monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

· support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Leadership and Management Program (LAMP) is a partnership between ACECQA and the Queensland Government. The Facilitator, Leadership and Management Program role will work collaboratively with the LAMP team to foster and enhance leadership and management capabilities within the children's education and care sector in Queensland, specifically focusing on supporting operational and educational leaders working in small to medium-sized services.

The position is responsible for supporting the building of leadership and management practices by providing guidance, mentoring and professional learning including workshops, online learning and communities of practice, to educators and leaders, enabling them to effectively lead and drive positive outcomes for children.

There are two roles available, each role is full time and fixed-term (19 months) at ACECQA Band 5 ($103,179 - $122,039).

Duties

Key Accountabilities

· Provide professional learning and support, such as facilitating in-person and online training sessions, communities of practice, coaching, and mentoring, to assist operational leaders and educational leaders in children's education and care services with developing leadership and management capabilities that align with the National Quality Framework.

· Build and maintain collaborative, effective and genuine working relationships with identified participants and other stakeholders to gain commitment and achieve quality and program outcomes.

· Work cooperatively and collaboratively within the LAMP and LQRS teams, and across ACECQA, to achieve the identified objectives and results.

· In collaboration with the Manager, LAMP and Lead Capability and Practice Facilitator, develop interactive, engaging, and relevant professional learning materials for webinars, communities of practice, workshops, resources, meetings and other activities as needed, to support the LAMP outcomes.

· Ensure program related documentation is developed, accurate, managed and appropriately stored to comply with all ACECQA policies, procedures and stakeholder expectations.

· Prepare briefs, reports and advice, and respond to requests for information and updates as required.

· Conduct, deliver and assist with organising travel, meetings, workshops, webinars and/or events located across Queensland as required by the LAMP project schedules.

· Adhere to the spirit and practice of ACECQA's Code of Conduct, demonstrate behaviours that support the building of an inclusive and agile performance culture and act ethically and professionally in accordance with ACECQA's values of Integrity, Commitment, Respect and Collaboration.

· Other duties as required.

Eligibility

Key Selection Criteria

Essential:

· Demonstrated contemporary knowledge and experience in delivering professional learning and support through a variety of approaches within the children's education and care sector.

· Comprehensive understanding of the National Quality Framework, coupled with demonstrated leadership and management experience in children's education and care services in an operational capacity (such as director, service leader) and/or as an educational leader.

· Demonstrated understanding of leadership and management theories, principles and best practices.

· Developed analytical, interpersonal and high level written and verbal communication skills, including a demonstrated ability to research, analyse and interpret information and communicate succinctly across a diverse range of audiences (including the development and delivery of presentations, resources and/or online learning).

· Proven ability to develop collaborative, positive and productive working relationships with internal and external stakeholders and negotiate with confidence to support program and organisation outcomes.

· Demonstrated ability to use a range of technology and learn new systems quickly and efficiently.

· A tertiary qualification in early childhood education, or a related field of study; or comparable professional experience.

· Hold a current Blue Card or be willing and eligible to attain a card before commencing in the role.

· Available to undertake frequent travel across Queensland, including metro and regional locations, overnight stays and hold a full driver's licence. This includes some travel to the ACECQA Sydney based office.

Desirable:

· Experience in developing and delivering initiatives to uplift leadership and management capabilities.

· Qualifications, training and/or experience in mentoring/coaching practices and/or leadership and management.

· Convenient access to a major airport that provides direct flights into metro and regional Queensland.

Notes

How to apply

The closing date for applications is 21 November 2025 at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to Facilitator, Leadership and Management Program (LAMP) vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

· Attach a written response to the targeted questions below of no more than 2 pages.

Targeted Questions

1. Describe your experience in delivering professional learning and support to educators or leaders within the children's education and care sector. In your response, please include examples of the approaches you used and how you ensured alignment with the National Quality Framework.
2. Provide an example of how you have applied leadership and management theories or principles to influence positive outcomes within the children's education and care sector.

All complete applications will be acknowledged.

More information

If you have any questions about the role specifically, please contact Amanda.Parmenter@acecqa.gov.au at email.

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

Notice to agencies

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

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care

Services National Law. Please refer to our Privacy Policy which can be accessed at http://www.acecqa.gov.au/privacy-policy.

About the Australian Children's Education and Care Quality Authority

To Apply

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

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764768

Australian Electoral Commission

Closing Date:Sunday 23 November 2025

COO - FAD Reform
Funding and Disclosure Reform Program FAD Vendor Management Office

Job Title	Assistant Director, Vendor Management – Program Management Office
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$118,146 - $133,138
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2025-195 17048
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a team of highly motivated and collaborative professionals that work in the Funding and Disclosure Reform (FAD) Program. The FAD Program was established to enable the AEC to implement and administer legislative amendments to the Commonwealth Funding and Disclosure Scheme (the Scheme) as set out in Part XX of the Commonwealth Electoral Act 1918 (Electoral Act) to increase transparency and accountability in Australia's electoral system.

The FAD Program is made up of three branches – the Program Management Office Branch, the Policy, Engagement and Design Branch, and the Technology Delivery Branch – that will work together to uplift the AEC's regulatory capability and capacity; and design, build and implement a new agile ICT system to support the Scheme.

The FAD Program is committed to establishing and maintaining a high performing and positive workplace culture that values respectful leadership. You will operate in a fast paced, dynamic environment, working directly to the Senior Responsible Officer (SRO) and ensuring that strategic objectives are met.

Duties

The Assistant Director, Vendor Management Office (VMO) in the Program Management Office Branch works alongside the Director to manage procurements, contracts, vendor performance and probity for the FAD Program.

There is the opportunity to shape and streamline VMO processes and contribute to a collaborative and outcomes-focussed team culture. The role supports co-ordination across the FAD Program and internal AEC corporate teams to ensure procurements and contract management activities are aligned and effective. The role includes building program capacity and capability through procurement, contract and vendor management and delivering effective governance, assurance, and reporting activities.

This is an exciting opportunity for a professional with strong leadership, negotiation, and stakeholder engagement skills to contribute to a nationally significant transformation program in a fast-paced and collaborative environment.

To excel you'll have:

- Demonstrated experience in in delivering projects, including large-scale recruitment projects (or equivalent), within agreed timeframes and budgets, in a highly operational and legislated environment.
- Demonstrated experience in delivering vendor/contract management services to support program delivery.
- Demonstrated experience supporting large-scale business, ICT change programs and/or regulatory reform in the Australian Government context.
- Highly developed ability to build, manage and maintain relationships with a broad range of internal and external stakeholders and communicate with influence, whilst engaging professionally to resolve conflict and manage sensitivities.
- Ability to manage high-performing teams to achieve strategic and operational goals within a complex public sector environment. This includes working under limited direction to manage a team of staff.
- Ability to effectively identify and manage complex risks in a dynamic and multi-faceted environment.
- Ability to achieve results in a fast-paced, high-pressure environment and within legislative and policy frameworks.
- Highly developed interpersonal, communication and negotiation skills.

Eligibility

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

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 Electoral Commission

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

To Apply

Position Contact	David Holmes, david.holmes@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764785

Australian Electoral Commission

Closing Date:Sunday 23 November 2025

Funding and Disclosure Reform Program
FAD Technology Delivery

Job Title	Assistant Directors, FAD Technology Delivery Branch
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$118,146 - $133,138
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC supports flexible workplace arrangements as per operational requirements
Classification	Executive Level 1
Position Number	2025-196 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912499547778899~1/edit

You will join a team of highly motivated and collaborative professionals that work in the Funding and Disclosure Reform (FAD) Program. The FAD Program was established to enable the AEC to implement and administer legislative amendments to the Commonwealth Funding and Disclosure Scheme (the Scheme) as set out in Part XX of the Commonwealth Electoral Act 1918 (Electoral Act) to increase transparency and accountability in Australia's electoral system.

The FAD Program is made up of three branches – the Program Management Office Branch, the Policy, Engagement and Design Branch, and the Technology Delivery Branch – that will work together to uplift the AEC's regulatory capability and capacity; and design, build and implement a new agile ICT system to support the Scheme.

The FAD Program is committed to establishing and maintaining a high performing and positive workplace culture that values respectful leadership. You will operate in a fast paced, dynamic environment, working directly to the Senior Responsible Officer (SRO) and ensuring that strategic objectives are met.

Duties

The Technology delivery stream is responsible for building, refining and deploying the ICT solution in partnership with external delivery vendors and internal delivery teams. This includes functional and non-functional testing, user acceptance testing, and deployment activities. This stream provides technical expertise across multiple disciplines (including architecture, security, Azure

cloud, Azure DevOps, ServiceNow, enterprise integration, and infrastructure) and acts as an IT enabler for the Program ensuring that the ICT solution is efficiently designed, secure, integrated and deployed.

The AEC is seeking multiple collaboratives, self-motivated and results driven Assistant Directors to join the Solution Management Team, Delivery Management and Support Team, Delivery Assurance and Build Quality Team and Systems and Platforms Team.

To excel you'll have:

- Demonstrated experience supporting large-scale business, ICT change programs and/or regulatory reform in the Australian Government context.
- Highly developed ability to build, manage and maintain relationships with a broad range of internal and external stakeholders and communicate with influence, whilst engaging professionally to resolve conflict and manage sensitivities.
- Ability to manage high-performing teams to achieve strategic and operational goals within a complex public sector environment. This includes working under limited direction to manage a team of staff.
- Ability to effectively identify and manage complex risks in a dynamic and multi-faceted environment.
- Ability to achieve results in a fast-paced, high-pressure environment and within legislative and policy frameworks; and
- Highly developed interpersonal, communication and negotiation skills.

Solution Management Team

The Solution Management Team defines and manages the technical architecture and overall solution vision for the ICT deliverables of the FAD Reform Program. The team includes program architects, solution architects and technical analysts.

- Desirable requirements for someone joining the Solution Management Team:
- Ability to influence, negotiate, and resolve complex issues, ensuring consensus and buy-in for technical decisions.
- Ability to clearly articulate complex technical concepts through written reports, presentations, and formal documentation.
- Experience contributing to and operating within technical governance frameworks, including architecture boards, design authorities, and assurance processes.

Delivery Management and Support Team

The Delivery Management & Support (DMS) and Multi-disciplinary Team (MDT) play a key role in delivering essential components of the FAD Reform Program's ICT solution. The DMS team works closely with the vendor to oversee solution delivery, while MDT 1 is responsible for in-house development activities.

- Desirable requirements for someone joining the Delivery Management and Support Team:
- Experience preparing high-level reports, dashboards, and briefings for senior executives.
- Demonstrated ability to apply agile, waterfall, or hybrid methodologies to manage timelines, risks, and resources.
- Experience managing risks, resolving issues collaboratively, and ensuring vendors align with strategic objectives and compliance standards.
- Ability to provide leadership and oversight across multiple concurrent ICT projects, ensuring they are delivered on time, within scope, and to quality standards.

Assurance and Build Quality Team

The Delivery Assurance and Build Quality team applies the AEC Quality Management System (QMS) to the FAD Reform Program's technology products. We execute First Line assurance functions, including design assurance, security compliance, and testing; to ensure that technology products fulfill program and enterprise objectives.

- Desirable requirements for someone joining the Assurance and Build Quality Team:
- Sound understanding of quality management systems (QMS) and experience in QMS implementation in large scale project and/or operations contexts.
- Experience in a project management role, or an equivalent operations leadership role.
- Understanding of one or more formal methodologies, standards and processes that support project management, operations and/or quality management (such as SAFe, ITIL, PMBoK, PRINCE) and their use in a government context.

Systems and Platforms Team

The Systems and Platforms team builds and supports the foundation that powers the FAD application. We create and maintain the environments it runs on (Development to Production), enable integration with other systems, and provide skilled developers (.NET, ServiceNow) to deliver FAD requirements. All of this is guided by our architecture team comprising of Solution, Integration, Data and ServiceNow Architects to ensure alignment with approved design patterns and AEC standards.

- Desirable requirements for someone joining the Systems and Platforms Team:
- Experience with workforce management to support current and future demands.
- Experience with managing budgets and forecasting expenditure against budget.
- Experience with project governance and report, using DevOps as translating into formats applicable to the audience.

Eligibility

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

- Applicants are required to consent to, undergo, obtain and maintain the security clearance required for this role.

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 Electoral Commission

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

To Apply

Position Contact	Phil Rainey, phil.rainey@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291249954777

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764832

Australian Fisheries Management Authority

Closing Date:Thursday 13 November 2025

Corporate Services Branch Technology and Digital Services

Job Title	Infrastructure Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Majura ACT
Salary	$123,864 - $137,667
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Requests for flexible working arrangements are considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	10042
Agency Website	

Job Description

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

Duties

We are looking for an experienced leader with technical expertise who can:

- manage the day-to-day operation of AFMA ICT infrastructure
- ensure ICT infrastructure systems comply with mandatory Commonwealth Government Security guidelines
- actively engage with AFMA staff and external providers on the implementation of innovative technologies that support AFMA’s core business functions.

About the team

The Technology and Digital Services section is responsible for delivering the strategic and operational requirements of ICT and Digital transformation to AFMA and its clients. We are committed to deliver innovative and fit for purpose solutions to support the delivery of strategic and operational outcomes. We support and manage a wide area network to offices in Canberra, Darwin, Thursday Island, and Lakes Entrance. We achieve this by:

- committing to proactive engagement with front line staff and stakeholders to leverage opportunities to be gained by technology investments,
- keeping up with technology, industry and government trends to implement and support ICT that furthers the business initiatives,
- being proactive on cutting edge technology and analysing its suitability for inclusion in the agency,
- implementing agile development practices, and
- collaborating with key business stakeholders.

The position

The Infrastructure Manager provides a high level of technical expertise to assist the Chief Technology Officer to deliver the following services:

- Manage the day-to-day operation and control of AFMA ICT infrastructure to support the delivery of services in Canberra, Darwin, Thursday Island and Lakes Entrance as well as remote access for field staff to corporate IT services and information in accordance with government and security requirements.
- Manage the day-to-day operation of AFMA's on-premises and cloud-hosted infrastructure including Microsoft 365 (Outlook, SharePoint, Teams) by ensuring suitable configuration and administration of these facilities.
- Maintain accurate records and documentation of infrastructure services and provide regular management reporting
- Undertake projects as required by the business and stake holders to support the objectives and goals of AFMA as advocated in the Corporate Plan and the Records and Information Management Framework.
- Ensure relevance with government policies and the requirements relating to the management of information, ensuring Cyber Security standards are maintained in accordance with the PSPF, ACSC Information Security Manual and Essential 8 guidelines.

Our ideal candidate

We are looking for someone with:

- Strong knowledge and demonstrated experience in the operational day to day support of modern ICT infrastructure, platforms, applications and services and ICT authentication and cybersecurity technologies.
- Strong knowledge and demonstrated experience in developing robust and scalable cloud-based solutions.
- High level of communication skills, both written and verbal, and demonstrated capability to develop and maintain productive relationships with both internal and external stakeholders and clients.
- Demonstrated experience and capability to collaborate effectively with direct team members and other business stakeholders to deliver agreed outcomes.
- Demonstrated effective management and leadership capability and experience in effectively planning, leading, prioritising, developing and implementing a range of key IT projects

Applications close 11:59 pm AEDT Thursday 13 November 2025.

Eligibility
Notes

To be eligible for this role applicants must:

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

About the Australian Fisheries Management Authority

To Apply

Position Contact	Greg Murphy, 0473 517 793
Agency Recruitment Site	https://www.afma.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764841

Australian Fisheries Management Authority

Closing Date:Thursday 20 November 2025

Corporate Services Branch Business Partnership and Strategy

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Majura ACT
Salary	$90,042 - $95,368
Future Merit Locations	Majura
Office Arrangement	Hybrid
Office Arrangement Details	Requests for flexible working arrangements are considered on a case-by-case basis.
Classification	APS Level 5
Position Number	10039
Agency Website	

Job Description

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

Duties

We are looking for someone who:

- has demonstrated experience in financial processing and corporate treasury
- has TechOne experience
- is well-organised and has high attention to detail
- has strong stakeholder relationship skills.

About the team

The Finance Team delivers the following functions across AFMA:

- Budget and planning functions to enhance the agency's strategic delivery of its legislative objectives through several critical processes including internal budget, cost recovered budgets, non-financial planning activities and external estimates.
- Financial and non-financial reporting functions ensuring quality, timely and accurate reporting to internal and external stakeholders.
- Financial processing including accounts payable, accounts receivable, credit card management, debtor management, taxation (GST and FBT), general insurance and corporate treasury.

The position

The Finance Officer works closely with the wider Financial Operations team to deliver financial transaction processing, reconciliations and end of month activities. The primary focus of this position is to deliver effective and efficient accounts payable, credit card and corporate treasury functions.

Our ideal candidate

We are looking for someone with:

- Demonstrated experience in an accounts payable function, including payruns, month end duties and credit card management.
- Demonstrated ability to work independently and to prioritise and manage workloads with competing deadlines while maintaining accuracy and attention to detail, particularly in the context of routine financial processing tasks.
- The ability to work as part of a team with good communication skills who can manage relationships with internal and external stakeholders and able to negotiate outcomes in a timely manner.
- Demonstrated experience in assisting with implementing business and process improvement including the documentation of standard operating procedures and contributing to ideas for improvements.
- Demonstrated experience in using financial management information systems (preferably Finance1) and the use of the Microsoft Office suite of programs, with a proficiency in Excel.

Applications close 11:59 pm AEDT Thursday 20 November 2025.

Eligibility
Notes

To be eligible for this role applicants must:

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

About the Australian Fisheries Management Authority

To Apply

Position Contact	Rachel Gay, 02 6225 5357
Agency Recruitment Site	https://www.afma.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764908

Australian Signals Directorate

Closing Date:Sunday 30 November 2025

Cyber Security Resilience (CSR)

Job Title	ASD 4, 5 & 6 Emanation Security Technologist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$83,489 - $116,169
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	On Site
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/08986/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

The Emanation Security (EMSEC) section works under the Cyber Security Resilience (CSR) division, as a part of the Australian Cyber Security Centre (ACSC), within ASD. EMSEC relates to the protection of unintentional data-related or intelligence bearing signals, which can then be intercepted, and analysed.

The EMSEC branch at ASD focusses heavily on a subset of EMSEC called TEMPEST, which relates to the study and investigation of signal emanations, including the propagation and suppression of these signals. The EMSEC team is adaptable, and delivery-focused, with an aim to ensure that ASD remains on the forefront of protecting against the continuously developing EMSEC threat environment. Specialist training is available to all team members, as this work has a direct impact on Australia’s national security.

About the Roles

We are seeking passionate and motivated people to work in a high-paced environment, as part of a growing team of specialists who develop and deploy unique capabilities to resist attacks from

adversaries. You will be instrumental in countering the rapidly evolving methods used to gain access to intelligence or highly classified information. These roles would suit anyone with a curious nature, who is detail oriented, and enjoys technical tasks. Previous EMSEC experience is not essential.

Key Duties

ASD 4 EMSEC Technologists fulfil the following duties under supervision:

- Provide advice and assistance on contemporary EMSEC matters to stakeholders
- Assist in maintaining technical equipment and systems to support delivery of EMSEC capabilities
- Demonstrate contemporary knowledge of EMSEC vulnerabilities and threats including associated identification and prevention techniques
- Conduct analytical and research tasks to meet the EMSEC needs of stakeholders
- Work collaboratively with stakeholders to conduct EMSEC assessments
- Communicate EMSEC information through presentations and technical reports for both technical and non-technical audiences
- Investigate EMSEC vulnerabilities and assess their impact to stakeholders' systems through research, analysis and reporting
- Take the initiative to find solutions to moderately complex matters and seek advice and guidance on more complex EMSEC issues
- Interpret and comply with business processes and legislative, policy and regulatory frameworks.

ASD 5 EMSEC Technologists are required to complete the above duties, and the following under routine direction:

- Responsible for maintaining technical equipment and systems to support delivery of EMSEC capabilities
- Apply contemporary knowledge of emerging technology issues including EMSEC trends, vulnerabilities and threats, associated identification and prevention techniques
- Use experience to conduct proactive analytical and research tasks to meet the EMSEC needs of stakeholders
- Take the initiative to develop solutions, seek advice and guidance on more complex EMSEC issues
- Interpret and comply with and legislative, policy and regulatory frameworks
- Identify and contribute to business process improvement activities.

ASD 6 EMSEC Technologists are required to complete all previous duties in addition to the following under limited direction:

- Produce, coordinate and provide advice, assistance, and policy on contemporary EMSEC matters to stakeholders
- Work collaboratively with stakeholders to lead and conduct EMSEC assessments
- Communicate EMSEC information through presentations and technical reports tailored to internal and external audiences
- Investigate EMSEC vulnerabilities, and assess the risk to stakeholders' systems and recommend mitigating strategies through research, analysis and reporting
- Build and sustain professional relationships with team members and guide team work and group activities
- Lead business process improvement activities.

Duties

EMSEC is seeking individuals who thrive in technical environments, are passionate about technology, and are eager to support Australia’s national security. You will be part of a high-performing team that values agility, collaboration, and innovation.

We are looking for candidates who:

- Are eager to learn
- Are passionate problem solvers who take initiative and contribute to team outcomes
- Can adapt to new technologies and platforms quickly
- Work effectively in agile teams and build strong relationships with technical colleagues
- Focus on delivering secure, high quality, and high-performance solutions
- Demonstrate integrity, curiosity, resilience, and creativity in solving complex and unique problems
- Display a positive, inclusive attitude, and can be adaptable and flexible.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner’s Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

Qualifications or relevant experiences in the following fields are desirable:

- Electrical, Electronics, telecommunications or RF Engineering
- Cyber Security
- Computer Science
- Electronic warfare, and other Defence signals intelligence disciplines
- Amateur radio operation.

EMSEC offer specialist training to all members of the team.

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

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@dfp.com.au
Agency Recruitment Site	https://www.asd.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764921

Australian Signals Directorate

Closing Date:Sunday 30 November 2025

Chief Operating Officer Group
Security, Finance and Property

Job Title	ASD 4, 5 Information Security Analyst
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Melbourne VIC
Salary	$83,489 - $100,702
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	As per the Information Pack
Classification	APS Level 4;APS Level 5
Position Number	ASD/08985/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

As an Information Security Analyst for Information Security Branch, you will work with teams from across the organisation to ensure interoperability of systems so that a variety of security incidents and risks across all Defence Intelligence networks are appropriately detected, addressed, and reported on to enable the security of the ASD’s IT systems and missions.

As a critical member of our Information Security Branch, our Information Security Analysts are generally responsible for:

- Achieving moderately complex analysis and investigation of malicious cyber security incidents.
- Communicating with, responding and providing advice to a range of stakeholders on moderately complex operational and administrative issues.
- Utilising a diverse set of tools and capabilities to investigate cyber security incidents.
- Proactive system monitoring.
- Continuous improvement and optimisation across systems.
- Documenting their work.

The role will require excellent communication skills as you engage across the Agency and the Defence Intelligence Agency's (DIAs). You will need to manage your activities and performance in accordance with legislation and the ASD policies and procedures.

High levels of maturity and professionalism are requirements of this role due to the sensitive nature of some tasking. This will require Information Security Branch analyst to display sound judgement, integrity, honest and discretion across all tasks and work processes.

As a branch, Information Security will support your development in the agency through training and mentoring both on and off the job, providing the opportunities for you to push your skills within a strong and supportive work environment. We are looking for candidates who are motivated to leverage these opportunities to grow and develop their skills to further support ASD's mission.

About the Role

The duties of an ASD 4 & 5 Information Security Analyst occupation in ASD include the following:

The **ASD 4 Information Security Analyst** role is responsible for monitoring Security situational awareness and automation tools for security events and alerts, including the analysis, investigation, escalation or closure of alerts.

The ASD 4 Analysts perform the following tasks:

- Monitor incoming alert queues for potential security incidents
- Perform initial investigation analysis and triage of alerts, documenting findings in the Incident Management platform

- Maintain use-case playbooks, checklists and analyst Standard Operating Procedures (SOPs)
- Monitor the log health of SIEM Index's and report variations outside normal levels to Senior Analysts, Security Engineers and their team lead
- Support Incident Response and Investigation activities as required
- Conduct research and intelligence gathering regarding emerging threats and exploits

The **ASD 5 Information Security Analyst** is responsible for monitoring Security situational awareness and automation tools for security events and alerts, with a greater degree of autonomy than expected from an ASD 4 Analyst.

The ASD 5 Analysts perform the following tasks:

- Investigate information security incidents in line with broad direction set out by senior staff, while ensuring that incident response processes are being followed.
- Analyse and resolve identified security incidents in accordance with established procedures and recommend any required actions.
- Contribute to digital forensic investigations by processing and analysing evidence and artefacts in line with policy, standards and guidelines and support production of forensics findings and reports.
- Utilise a diverse set of capabilities, including various SIEM and investigation capabilities, to investigate cyber security and insider threat incidents. Be able to develop skills in new capabilities as required as part of investigations.
- Provide assistance with the development of a technical remediation plan and deliver findings to system owners and stakeholders.
- Communicate technical findings and recommendations through formal reporting, briefs, emails and verbal advice in accordance with the Australian Signals Directorate writing standards.
- Collaborate with organisations and stakeholders to provide remediation advice/plan to system owners and managers in order to improve system security posture.
- Build and sustain effective working relationships with team members and actively participate in teamwork and group activities.
- Facilitate appropriate direction, including technical direction, for their employees by clearly communicating goals and objectives.

Further information can be found at: I'm changing my career | Australian Signals Directorate (asd.gov.au)

Duties

The ideal candidate will have experience in the following areas:

- A solid understanding of cyber security concepts and/or enterprise IT systems.
- Excellent written and verbal communication skills.
- A critical and analytical mind-set.
- Demonstrable success in problem solving.
- Sound stakeholder relationship skills.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

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

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

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

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

Notes

Either tertiary qualification or equivalent work experience in one or more of the following relevant fields will be highly desirable:

- Strong understanding of security concepts
- Experience in offensive or defensive security roles
- ICT security systems design
- Networking engineering

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

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@dfp.com.au
Agency Recruitment Site	www.asd.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764957

Australian Signals Directorate

Closing Date:Sunday 30 November 2025

Signals Intelligence & Effects Group
Expeditionary & Transnational Intel

Job Title	ASD 4, 5 & 6 Signals Intelligence Analyst – Shift work
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$83,489 - $116,169
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	On-site
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/09017/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Domain Awareness and Signals Intelligence Support (DASS):

The **Domain Awareness and SIGINT Support Section (DASS)**, a 24/7 operations area responsible for delivering domain awareness, indications, warnings and in depth analysis on key areas of interest in support of the Australian Defence Force (ADF) and allied operations.

The team has rapidly transformed over the past three years, modernising its mission and tools, upskilling staff and introduced certifications for key positions. This ensures that we work at the scale and speed required by our customers while ensuring the intelligence we produce is of the highest standard. We will continue this momentum over the next 12-24 months, delivering key capabilities, professionalising our training, and planning our continued growth.

DASS sits within ASD’s Military Expeditionary Branch (MX), a multi-disciplinary, integrated workforce that conducts in-depth technical analysis of complex foreign communication systems. The team modernised its mission and tools, upskilled staff and introduced certifications and training, to operate at the scale and speed required by customers, and produce intelligence of the highest standard.

About the Role

DASS is one of the largest sections within ASD and we are looking to fill a range of signals intelligence analyst positions as part of our 24/7 Watch. Our section is dynamic and fast paced and we are looking for analysts who are self-motivated, committed to their ongoing professional development and passionate about our mission.

DASS is seeking motivated, intrigued individuals to fill a wide range of ASD Signals Intelligence Analyst positions including Duty Watch Officer and Shift Lead positions in our Canberra office. These are dynamic roles, working in an operational team alongside a diverse team of ADF and ASD members, supporting ASD to deliver its Domain Awareness mission.

To be successful in this dynamic and fast-paced operational role, you bring self-motivation, a commitment to your ongoing professional development, and a passion for our mission. You will work collaboratively with a diverse team of ADF and ASD members.

An **ASD 4 Signals Intelligence Analyst** produces moderately complex research, analysis, and operational tasks, to support the collection and dissemination of signals intelligence. You will be expected to understand technical concepts, provide technical advice, and interpret data to provide timely and accurate intelligence advice.

Key duties include:

- Produce signals intelligence, whilst complying with legislative, policy and security frameworks.
- Record and maintains accurate files and records within information repositories in relation to business decisions and intelligence functions.
- Utilise a variety of information communication technology systems including data entry and query functions in order to produce signals intelligence.
- Operate signals intelligence related systems to maintain capabilities to achieve business outcomes.
- Build and sustain effective relationships with team members and actively participate in team work and group activities.
- Understand stakeholder needs and expectations to meet business requirements and provides appropriate advice.
- Investigate, research, and analyse moderately complex information and collected data to assist in the production of signals intelligence tailored to customer requirements.
- Utilise a number of bespoke analytic tool suites to reverse engineer and/or interpret foreign military signals and capabilities.
- Evaluate collected data and information to develop further collection, processing and analysis to support future mission outcomes.

An **ASD 5 Signals Intelligence Analyst** interprets and provides advice within the intelligence function based on legislation, policy and procedures. You will undertake specialist research and analysis. You will conduct reviews, assessments, and investigations, and carry out procedural and clerical support work. A demonstrated experience in analysing multiple sources of data, drawing accurate conclusions to produce intelligence reporting, enable data processing or generating additional analytical leads.

Key duties include:

- Record and maintain accurate files and records within information systems in relation to business decisions and intelligence functions.
- Accountable to produce signals intelligence, whilst complying with legislative, policy and security frameworks.
- Utilise and apply a variety of information communication technology systems including data entry and query functions in order to produce signals intelligence.
- Operate and apply signals intelligence related systems to maintain capabilities to achieve business outcomes.
- Understand stakeholder needs and expectations to meet business requirements and provide appropriate advice.
- Build and sustain effective relationships within and across teams, and actively participate in team work and group activities.
- Investigate and interpret through the research, analysis and translation of collected data and information to produce signals intelligence tailored to customer requirements.
- Utilise a number of bespoke analytic tool suites to reverse engineer and/or interpret foreign military signals and capabilities.
- Evaluate and interpret collected data and information to develop further collection, processing and analysis to support future mission outcomes.
- Instruct, train and develop signals intelligence analysts and provide guidance to less experienced staff.

An **ASD 6 Signals Intelligence Analyst** conducts complex research, analysis and operational tasks to support the collection and dissemination of signals intelligence, and provide technical advice across the analytic community within their organisation. You will have experience in conducting analysis to enable operational outcomes, or further capability development and delivery. You have experience in training and mentoring junior analysts and leading analytical efforts.

Key duties include:

- Accountable to produce signals intelligence whilst complying with legislative, policy and security frameworks.
- Manage and maintain accurate files and records within information repositories in relation to business decisions and intelligence functions.
- Develop and utilise information communication technology capabilities in order to manage the production of signals intelligence.
- Is innovative in the development of business process for the production of signals intelligence.
- Build, sustain and promote effective relationships within and across teams.

- Work collaboratively with stakeholders to meet their requirements, manage expectations and provide general signals intelligence advice.
- Utilise a number of bespoke analytic tool suites to reverse engineer and/or interpret foreign military signals and capabilities.
- Prioritise the research, analysis and translation of collected data and information to produce signals intelligence tailored to customer requirements.
- Prioritise collected data and information to develop further collection, processing and analysis to support future mission outcomes.
- Regulate and manage the adherence to signals intelligence production standards.

Further information can be found at: I'm changing my career | Australian Signals Directorate (asd.gov.au)

Duties

Are you a curious, self-motivated, clear communicator who works well in a team environment? DASS is looking for you.

DASS seek to recruit and develop a diverse workforce that is self-motivated, curious, innovative, and want to contribute to the defence of Australia. We work in a dynamic and fast paced environment which provides 24/7 support to military operations. A range of opportunities are available within various domains across the section.

Our ideal candidate will have:

ASD 4

- The potential ability to work in a dynamic and fast paced environment which enables defence capability and provides 24/7 support to military operations.
- High attention to detail.
- Ability to learn complex analytical and technical systems.
- Passion for researching and understanding technical concepts and foreign military capabilities.
- Ability to build and sustain working relationships across the organisation.
- Ability to engage with stakeholders and other team members.

ASD 5

- The potential ability to work in a dynamic and fast paced environment which enables defence capability and provides 24/7 support to military operations.
- High attention to detail.
- Ability to conduct and produce high-impact signals intelligence.
- Passion for researching and understanding technical concepts and foreign military capabilities.

- Ability to work independently as well as at the direction of senior analysts, their team leaders and intelligence managers.
- Ability to build and sustain working relationships across the organisation.
- Ability to engage with stakeholders and other team members.

ASD 6

- The potential ability to work in a dynamic and fast paced environment which enables defence capability and provides 24/7 support to military operations.
- High attention to detail.
- Ability to oversee and lead analysts who produce high-impact signals intelligence.
- Passion for researching and understanding technical concepts and foreign military capabilities.
- Leadership skills to lead small teams where required.
- Ability to work independently as well as at the direction of intelligence managers.
- Ability to build and sustain working relationships across the organisation.
- Ability to engage with stakeholders and other team members.

For those found suitable at the ASD 6 level, there may also be opportunities to fill Shift Lead positions.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

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

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

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

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

Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@dfp.com.au
Agency Recruitment Site	https://www.asd.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764964

Australian Signals Directorate

Closing Date:Sunday 30 November 2025

Chief Operating Officer Group
Security, Finance and Property

Job Title	ASD 6, EL1 Information Security Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Perth WA
Salary	$103,723 - $143,093
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	As per the Information Pack
Classification	APS Level 6;Executive Level 1
Position Number	ASD/09032/25
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

About the Team

As an Information Security Analyst for Information Security Branch, you will work with teams from across the organisation to ensure interoperability of systems so that a variety of security incidents and risks across all Defence Intelligence networks are appropriately detected, addressed, and reported on to enable the security of the ASD's IT systems and missions.

As a critical member of our Information Security Branch, our Information Security Analysts are generally responsible for:

- Achieving moderately complex analysis and investigation of malicious cyber security incidents.
- Communicating with, responding and providing advice to a range of stakeholders on moderately complex operational and administrative issues.
- Utilising a diverse set of tools and capabilities to investigate cyber security incidents.
- Proactive system monitoring.
- Continuous improvement and optimisation across systems.
- Documenting their work.

The role will require excellent communication skills as you engage across the Agency and the Defence Intelligence Agency's (DIAs). You will need to manage your activities and performance in accordance with legislation and the ASD policies and procedures.

High levels of maturity and professionalism are requirements of this role due to the sensitive nature of some tasking. This will require Information Security Branch analysts to display sound judgement, integrity, honest and discretion across all tasks and work processes.

As a branch, Information Security will support your development in the agency through training and mentoring both on and off the job, providing the opportunities for you to push your skills within a strong and supportive work environment. We are looking for candidates who are motivated to leverage these opportunities to grow and develop their skills to further support ASD's mission.

About the Role

ASD 6 Information Security Analyst

The ASD 6 Analysts are employed in either the Security Operations Centre (SOC) or Protective Monitoring teams. These teams are responsible for analysing information from multiple sources to protect ASDs people, resources and capability. The SOC is responsible for monitoring for external threats, and Protective Monitoring is responsible for monitoring risks associated with ASD and DIA employees.

The ASD 6 Analysts perform the following tasks:

Security Operations Centre (SOC) Team

- Provide Subject Matter Expertise (SME) when performing investigation analysis and the development of new security use-cases
- Review security use-cases in development and provide an approval gateway at each step of the development lifecycle
- Manage the implementation of security use-cases in SIEM and Automation platforms
- Escalation point for security Incidents
- Contribute to digital forensic investigations by processing and analysing evidence and artefacts in line with policy, standards and guidelines and support production of forensics findings and reports
- Utilise a diverse set of capabilities, including various SIEM and investigation capabilities, to investigate cyber security incidents. Be able to develop skills in new capabilities as required as part of investigations

- Communicate technical findings and recommendations through formal reporting, briefs, emails and verbal advice in accordance with the Australian Signals Directorate writing standards
- Collaborate with organisations and stakeholders to provide remediation advice/plan to system owners and managers in order to improve system security posture
- Sustain effective working relationships with team members and actively participate in teamwork and group activities
- Facilitate appropriate direction, including technical direction, for their employees by clearly communicating goals and objectives.

Protective Monitoring Team

- Analyse and report on security-relevant data for Personnel Security investigations
- Monitor incoming alert queues for potential security incidents
- Perform initial investigation analysis and triage of alerts, documenting findings in the Incident Management platform
- Maintain use-case playbooks, checklists and analyst Standard Operating Procedures (SOPs)
- Develop and maintain automated reports
- Develop security use-cases to detect abnormal activity
- Support Personnel Security activities as required, including the case management process
- Utilise a diverse set of capabilities, including various SIEM and investigation capabilities, to investigate insider threat incidents. Be able to develop skills in new capabilities as required as part of investigations
- Communicate technical findings and recommendations through formal reporting, briefs, emails and verbal advice in accordance with the Australian Signals Directorate writing standards
- Sustain effective working relationships with team members and actively participate in teamwork and group activities
- Facilitate appropriate direction, including technical direction, for their employees by clearly communicating goals and objectives.

ASD EL1 Information Security Analyst

The ASD EL1 Information Security Analysts are employed in either the Security Operations Centre (SOC) or Protective Monitoring teams. These teams are responsible for analysing information from multiple sources to protect ASDs people, resources and capability. The SOC is responsible for monitoring for external threats, and Protective Monitoring is responsible for monitoring risks associated with ASD and DIA employees.

The ASD EL1 Analysts perform the following tasks:

Security Operations Centre (SOC) Team

- Provide Subject Matter Expertise (SME) when performing investigation analysis and the development of new security use-cases
- Review security use-cases in development and provide an approval gateway at each step of the development lifecycle
- Lead the implementation of security use-cases in SIEM and Automation platforms
- Lead management of security incidents
- Lead digital forensic investigations in line with policy, standards and guidelines and support production of forensics findings and reports
- Utilise a diverse set of capabilities, including various SIEM and investigation capabilities, to investigate cyber security incidents. Be able to foster development of skills in new capabilities as required as part of investigations
- Communicate technical findings and recommendations through formal reporting, briefs, emails and verbal advice in accordance with the Australian Signals Directorate writing standards
- Drive collaborate with organisations and stakeholders to provide remediation advice/plan to system owners and managers in order to improve system security posture
- Build and sustain effective working relationships with team members and actively participate in teamwork and group activities
- Drive appropriate direction, including technical direction, for their employees by clearly communicating goals and objectives in line with ASD strategic objectives.

Protective Monitoring Team

- Lead analysis and reporting on security-relevant data for Personnel Security investigations
- Direct monitoring of incoming alert queues for potential security incidents
- Lead investigation analysis and triage of alerts, documenting findings in the Incident Management platform
- Maintain use-case playbooks, checklists and analyst Standard Operating Procedures (SOPs)
- Lead development and sustainment of automated reports
- Drive develop security use-cases to detect abnormal activity
- Support Personnel Security activities as required, including the case management process
- Utilise a diverse set of capabilities, including various SIEM and investigation capabilities, to investigate insider threat incidents. Be able to foster development of skills in new capabilities as required as part of investigations
- Communicate technical findings and recommendations through formal reporting, briefs, emails and verbal advice in accordance with the Australian Signals Directorate writing standards
- Drive collaborate with organisations and stakeholders to provide remediation advice/plan to system owners and managers in order to improve system security posture
- Build and sustain effective working relationships with team members and actively participate in teamwork and group activities.

Further information can be found at: I’m changing my career | Australian Signals Directorate (asd.gov.au)

Duties

The ideal candidate will have experience in the following areas:

- A strong understanding of cyber security concepts and/or enterprise IT systems.
- Excellent written and verbal communication skills.
- A critical and analytical mind-set.
- Demonstrable success in problem solving.
- Sound stakeholder relationship skills.
- Demonstrable mentoring and leadership experience.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Eligibility

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

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

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

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

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

Notes

Desirable Qualifications, Experience or Training

Either tertiary qualification or equivalent work experience in one or more of the following relevant fields will be highly desirable:

- Strong understanding of security concepts
- Experience in offensive or defensive security roles

- Government or corporate investigations
- ICT security systems design
- Networking engineering

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

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@dfp.com.au
Agency Recruitment Site	www.asd.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764852

Australian Skills Quality Authority (ASQA)

Closing Date:Sunday 23 November 2025

Registration and Performance
Market Entry

Job Title	Senior Assessment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Melbourne VIC, Sydney NSW, Canberra ACT, Hobart TAS, Perth WA
Salary	$96,572 - $105,910
Future Merit Locations	Brisbane, Adelaide, Melbourne, Sydney, Canberra, Hobart, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Split work on site / work from home options available
Classification	APS Level 6
Position Number	To Be Confirmed
Agency Website	https://www.asqa.gov.au/

Job Description

https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

Who we are

We are Australia's National Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information about ASQA, including our role and how we regulate.

Duties

About the Opportunity

We are seeking a **Senior Assessment Officer** who supports the team in the conduct of assessments of initial applications to ensure only genuine applicants are approved to operate within the vocational education and training sector.

Key responsibilities include:

- assessing applications for RTO status to ensure that registration is only granted to applicants who are adequately resourced to provide quality training and assessment and meet the Fit and Proper Person requirements:
- in doing so, applying strategies to manage specific risks under the ASQA Regulatory Risk Framework that are applicable to regulatory risk priorities.
- making recommendations consistent with good administrative law principles on the basis of relevant information, evidence, and, where required by legislation, giving written reasons for decisions to enable applicants to understand the reasons, evidence and facts that have resulted in the decision.
- communicating clearly with applicants regarding what is required to participate in the market as a Registered Training Organisation, the process and progress of their application.
- working in partnership with internal and external key stakeholders, in particular:
- delivering ASQA's shared purpose through collaboration with other areas,
- sharing information with intelligence sources, such as other Commonwealth, State and Territory regulators, to inform the identification of risk and enable a coordinated response to managing risks at market entry.
- planning and delivery of continuous improvement across the Market Entry Team.
- lead quality assurance reviews of operational procedures and performance outcomes produced in accordance with agreed service standards.
- actively engage with the team and ASQA more broadly to determine improvements in practice and formulate solutions with a focus on continuous improvement.
- effective records management is maintained and up to date in line with all relevant requirements.
- respond to internal and external client enquiries in a timely way.
- work with other key stakeholders, internal and external to ASQA, as required.

Skills and experience

To succeed in this role, you will have:

- Apply best practice regulation and the proven ability to identify and manage risks proportionately, and to make clear, well-reasoned and timely decisions and recommendations in a fast-paced and changing environment.
- Well-developed analytical skills and judgement to solve problems in a complex regulatory environment.

- Ability to effectively engage and collaborate with diverse stakeholders and build trusted relationships and partnerships, including on complex or sensitive issues.
- Demonstrated experience in providing high quality advice to management and preparing quality written reports, including the ability to communicate findings from an analysis of evidence against legislation.
- The ability to work independently when required, showing confidence, initiative and drive.
- Demonstrated commitment to promoting diversity, modelling the APS Values and APS Employment Principles and promoting compliance with the APS Code of Conduct.

We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

What we offer

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a $300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.

- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

Eligibility to apply

- Under Section 22(8) of the Public Service Act 1999, employees must be Australian Citizens to be employed in the APS unless the Agency delegate has agreed, in writing, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Notes

How to apply

APS Jobs content

Visit Current vacancies for more information.

It is important that you review the **Position Description** for more information on the role, including instructions on what to include in your application, before you apply.

Please include the following in your application:

- a two-page pitch detailing your skills, background, and experience relevant to the role.
- a resume/CV, including the name and contact details of two referees (one should be your current supervisor/manager).

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Position Description**.

Please ensure you provide specific, relevant examples of your work that will demonstrate your ability to perform the role.

If you have questions about this exciting opportunity, please contact **Ali Woodward, Assistant Director, Market Entry** via **ali.woodward@asqa.gov.au**

These positions are available as an **ongoing** or **non-ongoing** opportunities. Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a **merit pool**. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close: **Sunday, 23 November 2025 at 11:30am (AEDT).**

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

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Ali Woodward, ali.woodward@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

Vacancy VN-0764860

Australian Skills Quality Authority (ASQA)

Closing Date:Tuesday 25 November 2025

Registration and Performance
Market Entry

Job Title	Assessment Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Perth WA, Hobart TAS
Salary	$84,956 - $91,809
Future Merit Locations	Adelaide, Melbourne, Canberra, Sydney, Brisbane, Perth, Hobart
Office Arrangement	Hybrid
Office Arrangement Details	Split work on site / work from home options available
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.asqa.gov.au/

Job Description

https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

Who we are

We are Australia’s National Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information about ASQA, including our role and how we regulate.

Duties

About the Opportunity

We are seeking an **Assessment Officer** who supports the team in the conduct of assessments of initial applications to ensure only genuine applicants are approved to operate within the vocational education and training sector.

Key responsibilities include:

- undertake a structured risk assessment of low-risk small-scope provider applications for initial registration under the NVETR Act and/or ESOS Act.
- undertake a structured financial viability risk assessment and fit and proper person suitability assessment of applicants.
- communicate with applicants to resolve issues associated with the submission of low-risk small scope NVETR and/or ESOS Act registration applications and notifications.
- ensure good administrative law decision-making principles are applied, by writing quality reports and preparation of statements of reasons documenting findings following assessment of applications.
- apply an understanding of and ability to interpret the relevant standards and legislation in relation to risk assessment and registration activities.
- process information and data received through sector and community sources to support ASQA’s risk management framework.

Skills and experience

To succeed in this role, you will have:

- Knowledge and understanding of regulatory frameworks and the principles of effective regulation, and application of resources to manage risk and make clear, well-reasoned and timely recommendations in a fast-paced and changing environment.

- Ability to achieve outcomes, identify and promote opportunities for continuous improvement and manage change.
- Ability to build and maintain strong relationships that are characterised by co-operation and understanding.
- Ability to achieve results within the required timeframes while demonstrating resilience and flexibility.
- Demonstrated commitment in applying self and supporting team members with effective outcomes, understanding the agency wide priorities and key risks.
- Demonstrated ability to communicate clearly and effectively in a variety of modes to audiences internal and external to ASQA.
- Demonstrated commitment to promoting diversity, modelling the APS Values and APS Employment Principles and promoting compliance with the APS Code of Conduct.

We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

What we offer

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a $300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

Eligibility to apply

- Under Section 22(8) of the Public Service Act 1999, employees must be Australian Citizens to be employed in the APS unless the Agency delegate has agreed, in writing, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Notes

How to apply

APS Jobs content

Visit Current vacancies for more information.

It is important that you review the **Position Description** for more information on the role, including instructions on what to include in your application, before you apply.

Please include the following in your application:

- a two-page pitch detailing your skills, background, and experience relevant to the role.

- a resume/CV, including the name and contact details of two referees (one should be your current supervisor/manager).

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Position Description.**

Please ensure you provide specific, relevant examples of your work that will demonstrate your ability to perform the role.

If you have questions about this exciting opportunity, please contact **Elise Stapleton**, **Assistant Director, Market Entry** via **elise.stapleton@asqa.gov.au.**

These positions are available as an **ongoing** or **non-ongoing** opportunities. Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a **merit pool.** The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close: **Tuesday, 25 November 2025 at 11:30pm (AEDT).**

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

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA’s mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Elise Stapleton, elise.stapleton@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764971

Australian Skills Quality Authority (ASQA)

Closing Date:Thursday 27 November 2025

Integrity and Compliance
Compliance

Job Title	Compliance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW, Canberra ACT, Hobart TAS, Perth WA
Salary	$84,956 - $91,809
Future Merit Locations	Adelaide, Brisbane, Melbourne, Sydney, Canberra, Hobart, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Split work on site / work from home options available
Classification	APS Level 5
Position Number	To Be Confirmed
Agency Website	https://www.asqa.gov.au/

Job Description

https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

Who we are

We are Australia’s National Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information about ASQA, including our role and how we regulate.

Duties

About the Opportunity

We are seeking a Compliance Officer to analyse regulatory matters and apply appropriate compliance methodologies effectively to escalate significant or ongoing non-compliance for a proportionate regulatory response.

Key responsibilities include:

- undertaking a varied range of regulatory activities (including performance assessments) of providers both on site and virtually
- apply sound judgement and expertise to accurately research, interpret and apply legislation, information, and advice to inform findings and decision making
- considering matters referred to the Compliance Management team to determine the most appropriate treatment
- clearly communicating with the provider and providing them with the opportunity to ask questions about ASQA’s decisions in a way that supports the provider to understand what is required
- positively representing ASQA through day-to-day relationships with providers, that are based on a foundation of mutual respect and focussed on delivering the most effective outcome for the regulatory activity
- actively engaging with their team and ASQA more broadly to determine improvements in practice and formulate solutions in line with ASQA's regulatory approach and focus on continuous improvement

- ensuring effective records management is maintained and up to date in line with all the relevant requirements.

Skills and experience

To succeed in this role, you will have:

- an understanding of regulatory frameworks and the principles of effective regulation, and application of resources to manage risk and make clear, well-reasoned and timely recommendations in a fast-paced and changing environment
- strong communication skills with experience in preparing high quality reports, reasoning statements or other regulatory materials
- strong analytical and problem-solving skills to support well- reasoned recommendations based on evidence
- strong interpersonal skills with demonstrated negotiation, conflict resolution and engagement skills with internal and external stakeholders
- demonstrated commitment in applying self and supporting team members with effective outcomes, understanding the agency wide priorities and key risks.

We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

What we offer

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a $300 annual healthy lifestyle allowance
- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

- Under Section 22(8) of the Public Service Act 1999, employees must be Australian Citizens to be employed in the APS unless the Agency delegate has agreed, in writing, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Notes

How to apply

Visit Current vacancies for more information.

It is important that you review the **Position Description** for more information on the role, including instructions on what to include in your application, before you apply.

Please include the following in your application:

- a two-page pitch detailing your skills, background, and experience relevant to the role.
- a resume/CV, including the name and contact details of two referees (one should be your current supervisor/manager).

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the Position Description.

Please ensure you provide specific, relevant examples of your work that will demonstrate your ability to perform the role.

If you have questions about this exciting opportunity, please contact **Jacqueline Pellow, Director Compliance** via **Jacqueline.Pellow@asqa.gov.au**.

These positions are available as an **ongoing** or **non-ongoing** opportunities. Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a **merit pool.** The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close: Thursday, 27 November 2025 at 11:30pm (AEDT).

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

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Jacqueline Pellow, Jacqueline.Pellow@asqa.gov.au
Agency Recruitment Site	https://www.asqa.gov.au/about/asqa/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764914

Australian Sports Commission

Closing Date:Monday 24 November 2025

Campus Experience
Office of the CEO

Job Title	Manager Quality Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$106,019 - $122,233
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	682
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=DCF08413-6C77-B094-A1CB-E46222241F61

Duties

Applications close at **11:30 pm AEDT Monday, 24 November** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team – The Campus Experience Branch coordinates and optimises access to the on-campus venues and facilities for a diverse range of clients including National and State

Sporting Organisations, sporting clubs, general public, event and sporting promoters. This includes a key focus on providing our clients effective delivery, coordination and superior customer service to run successful camps, conferences, tournaments or events on the Bruce campus, partnering across the ASC to effectively deliver these services for our stakeholders.

About the role – Manage the operating systems and business processes to ensure optimal utilisation of Australian Institute of Sport (AIS) facilities for the provision of high quality training activities, high performance camps, residential and event services for sporting groups and other commercial clients.

About you – the successful candidate will have:

- Demonstrated experience working with a Customer Relationship Management system (CRM), event booking management software or similar business applications (5-10 years).
- Demonstrated experience working with the booking system software SIHOT.
- Demonstrated experience at coordinating high performance sporting activities, developing camp schedules and working with sport program staff (5-10 years).
- Demonstrated ability to utilise financial and operational data to identify key issues and develop strategies and plans.
- Demonstrated record of meeting organisational and business objectives with the ability to think creatively and strategically to solve problems
- Demonstrated ability to provide coaching and mentoring to junior staff members and simultaneously provide informed advice to senior management to support decision making?
- Demonstrated ability to cooperate and work well with other teams in a cross-functional environment to achieve organisational goals
- Highly developed communication skills and a proven ability to engage, build and maintain effective relationships both internally and externally with a diverse range of stakeholders

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

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

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

- **Contact Officer:** Dean Oakman, Assistant Director Campus Experience
- **Phone number:** 02 6214 7208
- **Email address:** dean.oakman@ausport.gov.au

Eligibility

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

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Dean Oakman, Assistant Director Campus Experience, 02 6214 7208
Agency Recruitment Site	https://ausport.nga.net.au/?jati=DCF08413-6C77-B094-A1CB-E4622224

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764980

Australian Sports Commission

Closing Date:Wednesday 19 November 2025

Clearinghouse for Sport
Strategy, Insights and Innovation

Job Title	Knowledge and Evidence Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,728 - $147,177
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	2525
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=55BCDB25-F771-3B82-19A9-E460F986A18E

Duties

Applications close at **11:30 pm AEDT19 November 2025** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team – The Clearinghouse for Sport is the Australian sport sector's central knowledge platform, providing trusted research, data, and insights. It enables organisations to make evidence-informed decisions that strengthen performance, participation, and governance, while securely sharing resources to ensure equitable access across the sector.

About the role – The Knowledge & Evidence Manager leads the delivery of high-quality sport information and research, ensuring data from diverse sources is analysed and contextualised to support evidence-based outcomes for Australian sport. It manages sport information services across key sport and sport science areas, aligned with priority research, practice and policy needs, and oversees the development of library and digital collections to improve resource discovery.

It is also responsible for producing and distributing the Daily Sports News update, connecting thousands of subscribers with the latest national and international sport news, research and developments.

About you – We are seeking a highly skilled and motivated professional to lead and manage sport information and research services.

The successful candidate will have:

- Tertiary qualifications and/or proven experience in knowledge management, research library management, sport management, business, policy development, or related fields.
- Excellent written communication skills, with the ability to synthesise complex information from multiple sources into clear, concise, and engaging content for diverse audiences.
- Strong attention to detail, ensuring accuracy, consistency, and quality across all outputs.
- A proven track record of leadership and management, achieving high personal and team performance aligned with organisational objectives.

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

Why work with us?

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

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

Additionally, our Canberra campus offers:

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

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

- **Contact Officer:** Claire Kerr, Director Clearinghouse for Sport
- **Phone number:** (02) 62141594
- **Email address:** claire.kerr@ausport.gov.au

Eligibility

- To be eligible for employment with the Australian Sports Commission, it is preferred that applicants are Australian citizens or permanent residents of Australia.

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the *Australian Sports Commission Act 1989* and is separate to the *Public Service Act 1999*. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Claire Kerr, Director Clearinghouse for Sport, (02) 62141594
Agency Recruitment Site	https://ausport.nga.net.au/?jati=55BCDB25-F771-3B82-19A9-E460F986A

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764712

Australian Submarine Agency

Closing Date:Sunday 30 November 2025

Australian Submarine Agency
Chief Operating Officer

Job Title	Legal Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Perth WA
Salary	$159,803 - $167,660
Future Merit Locations	Adelaide, Canberra, Perth
Office Arrangement	On Site;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 2
Position Number	ASA/08442/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=D3741101-24CD-55E8-319C-E4613460D804

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.

ASA Legal provides the dedicated in-house legal function for the Australian Submarine Agency (ASA) and is expanding its capacity to meet the agency's growing operational and strategic needs.

We are seeking an experienced and high performing EL 2 lawyer with a background in either commercial law and/or administrative law, who is dedicated, committed, resilient and ready to support the provision of timely and effective legal advice. You will have an extensive knowledge of and compliance with relevant legislative frameworks, government decision-making and ASA's mission and policy requirements.

Working with considerable independence, you will be responsible for overseeing the work of junior lawyers and will be accountable to perform and achieve very complex legal work within an

integrated workforce. You will provide timely, tailored and accurate advice on a range of legal issues within your legal subject matter expertise, and be given opportunities to engage on new areas of law that affect the ASA.

You will be collaborative in your approach to providing legal advice, with an ability to develop and maintain relationships internally, across Government and with industry and international partners. You will need to be self-aware, and positive in considering and respecting diversity of ideas and the perspectives of others.

This position is Canberra based, but a highly suitable candidate from Adelaide or Perth will be considered. This role offers a Flexible/On-site Office Arrangement including potential for limited work from home.

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

About our Team

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.

The ASA offers legal practitioners to work in a dynamic team to support the implementation of the Optimal Pathway.

ASA Legal is a small and dynamic legal team that offers high-impact, meaningful work. The legal work at ASA encompasses both the core legal functions of a Commonwealth entity (such as administrative law advising, procurement, FOI) as well as new and emerging areas of law for Australia. As part of the legal team, you will also be ready to champion the ASA’s compliance with applicable domestic and international legal requirements.

You will work within a team of in-house counsel, and alongside external counsel from both the private sector and other Government entities, to provide advice that meets both the existing and emerging needs of the ASA. You will be collaborative in your approach to providing legal advice, with an ability to develop and maintain relationships internally, across Government and with industry and international partners.

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.

Our Ideal Candidate

We are a dynamic organization 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 candidate will bring the following attributes and skills to the role:

- Experience providing timely, tailored and accurate strategic legal advice in one or both of the following disciplines:
    - Commercial law in a government context
- Administrative law, including Freedom of Information advice
- Demonstrated ability to be accountable for, and to work with minimal supervision to deliver, high quality and trusted legal services that support strategic initiatives, meet client expectations, manage business and legal risk, manage governance and compliance requirements, and always meet professional standards.
- Broad awareness of Australia’s defence environment and the strategic issues associated with the ASA.
- Expertise in mentoring and growing junior lawyers, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- An ability to communicate and influence in a clear, concise and articulate manner, both in writing and orally, particularly when dealing with senior personnel.
- Engaging and working collaboratively with stakeholders, and negotiating and advocating on behalf of the ASA in a persuasive manner to achieve business outcomes.
- An ability to engage with legal risk, while still maintaining the professionalism needed to deliver frank and fearless legal advice in the face of challenge.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

- Hold a relevant degree in law (or equivalent qualification);
- Hold a graduate diploma in legal practice (or equivalent);
- Be admitted as a lawyer, legal practitioner, barrister, solicitor or barrister and solicitor of the High Court or Supreme Court of an Australian State or Territory; and
- Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practice.
- Be eligible to hold and maintain a minimum NV1 Security Clearance, and to satisfactorily pass the ASA’s Nuclear Mindset Suitability Assessment.

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	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D3741101-24CD-55E8-319C-E4(

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764849

Australian Submarine Agency

Closing Date:Sunday 30 November 2025

Australian Submarine Agency
Chief Operating Officer

Job Title	Legal Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	On Site;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/08718/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=462413CF-9A6C-154D-9CC6-E46134DFA11C

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.

ASA Legal provides the dedicated in-house legal function for the Australian Submarine Agency (ASA) and is expanding its capacity to meet the agency's growing operational and strategic needs. As such, we are seeking qualified legal practitioners with varied experience for a number of EL1 roles, who are dedicated, committed, resilient and ready to support the provision of timely and effective legal advice.

Within our team, an EL 1 Legal Officer is accountable under broad direction to perform and achieve complex legal work within an integrated workforce. You will need a thorough understanding of legislative frameworks, government decision making and ASA's mission and policy requirements. You will provide timely, tailored and accurate advice on a range of legal issues within your legal subject matter expertise, and be given opportunities to engage on new

areas of law that affect the ASA. You will be collaborative in your approach to providing legal advice, with an ability to develop and maintain relationships internally, across Government and with industry and international partners.

This position is Canberra based and offers a Flexible/On-site Office Arrangement including potential for limited work from home.

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

About our Team

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.

The ASA offers legal practitioners to work in a dynamic team to support the implementation of the Optimal Pathway.

ASA Legal is a small and dynamic legal team that offers high-impact, meaningful work. The legal work at ASA encompasses both the core legal functions of a Commonwealth entity (such as administrative law advising, procurement, FOI) as well as new and emerging areas of law for Australia.

As part of the legal team, you will also be ready to champion the ASA’s compliance with applicable domestic and international legal requirements. You will work within a team of in-house counsel, and alongside external counsel from both the private sector and other Government entities, to provide advice that meets both the existing and emerging needs of the ASA. You will be collaborative in your approach to providing legal advice, with an ability to develop and maintain relationships internally, across Government and with industry and international partners.

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.

Our Ideal Candidate

We are a dynamic organization 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.

We are seeking fill to multiple EL 1 roles. Our ideal candidates will bring the following attributes and skills to the role:

- Experience providing accurate and timely legal advice in one or more of the following disciplines:
- regulatory and/or legislative frameworks, including strong statutory interpretation skills
- administrative law, including Freedom of Information advice
- commercial law in a government context
- With some level of independence, a demonstrated ability to deliver high quality and trusted legal services that meet client expectations, manage legal risk, compliance requirements and professional standards
- Communicate in a clear, concise and articulate manner, both in writing and orally
- Liaise and work collaboratively with stakeholders and negotiate in a persuasive manner to achieve business outcomes

Eligibility

Security Clearance:

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

Mandatory Qualifications:

- Hold a relevant degree in law (or equivalent qualification);
- Hold a graduate diploma in legal practice (or equivalent);
- Be admitted as a lawyer, legal practitioner, barrister, solicitor or barrister and solicitor of the High Court or Supreme Court of an Australian State or Territory; and
- Be eligible to hold and maintain a practising certificate in the jurisdiction in which they practice.
- Be eligible to hold and maintain a minimum NV1 Security Clearance, and to satisfactorily pass the ASA’s Nuclear Mindset Suitability Assessment.

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	ASA Recruitment, asa.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=462413CF-9A6C-154D-9CC6-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764906

Australian Submarine Agency

Closing Date:Sunday 30 November 2025

Australian Submarine Agency
SSN-AUKUS

Job Title	Procurement & Contracting Manager
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC
Salary	$120,303 - $135,701
Future Merit Locations	Adelaide, Canberra, Melbourne
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/08911/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=7415226F-178A-6D62-0524-E46220EA38F2

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.

Phase 3 involves the design and build of the trilaterally developed submarine based on the UK's next generation design, which incorporates technology from all three partner nations (AUKUS SSN Submarine (SSN-A)).

The SSN-A Commercial Directorate within SSN-Construction Division supports commercial functions necessary for the successful build and sustainment of the SSN-A, and is seeking experienced commercial, procurement and contracting managers to contribute to the delivery of the complex maritime capability. Successful candidates will play a critical role in shaping commercial strategy, managing supplier relationships, and ensuring compliance with Commonwealth procurement frameworks.

This is an opportunity to be part of a high-performing team delivering one of Australia's most significant Defence programs.

Duties may include:

- Lead and undertake procurement planning, tendering, contract formation, and contract management activities, ensuring compliance with relevant legislation, procurement policies, processes, and procedures.
- Manage and provide clear direction and support on procurement policy matters, including commercial, legal, financial, technical, and investigative requirements to enable effective best for Agency contract outcomes.
- Develop and implement procurement-related documentation, including templates, schedules, correspondence, reports, submissions, plans and strategies, risk and performance reviews, contract change proposals, and other contract management materials.
- Interpret and apply legal principles, legislative obligations, mandatory policy requirements, and critical commercial risk and performance considerations in procurement and contract management.
- Engage, negotiate, and influence clients and stakeholders, responding to complex and very complex enquiries and contract issues, and proactively identifying alternative solutions to ensure resolution.
- Build and sustain productive relationships with supervisors, staff and team members and actively contribute to teamwork and collaborative activities.
- Design and implement mitigation strategies for risks associated with contract management, supplier performance, and compliance with mandatory requirements, and recommend relevant improvements.
- Provide expert advice and assistance on complex to very complex procurement and contract management matters.
- Monitor and manage contract administration, performance, and risk, and contribute to the development and implementation of appropriate corrective actions.

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

About our Team

ASA SSN-AUKUS Commercial Directorate is embedded commercial function responsible for procurement and contracting within the SSN Construction Division and provides a broad range of commercial services including:

- Be a point of contact for the Division to liaise with specialist services such as:
  - Defence legal
  - ASA Legal
  - ASA Commercial Branch

- Capability Acquisition Sustainment Group (CASG)
- Supporting procurement activities for the whole life cycle from planning to acquisition to sustainment/contract management.
- The provision of advice and assurance on complex procurement, commercial and contract management, considering legislatively and policy obligations within the broader Defence portfolio.
- Undertaking various procurement related activities including leading approaches to market, development of procurement documentation, advising on contracting mechanisms and contract tailoring.

Our Ideal Candidate

We are a dynamic organisation seeking individuals who are self-motivated, proactive, and driven to deliver results in a fast-paced and complex environment. We value people who take initiative, work independently with sound judgment, and are energised by the opportunity to contribute meaningfully to a once-in-a-lifetime national program.

Our ideal candidates would preferably be located in Canberra, ACT. They are confident in setting their own direction, managing competing priorities, and collaborating effectively to achieve strategic outcomes. Our ideal candidate will bring the following attributes and skills to the role:

- Demonstrated skills and experience in complex procurement and contracting.
- Proven ability to understand strategic objectives and translate them into outcomes-focused deliverables.
- Strong experience and well-developed skills in the preparation of briefs, reports and advice.
- Excellent interpersonal and communication skills with the ability to influence and engage stakeholders effectively.
- Demonstrated experience in developing, guiding and supporting a high performing and cohesive team to deliver against strategic outcomes within strict deadlines and competing priorities.
- Ability to cultivate and maintain productive, professional relationships with senior leaders and stakeholders across an integrated workforce.
- Demonstrated ability to exercise a high degree of independence with sound decision making and judgement in providing project advice.
- Experience in complex problem solving and issues management to support decisions that impact strategic, political or operational outcomes.

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	Dimian Grey, 02 5133 3829
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7415226F-178A-6D62-0524-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764978

Australian Submarine Agency

Closing Date:Sunday 30 November 2025

Australian Submarine Agency
SSN-AUKUS

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC
Salary	$95,187 - $108,734
Future Merit Locations	Adelaide, Canberra, Melbourne
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	APS Level 6
Position Number	ASA/07714/25
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description

https://defencecareers.nga.net.au/?jati=419CA9AE-1B55-6763-463B-E4625E9CBFC4

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 SSN-A Commercial Directorate within SSN-Construction Division supports commercial functions necessary for the successful build and sustainment of the SSN-A, and is seeking an experienced APS 6 commercial, procurement and contracting officer to contribute to the delivery of the complex maritime capability.

Successful candidates will play a critical role in shaping commercial strategy, coordinating supplier relationships, drafting contract and procurement documentation, contract negotiation, providing input to strategic reporting and decision-making providing input to strategic reporting and decision-making and ensuring compliance with Commonwealth procurement frameworks. This is an opportunity to be part of a high-performing team delivering one of Australia’s most significant Defence programs.

Duties may include:

- Coordinate and undertake procurement planning, tendering, contract formation, and contract management activities in accordance with relevant legislation, procurement policies, and procedures.
- Provide advice and support on procurement policy matters, including commercial, legal, financial, and technical considerations, to enable effective contract outcomes.
- Prepare and maintain procurement-related documentation, including templates, schedules, and correspondence, reports, submissions, plans, and contract management materials.
- Interpret and apply relevant legal principles, legislative obligations, and policy requirements in procurement and contract management activities.
- Liaise with clients and stakeholders to respond to procurement and contract-related enquiries, and assist in resolving issues by identifying practical solutions.
- Build and maintain effective working relationships with team members, supervisors, and stakeholders, and contribute to collaborative team efforts.
- Assist in identifying and managing risks associated with contract management, supplier performance and compliance, and contribute to the development of mitigation strategies.
- Provide informed advice and assistance on moderately complex procurement and contract management matters, escalating more complex issues as required.
- Monitor contract administration, performance, and risk, and support the implementation of corrective actions where necessary.

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

About our Team

ASA SSN-AUKUS Commercial Directorate is an embedded commercial function responsible for procurement and contracting within the SSN Construction Division and provides a broad range of commercial services including:

- Be a point of contact for the Division to liaise with specialist services such as:
  - Defence Legal.
  - ASA Legal.
  - ASA Commercial Branch.
- Capability Acquisition Sustainment Group (CASG)
- Supporting procurement activities for the whole life cycle from planning to acquisition to sustainment/contract management.
- The provision of advice and assurance on complex procurement, commercial and contract management, considering legislatively and policy obligations within the broader Defence portfolio.
- Undertaking various procurement related activities including leading approaches to market, development of procurement documentation, advising on contracting mechanisms and contract tailoring.

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.

We are seeking motivated and proactive individuals who thrive in a fast-paced and complex environment. Our ideal candidate is someone who takes initiative, demonstrates sound judgment, and contributes meaningfully to a high-profile national program. You will be confident working independently, managing competing priorities, and collaborating effectively to support team and organisational objectives.

Our ideal candidate will preferably be located in Canberra, ACT, and bring the following attributes and skills to the role:

- Demonstrated skills and experience in complex procurement and contracting including understanding the CPRs, Commonwealth procurement policies, AusTender,
- My Procurements and finance systems (MiFi/ERP).
- Ability to understand program objectives and contribute to the delivery of outcomes through effective procurement and contract management practices.
- Strong experience and well-developed skills in the preparation of briefs, reports and advice.
- Strong interpersonal and communication skills, with the ability to engage stakeholders and contribute to collaborative working relationships.
- Ability to build and maintain effective working relationships with colleagues and stakeholders across an integrated workforce and an understanding of the value of working within a collaborative team environment.
- Demonstrated ability to work independently under limited supervision, exercising sound judgment, managing competing priorities or deadlines and escalating issues appropriately.
- Experience in complex problem solving and supporting the resolution of procurement and contract-related issues that may impact operational outcomes.

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	Dimian Grey, 02 5133 3829
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=419CA9AE-1B55-6763-463B-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764854

Defence Housing Australia

Closing Date:Thursday 27 November 2025

Strategy and Engagement
Strategy and Transformation Enterprise Project Management

Job Title	EPMO Project Delivery Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Carrington NSW, Adelaide SA
Salary	$122,963 - $150,065
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 1
Position Number	493728
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced EPMO Project Delivery Manager to join the Strategy & Transformation Team. Apply now to enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

The Enterprise Project Management Office (EPMO) acts as a central hub for managing projects. It fosters best practices to boost efficiency, simplify processes for greater effectiveness, and utilise technology to achieve benefits that support the DHA's objectives.

About the role

The EPMO Project Delivery Manager leads and manages project teams to develop, deliver, monitor and evaluate projects to achieve business outcomes, in support of the organisational objectives.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year

- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website.

Note: All successful applicants are required to be eligible to complete a Baseline Vetting security clearance for consideration of the Australian Government Security Vetting Agency (AGSVA)

How to apply

Apply now via our online careers site with your current resume and a 500-word one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the Candidate Information Pack through the online careers site.

Applications close: 11:55pm AEST 27 November 2025.

Any questions? Please contact Tracey Baz, EPMO Project Delivery Manager

T: 07 3156 8912 E: Tracey.baz@dha.gov.au

Order of Merit

A merit pool will be established from this process which will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

Inclusion and Diversity

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

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

About the Defence Housing Australia

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

To Apply

Position Contact	Tracey Baz, 07 3156 8912
Agency Recruitment Site	https://careers.dha.gov.au/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764759

Department of Finance

Closing Date:Wednesday 19 November 2025

Job Title	Deputy Secretary, Senior Executive Service Band 3 - Various Roles
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	Senior Executive Service Band 3
Position Number	2025/SES/005
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE GROUPS

Budget

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

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

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

Business Enabling Services

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

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

Commercial

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

Governance and Resource Management

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

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

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

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

Duties

ABOUT THE OPPORTUNITY

The Department of Finance is seeking exceptional senior leaders to join our Executive Board as Deputy Secretaries (SES Band 3) across various Groups. These roles are pivotal in shaping the department’s strategic direction, driving reform, and delivering outcomes that support the Government’s priorities and Finance’s purpose.

As a Deputy Secretary, you will lead a Group and play a central role in influencing national policy, overseeing complex programs, and managing high-stakes initiatives. You will work closely with the Secretary, Ministers, senior APS leaders, and external stakeholders to deliver results that matter to all Australians.

You will be responsible for:

- Providing strategic leadership and direction across your Group;
- Driving organisational transformation and capability uplift;
- Representing the department in high-level forums and intergovernmental engagements;
- Leading the development and delivery of nationally significant policies and programs;
- Fostering a high-performing, inclusive, and values-driven culture.
- These roles offer a unique opportunity to shape the future of public administration and contribute to the effective functioning of government at the highest level.

This selection process will also be used to establish a merit pool that may be used to fill roles as they become available within the following 18-month period.

Eligibility

ELIGIBILITY ADVICE & CANDIDATE NOTES

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

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

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

Notes

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

About the Department of Finance

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

To Apply

Position Contact	SES Unit, (02) 6215 1717
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764904

Department of Finance

Closing Date:Sunday 23 November 2025

Job Title	Executive Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,885 - $153,655
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	2025/170
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE DIVISIONS

Procurement Division is responsible for providing advice and guidance to the Government on the procurement policy framework (including AusTender); building public sector and industry capability in procurement; and coordinated procurement contracting arrangements for whole of government procurement including consultants, labour hire, travel, motor vehicle leasing and stationery and office supplies.

The Risk, Claims and Regulatory Reform Division is a diverse, multi-disciplinary division with people and stewardship at its heart. It is responsible for ensuring regulation is modern and fit-for-purpose; enabling effective risk management across government; driving the safe and responsible uptake of AI across the public service; operating whole-of-government insurance (Comcover); and managing the thousands of claims and discretionary payment requests Finance receives each year. We value wellbeing, learning, collaboration, cohesion, continuous improvement, delivery and fun.

Duties

ABOUT THE OPPORTUNITY

There are two Executive Officer (EO) roles available – one for Procurement Division and one for Risk, Claims and Regulatory Reform Division. EOs will provide high level executive support to the First Assistant Secretary and coordinate effectively with the Division Executive Assistants and other members of Finance executive and their offices to support the effective operation of the Division.

The EO requires an ability to think strategically, have high attention to detail, an ability to operate in a fast-paced environment and develop productive working relationships across the Division, the Department and with external stakeholders. Duties for the EO role include:

- Coordinate deliverables of the division, engage with Assistant Secretaries and other business areas to ensure deliverables and input are provided on time, to a high quality and with the required engagement and work area input.
- Preparation of briefing material to support the First Assistant Secretary and other members of the executive as required, including talking points, presentations, briefing papers and ministerial correspondence.
- Manage the workflow of information, briefing materials and other submissions through Microsoft Outlook, PDMS and SharePoint.
- Coordinate the division’s input to key departmental deliverables, including but not limited to financial reporting, workforce management, annual report, corporate and business plans, internal audit and risk management.
- Liaise effectively with the Deputy Secretary’s office and the Secretary’s office as required.

A merit list may be created to fill similar roles.

Eligibility
Notes

ELIGIBILITY ADVICE & CANDIDATE NOTES

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- This role is being advertised as both ongoing and non-ongoing. Roles may be offered as either ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. Specified term vacancies may be extended up to a maximum period of 18 months.

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

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

About the Department of Finance

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

To Apply

Position Contact	Grace Chapman, (02) 6215 3964
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764974

Department of Finance

Closing Date:Thursday 27 November 2025

Risk, Claims and Regulatory Reform
Risk and Insurance & Claims and Discretionary Payments Risk Policy, Relationship Management and Claims Management

Job Title	Policy Officers and Claims Management Consultants
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,022 - $119,634
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Canberra based
Classification	APS Level 6
Position Number	2025/167
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCHES

We are a team which values diversity of thinking, experience, and background. Our team is a melting pot of people from all walks of life, from policy officers, claims managers, project officers, insurance experts, risk experts, accountants, data specialists and others!

We encourage new ideas, debate, and the taking of informed risks. We work collaboratively and openly, with a focus on delivering results, to achieve our ultimate aim of reducing the legal liability of the Commonwealth by enhancing the risk management practices of Fund members.

We believe that valuing the whole person is the formula to success, and so we support flexible work arrangements that enable you to achieve, not only your work priorities, but also all your non-work life priorities.

The Department of Finance has multiple job vacancies across the Risk and Insurance Branch and the Comcover and Discretionary Payment Claims Branch. The roles are in the Comcover Claims Management team, the Fund Member Services team and the Risk and Education Policy team. Together these three teams are responsible for Comcover, the Australian Government's

self-managed insurance fund, which provides broad-ranging coverage for the insurable risks of around 170 General Government Sector entities across the Australian Government ('Fund Members').

Duties

ABOUT THE OPPORTUNITY

These positions include a range of responsibilities based on which Branch or team you are wishing to apply for. Responsibilities may include:

- Preparation of high-quality policy advice and analysis on whole of government complex issues
- Undertake strategic analysis and critical thinking to support:
  - the effective management of insurable risk across the Commonwealth and improve the responsiveness of the Comcover fund to emerging risks
  - identification of cross Commonwealth common and shared enterprise risks to inform understanding and insights of the whole of government risk environment
  - provide recommendations to delegates on the strategic management of legal claims and instructing contracted legal providers on the management of such claims.
- Employ strategic and critical thinking in providing advice and recommendations to Finance executive, Fund Members or Ministers.
- Drafting of committee papers, reports, briefing papers, speeches, and Ministerial correspondence
- The management of and liaison with Comcover's contracted service providers which include claims management, insurance brokers; risk advisors; insurance advisors; and overseas medical evacuation service providers.
- Manage and maintain effective stakeholder relationships, including coordination with internal and external partners to support service delivery.
- Contribute to the development and implementation of service improvements, including identifying opportunities to enhance client experience and operational efficiency.
- Coordinate and support the delivery of the Comcover Risk Benchmarking Survey and other risk management capability uplift initiatives, and projects for Fund Members that enhance risk management capability across whole of government.
- Support and shape the strategic direction of whole of government initiatives, such as the Commonwealth Risk Management Committee.
- Act as a primary contact for Fund Members, ensuring timely and professional responses to enquiries and service requests.
- Interpret and communicate the Comcover Statement of Cover, including its terms, conditions, and implications for entities.

DETAILED VACANCY INFORMATION

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

Eligibility

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

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

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Sankar Kalirajan, (02) 62152278
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764574

Department of Home Affairs

Closing Date:Wednesday 26 November 2025

Job Title	Assistant Secretary National Security Group (Multiple)
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be made with the successful candidate in consultation with management
Classification	Senior Executive Service Band 1
Position Number	Mulitple
Agency Website	www.homeaffairs.gov.au

Job Description

http://beaumontandbeaumont.com.au/11593

About the Department of Home Affairs

The Department of Home Affairs supports a prosperous, secure and united Australia through the management of a range of functions including responsibility for Australia's migration and citizenship programs, cyber security policy, the protection of critical

infrastructure, countering terrorism, and countering foreign interference and espionage. In addition, it is responsible for strengthening multiculturalism and democratic resilience, and facilitating legitimate trade and travel while maintaining the integrity of the Australian border.

Home Affairs seeks to create an environment to ensure our staff can perform to their full potential. As a department we are focused on demonstrating exemplary leadership, progressing our game-changing agenda and ensuring collaboration is at the core of what we do. Our leaders must epitomise excellence, set high standards and inspire and invest in our people to ensure that we are well positioned to continue delivering for the community into the future.

Our work is underpinned by our partnerships with government, international and industry partners. Contribute to building a prosperous, unified and safe Australia – work in a challenging but rewarding role that touches many parts of Australian life.

Our Senior Executive Service

Our SES leaders are transparent, accountable, and highly-skilled communicators who contribute to and lead the strategic priorities and objectives of the organisation. We work as a team to solve some of the most challenging problems facing Australia. We deliver high quality impartial advice and work with domestic and international counterparts in federal, state and territory governments, and industry, to deliver for Australia and its national interests.

We are an organisation who puts our people at the centre of our thinking. We are driving an exciting transformation for our Department to support our people, and enable us to deliver on our vision that will build our nation and secure our future.

Our SES are role models of behaviours consistent with the *APS Values and Code of Conduct*, the *Secretaries' Charter of Leadership Behaviours* (DRIVE) and our organisational values of excellence, integrity, openness and collaboration.

We want leaders who prioritise their people, who are resilient and collaborative, who can think creatively and deliver results in a large, complex and fast-paced environment. If that describes you, we would love to hear from you.

About the Role

The National Security Group (NSG) brings together critical infrastructure and transport security policy, regulation and partnerships, background checking under the AusCheck scheme, strengthening our national resilience, protective security policy, cyber security and technology security policy, countering foreign interference policy and partnerships, countering terrorism and violent extremism, criminal justice and law enforcement policy.

Within National Security Group there are two specific Groups:

- Critical Infrastructure and Protective Security (CIPS) Group which has responsibility for bringing together critical infrastructure and transport security policy, regulation and partnerships, background checking under the AusCheck scheme, strengthening our national resilience, protective security policy and protective security for parliamentarians and high office holders.
- Law Enforcement and Domestic Security (LEDS) Group which has responsibility for cyber security and technology security policy, countering foreign interference policy and partnerships, countering terrorism and violent extremism, criminal justice and law enforcement policy.

This process is to fill current and future vacancies. An order of merit will be established.

Duties

- Developing and implementing strategic national security policies that align with ministerial objectives and departmental outcomes.
- Overseeing the delivery of key initiatives, including providing evidence and risk-based advice to other senior leaders and the ministers' offices, on emerging and pervasive threats and challenges as well as viable options to address them.
- Proactively managing complex and sensitive issues and ambiguity and acting as a key escalation point for technical or service delivery matters.
- Overseeing and enabling the high-performance of a Branch or comparable business unit, including meeting key performance metrics within set budgets and timelines.
- Proactively managing shifting workforce and capability requirements by implementing strategies for attracting and retaining talent, fostering a supportive work environment, and providing professional development opportunities.
- Fostering innovation and contemporary approaches to business service delivery by empowering staff to consider improvements that enhance efficiency and effectiveness.
- Leveraging your established networks and nurturing new relationships to collaborate with government agencies, industry partners, and community organisations.
- Ensuring compliance with all relevant laws, regulations, and ethical standards, and maintaining transparency and accountability in all policy decisions and actions.
- Demonstrating advanced crisis management skills, with the ability to lead effectively during times of public scrutiny and rapidly evolving challenges.
- Providing support across the Department's SES and broader Australian Public Service to achieve outcomes and contribute to maintaining public trust in Australia's critical democratic institutions.
- Actively contributing to and promoting a positive culture of inclusion and respect within the Department.

For general responsibilities, core capabilities and further information about the role please refer to the Candidate Information Pack.

Eligibility

The successful candidate must:

- be an Australian Citizen.
- obtain and maintain an AGSVA security clearance at a minimum of Negative Vetting 2.
- obtain and maintain departmental Onboarding Checks.

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 Home Affairs

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

To Apply

Position Contact	Beaumont&Beaumont, 02 6126 4500
Agency Recruitment Site	http://beaumontandbeaumont.com.au/11593

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764717

Department of Home Affairs

Closing Date:Thursday 20 November 2025

Enterprise Technology Services
Technology Operations & Support Infrastructure Service Engagement

Job Title	Project Coordinator - Infrastructure Service Engagement
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	140239
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140239/

About our team

The Infrastructure Service Engagement section sits within the Technology Operations and Support Branch of the Chief operating officer group, Enterprise Technology Services division.

We act as the front door for how our business areas engage with the branch to access ICT infrastructure services and technology delivery. Our team plays a key role in connecting internal clients with the right technical capabilities and ensuring project request are well scoped, prioritises and supported from initiation through to delivery.

Working closely with the Infrastructure Project Delivery section and other technical specialists across the division, we provide oversight and coordination to enable effective planning, resource allocation and project execution. Our Focus on fostering strong relations, improving engagement pathways, and supporting consistent and transparent project managing practices across the Department.

We are a collaborative, customer focused team that values initiative, clear communication and continuous improvement.

Our ideal candidate

We are seeking an organised and proactive Project Coordinator who thrives in a dynamic ICT project environment.

Our ideal candidate will demonstrate:

- Strong organisational and coordination skills with the ability to manage multiple priorities and competing deadlines
- Experience with Enterprise Project Management Systems (EPMS) and proficient in managing project schedules, deliverables, and documentation
- Clear confident and professional communication, both written and verbal, to support stakeholder engagement
- A collaborative mindset, with the ability to work effectively within a multidisciplinary team as independently when required
- Foundational understanding of project management frameworks such as Prince2, Agile or waterfall, or a willingness to learn and develop in these areas.

The role would suite someone who enjoys combining structure and initiative, thrives in a busy environment and is motivated to support the team achieve its goals.

Duties

As the Project Coordinator, you will:

- Contribute to the coordination and delivery of ICT projects within the TOS Branch
- Assist in the preparation and maintenance of project documentation, reports, and registers to support effective project governance
- Support project governance and assurance activities by helping ensure compliance with PMO frameworks, templates, and reporting standards
- Coordinate and provide administrative support for project meetings, resource planning, procurement processes for the project team
- Assist with financial tracking, forecasting, and contract management process to maintain oversight of project performance and expenditure
- Support communication with stakeholders to ensure project requirements are clearly understood and met
- Contribute to the continuous improvement of project governance and assurance activates.

Additional information

This role offers an excellent opportunity to contribute to the delivery of complex ICT infrastructure projects that support the departments critical operations and national priorities.

As a Project Coordinator, you will gain exposure to a broad range of project management activates within a dynamic, high performing environment, you will develop your skills in project coordination, stakeholder engagement, and governance while working alongside experiences project managers and technical specialists delivering essential technology advancement for the Department.

The Department of Home Affairs values diversity, integrity, and collaboration. We encourage applications from individuals who are adaptable, proactive, and committed to supporting effective project delivery across the Departments ICT infrastructure.

Eligibility

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

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

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Mel Taylor, 02 6106 62194
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140239/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764817

Department of Home Affairs

Closing Date:Thursday 20 November 2025

Enterprise Technology Services
Technology Operations & Support TOSB Strategic Operations Section

Job Title	Director - TOSB Strategic Operations Section
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$136,260 - $177,318
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 2
Position Number	140186
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140186/

About our team

The Technology Operations & Support Branch (TOSB) is responsible for supporting and maintaining the Departments ICT infrastructure and software platforms that underpin all Home Affairs applications.

The TOSB Strategic Operations section leads strategic planning and investment coordination across the branch, ensuring alignment with business priorities and long-term goals. The team manages financial planning, governance frameworks, and enterprise branch risk processes to support sound decision-making and operational resilience.

A core focus is proactive engagement with senior executives and Business Areas to provide clear visibility of risks, dependences, and strategic initiatives. Through strong partnerships and forward-looking planning, the section helps position the branch for sustainable, trusted service delivery across the organisation.

Our ideal candidate

- Demonstrated experience in developing and implementing ICT communication strategies to support organisational/team priorities
- Experience working in large complex ICT environments, delivering high-quality outcomes within tight deadlines while maintain stakeholder trust and in being resilient under pressure
- Strong capability in translating strategic direction into actionable initiatives with measurable outcomes
- Skilled in preparing high-quality written material and presenting clear, persuasive advise to the Executive and diverse audiences
- Experience in working collaboratively across teams, functions, and external partners to achieved shared outcomes.

Duties

- Lead the development and implementation of change, including transition planning and support arrangements for new capabilities, ensuring alignment to strategic and corporate goals
- Provide strategic advice and analysis to the Executive on direction, risks, opportunities and performance
- Provide strategic direction to a work area, including developing business plans, strategies and priorities and monitor workflow and performance
- Build and maintain strong relationships with key internal and external stakeholders, while overseeing resource management to collaboratively manage expectations and deliver key outcomes
- Lead and promote a strong risk management culture within the branch, ensuring alignment with Departmental frameworks while encouraging innovation and best practice.

Eligibility

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

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

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Ainsley Fisher, 02 6198 7547
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140186/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764919

Department of Home Affairs

Closing Date:Monday 24 November 2025

Enterprise Technology Services
ICT Service Management ITSM Delivery

Job Title	Support Manager
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - ACT ACT
Salary	$94,563 - $107,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	140406
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140406/

Chief Operating Officer Group | Enterprise Technology Services | ICT Service Management | ITSM Delivery

We're looking for enthusiastic team players, who are happy to work across teams in a multi-disciplinary ICT Service Management environment:

- You will be able to work independently, following established guidelines under broad direction to progress tasking
- You will be able to adapt your work and timelines to meet changing priorities
- You'll have excellent written and verbal communication skills, including the ability to collaborate with both technical and business focussed stakeholders
- You will be able to support stakeholder relationships across ICT Division, as well as with business, operational areas and suppliers.

Our ideal candidate

We're looking for team players who have excellent communication and customer service skills:

- You will have experience in an ICT support environment, responding to and resolving ICT enquiries and requests from a range of stakeholders
- You will be able to work independently, and assist in managing a team to deliver high quality advice and client services in ICT matters
- You will be able to manage your work, and prioritise team workloads, adapting to changing priorities while managing expectations and meeting the needs of stakeholders.

Duties

- Apply standard procedures to meet stakeholder requirements to solve stakeholder problems and seek assistance as appropriate
- Investigate and manage complex cases via resolution of customer issues
- Provide communications to internal and external stakeholders
- Develop and maintain relevant knowledge in relation to procedures and equipment
- Undertake auditing and quality assurance tasks or activities.

Additional information

The successful candidate will have a current driver's licence, access to transport and the ability to participate in an on-call roster and be able to work outside of standard working hours when required.

Eligibility

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

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

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Kerry Davis, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140406/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764922

Department of Home Affairs

Closing Date:Monday 17 November 2025

Enterprise Technology Services
ICT Service Management IT Service Management

Job Title	Junior Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$66,839 - $76,792
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 3
Position Number	140484
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140484/

Chief Operating Officer Group | Enterprise Technology Services | ICT Service Management | IT Service Management

The IT Service Management Branch is responsible for the overall user experience of the Department's ICT services.

The Department has approximately 16,000 users and our Branch manages a range of ICT Services and processes which allow the Department to meet its strategic and operational goals. Our team manages major service internal system disruptions. We manage the systems and processes that provide users with ICT assets and system access. We manage ICT change management and the delivery of integrated scheduled ICT software releases. We also provide ICT support to VIP and Ministerial users in the Department.

Our ideal candidate

We're looking for enthusiastic team players, who are happy to work across teams in a multi-disciplinary ICT Service Management environment:

- You will be able to work independently, following established guidelines under broad direction to progress tasking
- You will be able to adapt your work and timelines to meet changing priorities
- You'll have excellent written and verbal communication skills, including the ability to collaborate with both technical and business focussed stakeholders
- You will be able to support stakeholder relationships across ICT Division, as well as with business, operational areas and suppliers.

Duties

- Apply standard procedures to meet stakeholder requirements, offer assistance to solve stakeholder problems and seek assistance as appropriate
- Investigate and manage routine cases via resolution of customer issues with assistance from higher classification levels
- Draft replies to straightforward queries
- Develop and maintain relevant knowledge in relation to procedures and equipment
- Undertake straightforward quality assurance tasks or activities.

Additional information

- An interest in ICT with an enthusiastic willingness to learn
- Excellent organisation skills and attention to detail
- Strong ability to work and contribute in a high performing team
- Ability to establish and maintain productive relationships with stakeholders
- Have excellent written and oral communication skills.

Eligibility

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

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

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

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

Notes

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Karen Giumelli, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140484/

Department of Home Affairs

Closing Date:Tuesday 25 November 2025

Strategy Digital & Data
Architecture Design & Security Technology and Security Architecture

Job Title	Technology Architect - Technology and Security Architecture
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	140349
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140349/

About our team

The Architecture, Design and Security (ADS) Branch is located within the Strategy, Digital and Data Division and is responsible for setting the strategic architecture direction for the Department, enabling alignment between long-term strategies, feasibility and business needs. The ADS Branch works closely with business units and other stakeholders to provide guidance and support architecture design, delivery, governance and sustainment decisions.

The Technology and Security Architecture section operates within the broader context of the ADS Branch, defines and guides the Department's core technology and security foundations.

The section sets architecture strategies, roadmaps, design direction, decision support and governance for core technology platforms, IT infrastructure and cyber security; ensuring technology is secure, aligned with business outcomes, and built for agility and long-term value.

The section drives strategic planning, defines the enterprise target state, and enables informed investment decisions.

The Technology Architecture defines the foundational and enabling technology capabilities that support business IT systems across the Department. This includes infrastructure (facilities, compute, storage, network), middleware, databases, software development and deployment platforms, and collaboration platforms. Security Architecture guides and supports the organisation in right-sizing cyber security and embedding fit-for-purpose security protection into all systems.

Our ideal candidate

We are seeking a dynamic, passionate and determined technology architecture professional with a strong record for infrastructure design outcomes who has:

- Strong subject matter expertise and proven ability to lead the development of complex architecture in one or more ICT infrastructure domain and drive innovation that achieves departmental strategic priorities
- Capability to work under broad direction, with flexibility and agility to design and develop solution design for infrastructure capabilities and integrated solutions
- Ability to engage with a range of stakeholders and communicate design concerns in a language understood by all stakeholders - verbally, visually and in writing
- Ability to assess alternative architectures and the trade-offs in cost, performance, security, and scalability
- Collaborate with Business, ICT Teams, architects, and project team members to ensure timely delivery of technology architecture services and ensure architectural governance.

Duties

The EL1 Technology Architect will be responsible for following:

- Under the guidance from senior architect, lead architecture design for specified infrastructure domain (Storage, Compute, Network and enabling Platforms) in collaboration with multi-disciplinary groups across business and ICT
- Identify, design, and develop ICT infrastructure solutions, artefacts, roadmaps, patterns, standards, and strategies for current and emerging technologies
- Manage priorities, competing deadlines and under broad direction resolves standards, non-compliance, and exception issues
- Provide architecture advice and guidance to technical teams to ensure the designed infrastructure solutions are in line with business and technical requirements, and align with Well Architecture Framework, standards, patterns, and compliances
- Collaborate with team members, model continuous learning, apply best practice and contribute to improve architecture process and frameworks.

Additional information

- A relevant tertiary qualification or equivalent experience in a relevant discipline or field is required
- Demonstrated ability or experience in designing solution for a one or more infrastructure platforms (compute, storage, network, platforms)
- Knowledge and experience in one or more technologies such as Microsoft 365, Collaboration platforms such as MS Teams, Contact Centre solutions, developer frameworks and End user computing design in MoEs and Windows 11 is desirable
- Knowledge of ICT Infrastructure and capability lifecycles, and architecture governance
- Advanced research, analysis, documentation, and communication skills
- Ability to work proactively and achieve outcomes for the team and the Branch.

Eligibility

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

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

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

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

Notes

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

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Himali Mazmudar, 02 6264 1260
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140349/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764774

Department of the Treasury

Closing Date:Sunday 23 November 2025

Financial System Division & Digital Policy and Corporations Division

Job Title	APS5 Policy Analysts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$90,244 - $96,022
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 5
Position Number	36-2025
Agency Website	www.treasury.gov.au

Job Description

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

Financial System Division (FSD) and Digital Policy and Corporations Division (DPCD) are looking for talented, team-oriented, flexible and highly motivated individuals to work at the centre of Australian government policy thinking on policy related to the financial system and services, corporations, data and digital issues. This is a unique opportunity to play a key role in shaping policy advice and assisting in the implementation of Australian Government reforms.

APS5 Policy Analysts work in a team structure and report to a Director. They have a range of responsibilities that may include, but are not limited to:

- Conducting research and analysis and providing advice to Treasury Ministers on matters relevant to the work of a unit or project team.
- Assisting in the preparation of reports, briefings to Treasury Ministers, submissions to Cabinet, speeches, replies to parliamentary questions and other correspondence.
- Implementing reforms, including through drafting consultation papers, undertaking regulatory assessments, and assisting with Treasury’s Law Design Division to develop draft legislation.
- Engaging with internal and external stakeholders, including regulators, advocacy groups, corporations, and industry associations.
- Undertaking other duties as required.

In performing their roles, APS5 Policy Analysts are expected to be able to:

- Think critically: assess the implications of economic and policy developments and develop insights as a basis for policy advice.
- Engage effectively: build and maintain relationships with internal and external stakeholders, including regulators, advocacy groups and industry.
- Navigate strategic context: understand the policy landscape, identify opportunities and show good judgement.
- Deliver results: deliver timely and high-quality outcomes that influence policy makers.
- Show leadership: be proactive, innovative and inclusive.

Duties

Desirable Qualifications / Experience:

- Minimum two years' experience in policy development, program and grant administration, legislative development or regulation.
- Tertiary qualification(s) in a relevant field, including, but not limited to, economics, law, commerce, finance, public policy, digital policy and/or mathematics.
- Knowledge of key financial service industries, such as the banking, financial advice and fintech sectors would also be well regarded.

Experience in or knowledge of one or more of the following fields is desirable:

- Financial sector policy and/or programs, including redress schemes.
- Data and digital policy.
- Financial market, financial advice, digital asset or payments regulatory frameworks.

Eligibility

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

Notes

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

About the Department of the Treasury

The Treasury is a respected and influential central economic agency. We provide authoritative advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends. Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia

meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Kathryn McCrea, 02 6263 2515
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764835

Department of the Treasury

Closing Date:Monday 24 November 2025

Corporate Division
Information Services Branch Protective Security Unit

Job Title	APS6 COMSO Intelligence Facilitation Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,799 - $123,328
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	37-2025
Agency Website	www.treasury.gov.au

The Information Services Branch (ISB) is seeking a highly skilled APS6 Communications Intelligence Security Officer (COMSO) and Intelligence Facilitation Officer to join the Protective Security Unit. This role is critical to Treasury's ability to access, manage, and distribute classified intelligence in support of national and economic security priorities.

A COMSO plays a vital role in safeguarding national security by ensuring the integrity, confidentiality, and proper handling of sensitive communications intelligence (COMINT) data. As the designated authority for overseeing compliance with information security protocols, a COMSO manages access controls, monitors operational procedures, and enforces regulatory standards to prevent unauthorised disclosure or compromise of classified information. Their expertise ensures Treasury has ready access to intelligence products and information, supporting decision making at all levels.

As part of a team, you will take responsibility to

- Facilitate the distribution of classified intelligence across Treasury, including to senior executives and national and economic security stakeholders.
- Take a lead role in implementing an intelligence facilitation model of product distribution throughout Treasury, equipping the department to meet future intelligence needs.
- Establish and maintain strong relationships with Treasury's external intelligence partners.
- Enable access to secure communications systems and administer compartmented, codeword, and tailored security briefings.
- Represent Treasury's information security function, ensuring protection of official and classified documents and resources.
- Support the certification and accreditation of Treasury's secure zones in accordance with the Treasury Physical security team and external security partner specifications.
- Provide risk-informed, intelligence-led security advice to Treasury leadership.
- Oversee secure storage, handling, and record-keeping of intelligence reporting and accountable material.
- Support the Agency Security Adviser and Chief Security Officer in identifying trends and providing strategic security advice.

Duties

The ideal candidate will demonstrate

- Strong understanding of security compartment briefings and COMINT protocols.
- Ability to work under limited direction with autonomy and accountability.
- Deep knowledge of security best practices and safeguarding sensitive data.
- Capacity to propose and implement innovation and business improvement initiatives.
- Proven ability to build and maintain complex stakeholder relationships at all levels.
- Clear communication skills, including the ability to distil complex intelligence information and develop written briefings for senior leaders.
- Adaptability, a commitment to continuous learning, and openness to new ways of working.
- Sound judgement and decision-making governed by regulations and best practice.

Desirable Qualifications / Experience

- Candidates must hold a Top Secret Positive Vetting (TSPV) or Top Secret-Privileged Access (TS-PA) security clearance.
- Formal COMSO training and/or experience is highly desirable.

Eligibility

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

Notes

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

About the Department of the Treasury

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

To Apply

Position Contact	Nicole Federico, 0487 509 713
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764963

Department of the Treasury

Closing Date:Thursday 27 November 2025

Housing and Macroeconomic Groups

Job Title	SES Band 1, Assistant Secretary
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	Senior Executive Service Band 1
Position Number	38-2025
Agency Website	www.treasury.gov.au

Job Description

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

Treasury is seeking dynamic senior executives with demonstrated aptitude, leadership and collaboration skills to make a difference to Australia’s economic agenda through influential advice and analysis on economic policy.

Assistant Secretaries (SES Band 1) play a vital role in the delivery of Treasury’s purpose. You will leverage your strong leadership and collaboration skills to provide trusted and influential policy advice and analysis, including collaborating and harnessing expertise from a variety of sources, engaging with stakeholders and partners, building capability and resilience, managing priorities and high workloads in short timeframes to ensure effective and efficient delivery.

You will be responsible for leading a Branch including people, governance, financial and risk management and will actively contribute to the overall culture and purpose of the Treasury by supporting the First Assistant Secretary and the Deputy Secretary / Director General.

Drawing on your proven professional or senior executive management experience, you will be comfortable operating in a multi-disciplinary, diverse and changeable environment.

Treasury may use this process to establish a merit pool that may be used to fill potential vacancies across all areas of Treasury, as required.

Experience

As an Assistant Secretary you must be able to demonstrate that you have:

- Strong leadership skills in building and developing high performing and diverse teams.
- Well-developed judgement and strategic thinking skills that enable you to effectively manage a number of high-priority projects simultaneously.
- Extensive experience in managing the development and implementation of policies, programs and approaches to work that are complex and of high importance.
- Experience in providing trusted and influential advice and analysis, including collaborating and harnessing expertise from a variety of sources.
- Exceptional communication skills.
- Sound decision making skills based in administrative law principles.
- An ability to develop productive and collaborative relationships with a range of stakeholders.
- An ability to represent the Treasury and the Australian Government in a range of forums both domestically and internationally.
- An ability to operate in a fast-paced and changing environment.

Duties

Desirable Qualifications

Tertiary qualification(s) in a relevant field including but not limited to, economics, accounting, taxation, law, public policy, housing policy, delivery and/or housing finance or business and commerce is highly desirable.

Relevant experience in housing-related issues that impact housing supply and affordability, or in macroeconomic forecasting and analysis, is desirable.

Immediate opportunities are currently available within the Housing Group and the Macroeconomic Group.

Housing Group – Assistant Secretary, Housing Finance and Delivery Branch closely supports the delivery of the Government's housing agenda by providing advice to the Government on housing policy, including home ownership, social and affordable housing, and financing interventions to support increased supply of social and affordable housing. The branch supports implementation of key Government policies, such as the Housing Australia Future Fund, the Affordable Housing Bond Aggregator, Help to Buy and the 5% Deposit Scheme. The Assistant Secretary will engage with Ministers, Ministers' offices, Housing Australia, and a range of

stakeholders across and external to Government. They will oversee implementation on housing finance and home ownership programs, including legislative amendments, financial approvals, close collaboration with Housing Australia, data reporting, and governance and assurance of programs.

Macroeconomic Group – Assistant Secretary, Macroeconomy Branch leads a team responsible for compiling the economic forecasts for Australia, as well as producing long-term projections for the Intergenerational Report and scenario analysis to assess economic risks and uncertainty. You will be responsible for leading a team that is critical in monitoring economic conditions in Australia, including in the labour market, and in providing advice to the Government on the economic outlook for the domestic economy. You will also play a broader role in collaborating across the Group and the department to produce high-quality economic analysis on a range of matters, including macroeconomic policy settings and structural trends.

Eligibility

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

Notes

This recruitment process is being used to fill an ongoing position. Treasury may also use this process to establish a merit pool that may be used to fill other potential vacancies across the Australian Public Service.

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 Treasury

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

To Apply

Position Contact	Ben Rimmer, (02) 6263 2666
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764613

Director of Public Prosecutions

Closing Date:Sunday 23 November 2025

Job Title	Senior Federal Prosecutor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$116,498 - $141,760
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	25_61
Agency Website	

Job Description

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

In addition to the base salary and 15.4% superannuation, the Senior Federal Prosecutor (SFP) position attracts a $25,950 per annum allowance in line with the Determination 2024-4 Prosecutor Allowance.

The Office of the Director of Public Prosecutions (Cth) (CDPP) is committed to recruiting and retaining lawyers of the highest calibre. We have Senior Federal Prosecutor (SFP) vacancies in CDPP's Perth Office. The Perth Office prosecutes cases across all of the CDPP's national practice groups.

You will need to be a highly skilled and critical-thinking lawyer with an aptitude for criminal law and an understanding of the important role an independent prosecutor plays in our system of criminal justice. You will also have a desire to develop your career with the diverse, stimulating and complex prosecution work of the CDPP.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 1, primary outcomes and accountabilities will/may involve:

Managing the conduct of large and complex matters, sometimes managing a team working on a matter, appearing in court and/or instructing counsel as required;

- Researching and analysing data, evaluating complex information and sources to draw accurate conclusions to inform high level advice, reports and recommendations;
- Liaising with internal and external stakeholders, including investigative agencies, court officials, defence counsel and other parties. Developing key relationships and responding to complex matters, driving improvements to prosecution processes;
- Regularly reviewing file and matter management activities to identify opportunities for continuous improvement, making changes or recommendations as appropriate;
- Preparing and providing legal advice on complex legislative, regulatory or procedural matters.
- Utilising systems, computer-based applications and other tools for legal and practice management including research, matters and file management, reporting and resource monitoring; and
- Providing leadership and manage staff in day-to-day activities including the ability to develop, coach and mentor staff and building commitment to shared goals.

Eligibility

- The ability to obtain and maintain an **AGSVA Baseline security clearance**.
- **Australian citizenship**.
- Applicants must be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory, preferably in Western Australia by **Sunday, 23 November 2025**.

Notes

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a $295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

Please refer to Candidate Information Pack for details.

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 Director of Public Prosecutions

To Apply

Position Contact	Martyn Plummer, N/A
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764734

Director of Public Prosecutions

Closing Date:Sunday 23 November 2025

Job Title	Senior Federal Prosecutor - Affirmative Measure (Disability)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$116,498 - $141,760
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	25_62
Agency Website	

Job Description

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

In addition to the base salary and 15.4% superannuation, the Senior Federal Prosecutor (SFP) position attracts a $25,950 per annum allowance in line with the Determination 2024-4 Prosecutor Allowance.

The Office of the Director of Public Prosecutions (Cth) (CDPP) is committed to recruiting and retaining lawyers of the highest calibre. We have Senior Federal Prosecutor (SFP) vacancies in CDPP's Perth Office. The Perth Office prosecutes cases across all of the CDPP's national practice groups.

You will need to be a highly skilled and critical-thinking lawyer with an aptitude for criminal law and an understanding of the important role an independent prosecutor plays in our system of criminal justice. You will also have a desire to develop your career with the diverse, stimulating and complex prosecution work of the CDPP.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 1, primary outcomes and accountabilities will/may involve:

- Managing the conduct of large and complex matters, sometimes managing a team working on a matter, appearing in court and/or instructing counsel as required;
- Researching and analysing data, evaluating complex information and sources to draw accurate conclusions to inform high level advice, reports and recommendations;
- Liaising with internal and external stakeholders, including investigative agencies, court officials, defence counsel and other parties. Developing key relationships and responding to complex matters, driving improvements to prosecution processes;
- Regularly reviewing file and matter management activities to identify opportunities for continuous improvement, making changes or recommendations as appropriate;
- Preparing and providing legal advice on complex legislative, regulatory or procedural matters.
- Utilising systems, computer-based applications and other tools for legal and practice management including research, matters and file management, reporting and resource monitoring; and
- Providing leadership and manage staff in day-to-day activities including the ability to develop, coach and mentor staff and building commitment to shared goals.

Eligibility

- The ability to obtain and maintain an **AGSVA Baseline** security clearance.
- **Australian citizenship**.
- Applicants must be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory, preferably in Western Australia by **Sunday, 23 November 2025.**

Notes

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a $295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

NOTE: This recruitment round is advertised as Affirmative Measures. The affirmative measure is designed to address the under-representation of people with disability in the APS.

Please refer to Candidate Information Pack for details.

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

About the Director of Public Prosecutions

To Apply

Position Contact	Martyn Plummer, N/A
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764739

Director of Public Prosecutions

Closing Date:Sunday 23 November 2025

Job Title	Senior Federal Prosecutor - Affirmative Measure (Indigenous)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$116,498 - $141,760
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements will be considered on a case-by case-basis.
Classification	Executive Level 1
Position Number	25_63
Agency Website	

Job Description

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

In addition to the base salary and 15.4% superannuation, the Senior Federal Prosecutor (SFP) position attracts a $25,950 per annum allowance in line with the Determination 2024-4 Prosecutor Allowance.

The Office of the Director of Public Prosecutions (Cth) (CDPP) is committed to recruiting and retaining lawyers of the highest calibre. We have Senior Federal Prosecutor (SFP) vacancies in CDPP's Perth Office. The Perth Office prosecutes cases across all of the CDPP's national practice groups.

You will need to be a highly skilled and critical-thinking lawyer with an aptitude for criminal law and an understanding of the important role an independent prosecutor plays in our system of criminal justice. You will also have a desire to develop your career with the diverse, stimulating and complex prosecution work of the CDPP.

Duties

In addition to meeting the Integrated Leadership System profile of the Executive Level 1, primary outcomes and accountabilities will/may involve:

- Managing the conduct of large and complex matters, sometimes managing a team working on a matter, appearing in court and/or instructing counsel as required;
- Researching and analysing data, evaluating complex information and sources to draw accurate conclusions to inform high level advice, reports and recommendations;
- Liaising with internal and external stakeholders, including investigative agencies, court officials, defence counsel and other parties. Developing key relationships and responding to complex matters, driving improvements to prosecution processes;
- Regularly reviewing file and matter management activities to identify opportunities for continuous improvement, making changes or recommendations as appropriate;
- Preparing and providing legal advice on complex legislative, regulatory or procedural matters.
- Utilising systems, computer-based applications and other tools for legal and practice management including research, matters and file management, reporting and resource monitoring; and
- Providing leadership and manage staff in day-to-day activities including the ability to develop, coach and mentor staff and building commitment to shared goals.

Eligibility

- The ability to obtain and maintain an **AGSVA Baseline** security clearance.
- **Australian citizenship**.
- Applicants must be admitted as a Legal Practitioner, Barrister or Solicitor of the High Court or the Supreme Court of an Australian State or Territory, preferably in Western Australia by **Sunday 23 November 2025.**

Notes

No matter where you work with us, you'll have access to:

- unique and challenging work;
- professional development opportunities;
- generous leave entitlements with additional paid time off during the Christmas close-down period;
- clear and transparent salary progression, and scheduled salary increases;
- 15.4% superannuation;
- flexible working arrangements that promote work-life balance;
- a $295 annual wellbeing allowance; and
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members.

NOTE: This recruitment round is advertised as Affirmative Measures. The Affirmative Measure is designed to address the under-representation of Aboriginal and/or Torres Strait Islander staff in the Australian Public Service (APS).

Please refer to Candidate Information Pack *for details.*

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 Director of Public Prosecutions

To Apply

Position Contact	Martyn Plummer, N/A
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764972

Future Fund Management Agency

Closing Date:Wednesday 26 November 2025

Job Title	Director, Stewardship & Corporate Governance
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Melbourne, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Three days in office and two days work from home
Classification	Executive Level 1
Position Number	JR100261
Agency Website	www.futurefund.gov.au

Job Description

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

We are hiring a Director, Stewardship & Corporate Governance to join our Responsible Investment (RI) team. Reporting to the Executive Director, RI, you will lead the implementation of the Board's new Stewardship Model and develop a stewardship strategy aligned with updated RI priorities and safeguards. This role demands strategic foresight, deep expertise in stewardship, and the ability to influence outcomes across a diverse set of investment stakeholders.

In this role, you'll broaden Future Fund's stewardship activities beyond listed equities, lead domestic proxy voting and ensure our international investment manager's voting practices meet our governance standards. Working closely with the investment team, you'll monitor and guide external managers' stewardship approaches, contribute to thought leadership through research and industry engagement, and ensure transparent reporting to support the Future Fund's commitment to responsible investment.

Duties

- Lead the development and implementation of the Future Fund's Stewardship Model, including principles, guidelines, voting rules, and escalation processes.
- Expand stewardship activities beyond listed equities to include asset classes such as infrastructure and credit.
- Develop and operationalise a systems stewardship strategy aligned with the Board's responsible investment priorities.

- Oversee in-house domestic proxy voting and monitor international investment manager voting to ensure consistency with governance expectations.
- Provide expert insights into the governance and stewardship policies of external investment managers and identify areas for improvement.
- Monitor governance and stewardship-related risks across the portfolio and support integration into investment decision-making.
- Lead internal research and industry collaboration initiatives to advance thought leadership in stewardship and corporate governance.
- Deliver comprehensive internal and external reporting on stewardship outcomes, aligned with industry best practices.

Eligibility

You are a strategic and collaborative leader with deep expertise in stewardship, governance, and responsible investment. You bring:

- Postgraduate qualifications in finance, economics, corporate governance, sustainability, public policy, or a related discipline.
- Demonstrated experience in developing and implementing stewardship strategies across diversified portfolios.
- A strong understanding of ESG issues and the broader investment universe, including listed equities, infrastructure, private equity, and credit.
- Proven ability to engage and influence senior stakeholders and external partners.
- A track record of embedding responsible investment principles into investment processes and exercising ownership rights effectively.
- Strong risk management capabilities, particularly in identifying and mitigating governance and climate-related risks.
- A commitment to continuous learning, team development, and fostering a collaborative and high-performance culture.

Please note that this opportunity is only open to Australian Citizens.

Notes

About the Future Fund Management Agency

The Future Fund is Australia's sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of seven public asset funds: the Future Fund, the Medical Research Future Fund, the Aboriginal and Torres Strait Islander Land and Sea Future Fund, the Future Drought Fund, the Emergency Response Fund and the DisabilityCare Australia Fund. Each fund has an investment mandate that is determined by the Australian Government under legislation. Our role is to generate strong, risk-adjusted returns over the long term.

To Apply

Position Contact	Grace Foley, +61 3 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764840

National Native Title Tribunal

Closing Date:Friday 21 November 2025

National Native Title Tribunal
Dispute Resolution & Assistance

Job Title	Director, Dispute Resolution & Assistance
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW, Adelaide SA, Cairns QLD
Salary	$133,382 - $154,359
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	On Site
Classification	Executive Level 2
Position Number	0916-11-25
Agency Website	https://www.nntt.gov.au/Pages/Home-Page.aspx

Job Description

https://fcajobs.nga.net.au/?jati=468E447C-FA2C-22B3-A895-E461336AE5AE

Position Overview

Reporting to the Registrar, the Director, Dispute Resolution & Assistance is responsible for managing the Dispute Resolution & Assistance team, including line management, supervision and

review of all work and decisions, providing expert advice, work allocation and maintaining the database of future act notices and agreements received under s 41A of the Native Title Act (1993).

The Dispute Resolution & Assistance team supports the President, Members and the Registrar in the performance of their functions under the future act provisions and s60AAA of the Native Title Act 1993 (Cth). The Dispute Resolution & Assistance team provides case management, client liaison, technical and administrative support to the President, Members and the Registrar in relation to post-determination assistance requests, future act mediations, expedited procedure objection inquiries, and inquiries into future act determination applications.

The Dispute Resolution and Assistance team also provide high-level advice, assistance and information services to internal and external stakeholders in relation to the operation of s60AAA, the future act regime and the NNTT's processes and procedures relating to future acts. These activities include the processing of future act notices and the recording of agreements, as well as the provision of information to assist stakeholders to comply with their obligations under the Native Title Act 1993 (Cth).

Duties

Key Duties and Responsibilities:

- Maintain expert knowledge of the functions of the Tribunal and the Registrar in relation to s60AAA and future acts and provide information, advice and guidance as required.
- Ensure compliance with NNTT processes and procedures and foster a consistent approach to service delivery.
- Establish a culture of service delivery that is flexible, responsive, professional and accountable.
- Take responsibility for the efficient management of future act applications and plan for effective delivery of services ensuring they are consistent with the Native Title Act 1993 (Cth), regulations and administrative law principles.
- Develop policies and systems for the management of requests under s60AAA and be responsive to the emerging needs of this new jurisdiction.
- Maintain ongoing liaison with the President, Members and the Registrar, including providing strategic advice about areas of team responsibility and reporting on team performance.
- Prepare reports and statistical analysis on service delivery for internal and external reporting.
- Monitor and respond to changes in the broader native title, Aboriginal cultural heritage and industry sectors insofar as they relate to the NNTT's s60AAA and future act functions.
- Manage the performance of staff, promote team cohesion, and positively manage change and uncertainty in the workplace.
- Ensure content quality assurance by exercising general oversight of work performance, standards and consistency of practice.
- Lead national projects and initiatives as required, including the ongoing review of practices and procedures to ensure work is conducted in a timely and effective manner.
- Assist with and undertake administrative decision-making arising under the Native Title Act 1993 (Cth) and other legislation.

Eligibility

Competencies & Attributes

1. Possessing and demonstrating an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people.
2. Possessing and demonstrating an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
3. Demonstrated in-depth knowledge of native title, the Native Title Act 1993 (Cth) and Tribunal functions.
4. Demonstrated ability to apply legislative, procedural and administrative frameworks to high-level decision-making and problem solving.
5. High-level communication and interpersonal skills, including the ability to lead and motivate team members and to deliver information in a succinct and concise manner.
6. Proven ability to respond effectively to a changing environment and to identify and act upon opportunities for improvements.
7. Demonstrated ability to promote a team ‘service culture’ that is client-centred and effectively meets the needs of clients (internal / external)
8. Demonstrating and modelling APS values and appropriate, professional conduct.

Qualifications

Relevant tertiary studies in law or social sciences, or equivalent experience would be an advantage.

Experience in mediation, including accreditation as a mediator, is highly desirable.

Notes

How to apply

To apply, please submit your curriculum vitae and a two-page response detailing your skills, attributes, and experience relevant to the selection criteria.

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

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

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

About the National Native Title Tribunal

The National Native Title Tribunal (NNTT) is an authority established by the Native Title Act 1993 (Cth) (NTA) which has offices in four Australian States. The NNTT comprises a President and members, who are appointed by the Governor General under the NTA to make decisions, conduct inquiries, reviews, and mediations, and assist various parties. The NNTT is supported by the Native Title Registrar (Registrar), who has separate and specific functions and responsibilities to perform under the Native Title Act, including considering native title claimant applications (claims) and indigenous land use agreements (ILUAs) for registration. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence.

To Apply

Position Contact	Kathleen McCunnie, 07 3052 4095
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=468E447C-FA2C-22B3-A895-E461336AE

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Monday 24 November 2025

Legal and Governance
Perth or Melbourne

Job Title	Freedom of Information Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Melbourne VIC
Salary	$114,440 - $128,568
Future Merit Locations	Perth, Melbourne
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	APS Level 6
Position Number	13529
Agency Website	https://www.nopsema.gov.au/

Job Description

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

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

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

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

We are seeking an experienced Freedom of Information Officer to join the Legal and Governance Team in our Melbourne or Perth office. The position is initially being offered on a non-ongoing basis for a period of up to two years.

Role:

The Legal and Governance Directorate provides legal services and support to the Executive and business areas of NOPSEMA.

Reporting to the Executive Director/General Counsel – Legal and Governance Directorate, the Freedom of Information (FOI) Officer role will be responsible for managing the Freedom of Information function of NOPSEMA.

Why work for NOPSEMA?

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

Guided by our values of professionalism, ethics, independence, leadership and collegiality the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference.

Grow your career in the offshore energy sector. Be a part of Australia’s future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

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

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

If you have any questions in relation to this position, please, contact **Oliver Young** on **(08) 6188 8859**.

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

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

Duties

Key Responsibilities:

As a skilled FOI Officer, you will assess, process and draft decisions on complex and sensitive Freedom of Information requests made under the Freedom of Information Act 1982 (Cth) (FOI Act).

You will act as the point of contact for FOI enquiries and will lead and deliver internal training with respect to the FOI Act.

As the FOI Officer, you will manage external legal service providers regarding reviews made to the Office of the Australian Information Commissioner.

You will also manage internal and external reporting obligations in relation to Freedom of Information requests.

We would like to hear from you if:

You have demonstrated experience in managing complex and sensitive FOI requests, including making FOI decisions.

You have strong written and oral communication, negotiation and influencing skills, together with good organisation skills and the ability to communicate and collaborate and cultivate productive working relationships with internal and external stakeholders whilst maintaining confidentiality of sensitive information.

You hold appropriate relevant qualification and / or have demonstrated experience in a similar FOI role in government or other similar regulatory environment.

Eligibility

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

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

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

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

This position is open to Australian citizens only.

Notes

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

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

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

To Apply

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

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764844

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Monday 24 November 2025

Legal and Governance
Perth or Melbourne

Job Title	Senior Legal Counsel
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA, Melbourne VIC
Salary	$155,411 - $192,713
Future Merit Locations	Perth, Melbourne
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Working predominantly in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	Executive Level 1
Position Number	13530
Agency Website	https://www.nopsema.gov.au/

Job Description

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

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) has an exciting opportunity for an experienced public lawyer to work in the Legal and Governance Directorate as a **Senior Legal Counsel**, in the Perth or Melbourne office.

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

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

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

Role:

Reporting to the Executive Director/General Counsel, the Senior Legal Counsel plays a pivotal role in supporting the Executive and business areas of NOPSEMA through the provision of legal services, focused on the interpretation, application and enforcement of offshore petroleum, environmental and safety laws.

Why work for NOPSEMA?

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

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

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

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

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

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

If you have any questions in relation to the advertised position, please contact **Oliver Young**, Executive Director/General Counsel on **(08) 6188 8859.**

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

Duties

Key Responsibilities:

The work of the Directorate is broad, challenging and stimulating. As a Senior Legal Counsel, you will provide legal services on complex matters regarding:

• Exercise of regulatory powers.

• Decisions and decision-making processes.

• Investigations and prosecutions.

• Enforcement powers.

• Commercial and Contract matters.

• Privacy law and Freedom of Information matters.

• Employment law.

• Governance and integrity matters.

• Litigation and Dispute Resolution (Federal Court and Fair Work Commission).

• Policy and Legislative Review.

We would like to hear from you if you have:

Demonstrated experience working in public and administrative law.

Demonstrated experience or an ability to develop an understanding of working with or for a Commonwealth or State regulator.

A minimum of 5 years post admission experience.

Are a team player but can work independently and with flexibility.

Eligibility

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

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

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

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

This position is open to Australian citizens only.

Notes

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

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

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

To Apply

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

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764995

Productivity Commission

Closing Date:Thursday 27 November 2025

Job Title	Assistant Commissioner, Strategic Communications and Engagement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$223,170 - $264,690
Future Merit Locations	Melbourne, Canberra
Office Arrangement	Work From Home;On Site;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated with consideration to the operational requirements of the role.
Classification	Senior Executive Service Band 1
Position Number	PC-2516
Agency Website	

Job Description

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

We're seeking an Assistant Commissioner to lead the Strategic Communications and Engagement Group, supporting the PC Chair in a busy public facing role, working with PC policy and reporting teams producing a steady stream of high profile, influential reports and leading a team of professionals.

Duties

- Leading and managing the operations of the Strategic Communications and Engagement Group, to ensure the team consistently delivers high-quality and timely communication products and services (both strategic and operational).
- Quality assurance on reports and other outputs to ensure our communication and engagement activities represent best practice, are effective in informing and influencing policy, and promote the involvement in, and awareness of, our work across the broader community.
- Provide evidence-based strategic communication and engagement advice and direction to ensure the PC’s communication and engagement activities to Chair and Commissioners; and
- Contribute to senior leadership team of PC to help drive and deliver the PC’s strategic directions and priorities.

About you

You excel as an inclusive leader, effectively manage deadlines, and adapt quickly to changing priorities. You take initiative, thrive both independently and in teams, and bring strong collaboration skills. You bring:

- Experience, at a senior level, in communication and stakeholder engagement roles across the public, not for profit, or private sector, including leading a team of communications, media, and publications experts.
- Relevant tertiary qualifications in communications, engagement, public relations, journalism or public policy.
- Strong understanding of public policy and broader social, economic and environmental issues, along with sound judgement for high-level decisions, complex issue management, and quality advice.
- The ability to contribute to the broader corporate culture working as part of a senior management team.

The successful candidate will have demonstrated experience across the Integrated Leadership System (ILS) SES B1 profile.

A merit pool of suitable candidates may be created for similar ongoing or non-ongoing vacancies in Melbourne or Canberra.

Eligibility

To be eligible for employment with the Productivity Commission, applicants must:

- be an Australian citizen or hold an Australian Citizenship
- be willing to undergo a security and character clearance (which may include, but not limited to, completing an identity verification check, police check, and obtaining/maintaining an Australian Government security vetting clearance if required by the role)
- provide evidence of mandatory qualifications (if applicable).

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 Productivity Commission

The Productivity Commission is the Australian Government's independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. Its role, expressed simply, is to help governments make better policies in the long-term interest of the Australian community.

To Apply

Position Contact	Lisa Studdert, lisa.studdert@pc.gov.au
Agency Recruitment Site	https://www.pc.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764814

Sport Integrity Australia

Closing Date:Sunday 23 November 2025

Strategy, International Policy, and Corporate
Corporate Governance and Risk

Job Title	Senior Governance and Risk Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$105,907 - $115,583
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	0070_1125
Agency Website	www.sportintegrity.gov.au

Job Description

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

The Team:

The Governance and Risk team coordinates ministerial, parliamentary, risk, assurance and corporate reporting activities. This team engages the Audit and Risk Committee and the internal audit service provider, developing the Portfolio Budget Statements, annual stakeholder survey, corporate plan, annual performance statement and annual report. They manage the internal policies and procedures advancing the positive risk culture in the agency.

The Role:

The Senior Governance and Risk Officer plays a key role in supporting Sport Integrity Australia's strategic and operational integrity. This position is responsible for managing high-level Ministerial and Parliamentary engagement, ensuring timely, accurate, and strategic communication with government stakeholders and compliance with legislative and parliamentary processes. It also assists in the coordination and continuous improvement of the agency's governance and risk frameworks, including audit, fraud control, and policy development.

This role requires a professional with strong analytical capability, excellent communication skills, and the ability to manage complex workloads across governance, risk, and government-facing functions.

Duties

The duties and accountabilities of the Senior Governance and Risk Officer include, but are not limited to:

- Management and co-ordination of the Governance mailbox including input requests, external complaints and reporting.
- Manage the preparation, quality assurance, and delivery of Ministerial correspondence, including briefs, submissions, and responses.
- Coordinate input for parliamentary questions on notice (QoNs), Senate Estimates, and other parliamentary processes.
- Liaise with the Minister's Office, Portfolio Executive, and SES across the APS to ensure consistent and accurate messaging.
- Track and report on Ministerial and Parliamentary commitments, ensuring deadlines are met and records are maintained.
- Provide strategic advice and support to the Executive teams on Ministerial and Parliamentary matters, including briefing packs and talking points.
- Ensure compliance with parliamentary protocols and contribute to the agency's legislative awareness and responsiveness.
- Manage the development, implementation, and review of corporate governance frameworks, including internal policies, procedures, and systems.
- Assist the secretariat for the Audit and Risk Committee (A&RC), including meeting logistics, minute-taking, and follow-up actions.
- Assist with the coordination of internal and external audit processes, including liaison with ANAO and internal audit providers.
- Support the Chief Risk Officer in risk capability development, and reporting.

- Assist in the ongoing development and maintenance of fraud control plans and risk management strategies.
- Assist in monitoring compliance with enabling legislation and regulatory obligations.
- Promote governance awareness and capability across the agency.
- Represent the section in agency working groups and cross-functional initiatives.
- Perform other duties as directed by the Assistant Director or Director, Governance and Risk, on an ad-hoc basis.

Eligibility

Selection Criteria

- Demonstrated ability to think strategically and provide insightful, evidence-based analysis to support decision-making.
- Proven experience in handling Ministerial and Parliamentary correspondence and facilitating high-level government interactions.
- Experience in developing and managing governance frameworks, including audit, fraud prevention, and risk management systems.
- Ability to manage complex tasks, meet tight deadlines, and consistently deliver high-quality results under pressure.
- Excellent interpersonal, communication, and negotiation skills, with the capacity to work independently, exercise sound judgment, and adapt to changing priorities.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Conflict of Interest

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

Notes

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

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government’s efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the use of prohibited substances and methods in sport, stop the abuse of children and other persons in a sporting environment, cease manipulation of sporting competitions and to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don’t have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Jessica Laws, 0400 377 960
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Vacancy VN-0764816

Sport Integrity Australia

Closing Date:Sunday 23 November 2025

Strategy, International Policy, and Corporate
Corporate Governance and Risk

Job Title	Ministerial and Governance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,199 - $102,269
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	0071_1125
Agency Website	www.sportintegrity.gov.au

Job Description

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

The Team:

The Governance and Risk team coordinates ministerial, parliamentary, risk, assurance and corporate reporting activities. This team engages the Audit and Risk Committee and the internal audit service provider, developing the Portfolio Budget Statements, annual stakeholder survey, corporate plan, annual performance statement and annual report. They manage the internal policies and procedures advancing the positive risk culture in the agency.

The Role:

The Governance and Ministerial Officer provides essential support to Sport Integrity Australia's governance and government engagement functions. This includes managing the Ministerial mailbox, coordinating responses to Ministerial and Parliamentary correspondence, and assisting with the maintenance of governance and compliance frameworks.

This APS5 role is focused on operational delivery and coordination, with responsibility for ensuring timely and accurate processing of correspondence and supporting internal policy and reporting activities. The role works under guidance and contributes to continuous improvement through collaboration and attention to detail.

Duties

The duties and accountabilities of the Ministerial and Governance Officer include, but are not limited to:

- Administer the Ministerial mailbox, including triaging, logging, and tracking correspondence.
- Allocate Ministerial and Parliamentary requests to relevant business areas and monitor response deadlines.
- Assist in the preparation and formatting of Ministerial briefs, submissions, and talking points.
- Maintain accurate records of Ministerial and Parliamentary correspondence in accordance with government protocols.
- Support coordination of responses to Parliamentary Questions on Notice (QoNs), Senate Estimates, and other parliamentary processes.
- Liaise with internal stakeholders to gather input and ensure consistency in messaging.
- Support the implementation of the Governance Framework by updating registers, templates, and intranet content.
- Assist with internal compliance activities, including reviewing and communicating obligations under relevant legislation and policies.
- Contribute to the drafting and review of internal policies, procedures, and FAQs under supervision.
- Assist with responses to external surveys and internal performance reporting.
- Support document control and version management for governance-related materials.
- Assist with the coordination of internal policy reviews and updates.
- File records in accordance with Commonwealth requirements for records management and security.
- Work collaboratively across business areas to support agency operations.
- Perform other duties as directed by the Assistant Director or the Director, Governance and Risk on an ad hoc basis.

Eligibility

Selection Criteria

- Experience managing Ministerial and Parliamentary correspondence, including mailbox coordination and deadline tracking.
- Strong ability to manage competing priorities with attention to detail and effective time management.
- Effective written and verbal communication skills, including formatting and quality assurance of documents.
- Demonstrated ability to work both collaboratively and with limited guidance, using sound judgement and initiative.
- Understanding of governance and compliance processes, with experience using government tools such as PDMS, SharePoint, and Microsoft Office.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

Conflict of Interest

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

Notes

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

About the Sport Integrity Australia

Sport Integrity Australia leads the Australian government’s efforts to protect sport against threats to its integrity – doping, competition manipulation and the mistreatment and abuse of sports participants. Sport Integrity Australia is the cornerstone of the government's comprehensive sport integrity strategy: Safeguarding the Integrity of Sport. Our role is to provide advice and assistance to counter the use of prohibited substances and methods in sport, stop the abuse of children and other persons in a sporting environment, cease manipulation of sporting competitions and to protect members of sporting organisations and other persons in a sporting environment from bullying, intimidation, discrimination or harassment. Sporting organisations, and other stakeholders, benefit from the ability to deal with a single nationally coordinated organisation to address all sport integrity issues. Sport Integrity Australia offers guidance on integrity matters to sports that don’t have developed integrity capabilities. Our focus is policy development, intelligence, investigations (primarily of doping cases), education, outreach and capability building. We are Australia's National Anti-Doping Organisation.

To Apply

Position Contact	Jessica Laws, 0400 377 960
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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

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

Vacancy VN-0764941

Taxation Ombudsman

Closing Date:Sunday 23 November 2025

Deputy Tax Ombudsman - Reviews Reviews

Job Title	Policy Officer (APS employees)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - SA SA, Adelaide SA
Salary	$101,786 - $123,315
Future Merit Locations	Sydney, Brisbane, Melbourne, Various locations - ACT, Various locations - QLD, Various locations - NSW, Various locations - SA, Adelaide
Office Arrangement	Work From Home;Hybrid
Office Arrangement Details	Sydney based staff to attend the office 2 days a week. Staff in other states work from home with travel and office attendance outlined below
Classification	APS Level 6
Position Number	s26-PO-25
Agency Website	https://igt.gov.au/

Job Description

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

We are seeking a talented and self-motivated Policy Officer to join our team. In this role, you will help maximise the influence and impact the Tax Ombudsman can have on key matters of tax and superannuation administration. This includes undertaking initial analysis of key matters being raised with the Tax Ombudsman, researching and drafting briefing papers and contributing to consultations. The role also plays an important part in holding the ATO and TPB to account in the delivery of the Ombudsman recommendations they have agreed, following up on implementation plans.

This is an opportunity to build your policy expertise, contribute to high-impact work and collaborate across government.

This role is suited to an existing member of the APS, with policy experience, looking for a new challenge.

The vacancy is open to current APS employees as a section 26 transfer. Initially the role will be offered non-ongoing for up to 12 months with a possibility of extension or potentially a permanent transfer. We may create an order of merit from this selection to fill similar roles in future.

To apply for this role please follow the instructions below. We request that you submit your resume and application via email.

Duties

Policy research, analysis and problem solving

· Undertaking research, gathering insights, conducting environmental scans and reporting on findings, as required on issues of interest to the Tax Ombudsman.

· Problem solving and developing of options and solutions to identified issues, often in collaboration with stakeholders or with the ATO

· Producing early drafts of policy discussion papers, submissions to Ministers or briefs, as required by the Tax Ombudsman

· Reviewing of draft legislation, consultation documents or monitoring of parliamentary inquiries to identify key issues for the agency's responses

· Supporting the Deputy Tax Ombudsman – Reviews in their liaison with Treasury on their areas of work related to tax administration

Planning, tracking and records management

· Use of research, data and insights to curate a list of emerging issues arising from complaints, reviews and stakeholders and referring them for a decision for action.

· Driving progress and following up on issues raised and options suggested to the ATO or Treasury to achieve problem resolution or closure

· Supporting the work of the broader team on systemic reviews, including planning and quality assurance

· Supporting the tracking, monitoring, and evaluation of ATO or government's action towards recommendations made by the agency.

· Supporting the agency to meet government privacy and records management frameworks, policies and procedures.

Eligibility

Skills and experience you will bring to the role:

- Experience of policy development within Commonwealth Government
- Strong written communication skills and the ability to develop briefs, submissions, or policy advice
- Proven experience in business analysis, research, and the ability to interpret and synthesise complex information, data and identify trends
- Strong interpersonal skills, teamwork and the confidence to manage stakeholder engagements
- Strong attention to detail, planning and organisational skills
- The ability to positively contribute and work as part of a team
- The ability to be a self-starter and meet competing deadlines

Desirable (but not essential) attributes:

- Qualifications in public policy, economics, law, accounting, politics, or a related field.
- An understanding or experience in tax administration.

Eligibility:

- Undergo pre-employment checks.
- Ability to obtain and maintain a national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.

How to Apply:

To apply, please submit:

1. your resume (maximum 4 pages)

2. a 700-word pitch outlining your relevant skills and experience to the role.

You can submit your resume and application by email to recruitment@taxombudsman.gov.au. Applications close midnight on **23 November 2025.**

Location: Hybrid / working from home - New South Wales, Queensland, South Australia, Australian Capital Territory or Victoria.

Office arrangements: The agency office location is in Sydney. Sydney based applicants will be expected to attend the office a minimum of 2 days per week.

The Tax Ombudsman also welcomes applications from Queensland, regional New South Wales, South Australia, Australian Capital Territory and Victoria with a view to fully remote working from home, after an

initial induction at the Sydney office. Twice yearly attendance at the Sydney office is expected post the induction. Other occasional attendance at the office may be requested. Where travel is required, expenses will be covered by IGTO in line with APS travel policies.

Why you'll love working at the Tax Ombudsman:

Meaningful work: At the Tax Ombudsman, you will have the chance to contribute to improving the fairness and transparency of Australia's tax system while supporting the rights of all taxpayers across Australia.

Small team, big impact: As a small agency, everyone in the team has an important role to play to contribute to the agency's purpose. You will be encouraged to apply your skills across a broad remit while also working in a supportive team environment.

Empowerment and innovation: We encourage our employees to take ownership of their roles and drive change, fostering a culture of innovation and progress. This is a brand new role, and you will be encouraged to help shape it to maximise the impact of your work.

Work-life balance: We offer hybrid working arrangements with flexible hours to ensure a balanced career and personal life. Approximately 30% of our workforce currently works remotely, supporting a flexible and inclusive work environment.

Career growth: This role offers a unique opportunity to contribute to key policy matters impacting the Australian community. You will have the opportunity to take the lead on policy analysis and producing draft advice and briefs, working closely with the SES and agency head. As part of a small, impactful team, you'll build valuable skills for your future in the Australian Public Service (APS).

Notes

The Tax Ombudsman acknowledges the value of a diverse workforce and the wealth of perspectives, experiences, and ideas it brings. A culture of inclusion strengthens collaboration, drives innovation, and enhances decision-making, allowing us to better serve the diverse communities we represent. We encourage applications from people of all backgrounds, including but not limited to, individuals from Aboriginal and Torres Strait Islander communities, people with disabilities, those from culturally and linguistically diverse backgrounds, and individuals of all sexual orientations and gender identities. We are committed to providing reasonable adjustments to support applicants through the recruitment process where necessary.

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

About the Taxation Ombudsman

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia. In delivering against our purpose, our key activities are to: 1. investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way 2. review and make recommendations on systemic issues relevant to improving tax administration 3. provide independent advice to the Government and Parliament on tax administration, and 4. raise awareness of the role of the agency and promote the integrity of the tax system. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Duy Dam, 02 8239 2108
Agency Recruitment Site	https://www.igt.gov.au/careers/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764826

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Thursday 04 December 2025

APVMA

Job Title	Evaluator
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Armidale NSW, Canberra ACT
Salary	$104,942 - $118,166
Future Merit Locations	Armidale, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	11231
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you keen to gain exposure to high-profile regulatory issues that intersect with environmental protection? Are you looking to expand your network across government, industry, agricultural chemical user groups and international scientific communities?

The APVMA’s Agricultural Chemicals program is seeking applications for an Evaluator (Environment), working across the business to assist in making regulatory decisions in accordance with legislation and delegations.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and sharpen your expertise and problem-solving capabilities by contributing to evidence-based regulatory decisions.

The Evaluator (Environment) will provide technical advice on the assessment of environmental matters relating to the regulation of agricultural chemicals to internal and external stakeholders. Additionally, they will provide input into the development and implementation of strategies, operational policies, priorities and work practices for the Agricultural Chemicals program to achieve results in line with APVMA operational goals.

Duties

The Evaluator will deal with a variety of issues and address problems and tasks that are both routine and of some complexity. Assessments are to be conducted with an appropriate understanding of the impacts of performance and service delivery for the APVMA and includes the following core functions:

- Provide technical advice on the assessment of environmental matters relating to the regulation of agricultural chemicals to internal and external stakeholders.
- Provide input to the development and implementation of strategies, operational policies, priorities and work practices for the Agricultural Chemicals program to achieve results in line with APVMA operational goals.
- Assist in making regulatory decisions in accordance with the legislation and delegations.
- Use project management and efficient workflow and related practices to provide timely inputs to the work of the section.
- Prepare high-level written materials that incorporate scientific and technical considerations to contribute to briefs to decision makers, correspondence and other corporate documents as required.
- Build and sustain positive relationships with team members and stakeholders.
- Undertake special projects under the direction of the relevant Director or Executive Director.

Eligibility

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

Essential:

1. Appropriate tertiary qualifications in environmental toxicology, chemistry, agricultural or animal science or any related biological sciences.
2. Knowledge of, or capacity to develop, an understanding of the regulatory framework in which the APVMA operates in the assessment and approval of agricultural and veterinary chemicals.
3. Demonstrated high-level communication skills, including the ability to prepare documents and reports, and communicate clearly and confidently with clients, staff and service providers, and to represent the APVMA in a variety of forums.
4. Well-developed analytical and problem-solving skills, with the ability to evaluate, provide pragmatic advice and propose regulatory decisions on complex information.
5. Demonstrated experience in the conduct of risk assessments particularly relating to the environmental safety of agricultural chemicals, in data-rich and data-poor environments.
6. Well-developed interpersonal, planning, organisational and teamwork skills including the ability to determine workflow priorities and assume responsibility for delivery of organisational goals while maintaining a focus on quality and a cohesive team environment.

Desirable:

- Postgraduate qualifications in environmental toxicology, chemistry, agricultural or animal science or any related biological sciences.

Notes

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

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Jessica French, 02 6770 2348
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764836

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 30 November 2025

Strategy, Performance and Engagement
Communication & Media Agriculture Trade and Policy External Communication

Job Title	Public Affairs Officer 2
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Sydney NSW
Salary	$98,298 - $111,884
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	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3568
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Communication and Media Branch** delivers integrated communication services to the department and our ministers' offices. We partner to achieve business objectives and outcomes through evidence-based, integrated communication and media services for industry, community and business.

Do you have a knack for strategic communication and a desire to make a meaningful impact? We are seeking a Public Affairs Officer 2 to join our dynamic Strategic Communications Hub.

Duties

The Job

- Providing strategic advice and services to internal clients on strategic communication issues.
- Undertake new, complex or critical public affairs work, under a routine level of supervision.
- Develop and implement communication strategies for public affairs activities.
- Prepare materials for public relations or public communications activities.
- Edit the work of PAO1s and/or other contributors.
- Advise internal stakeholders regarding communications approaches and strategies.
- Brief enabling and delivery services and suppliers such as graphic designers, video production, web design and publishing.

- Prepare submissions, briefs and correspondence.
- Undertake research and analysis of issues relevant to the work area and undertake evaluation of the impact of communications strategies, including making recommendations for change as needed.
- Liaise within the department and assist in liaison with external stakeholders as appropriate.
- Arrange and support meetings, events and working groups.
- Manage or assist in managing a team including leading, developing, coaching and providing constructive feedback to staff, monitoring budgets and team performance.
- Liaise and negotiate with external stakeholders, industry, community, media and government organisations.

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

Eligibility

What are we looking for

Knowledge and experience

- Demonstrated experience in building and sustaining productive relationships with a range of stakeholders, including internal and external stakeholders.
- Strategic communication experience.
- Good understanding, or the ability to quickly gain a good understanding, of the relevant work environment and its relevant legislative, regulatory and compliance frameworks.
- Understanding of the department’s Core 4 Values and how this relates to the role and the team.

Mandatory qualifications

To be eligible for the Public Affairs Officer (PAO) banding, you much have a cadetship or a relevant public affairs degree or diploma or 5 years relevant work experience.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Rob Johnson, rob.johnson@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764856

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 23 November 2025

Environmental Biosecurity Office

Job Title	Australian Chief Environmental Biosecurity Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	-
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney
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	2025/3747
Agency Website	https://www.agriculture.gov.au

Job Description

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

If you are passionate about protecting Australia's unique environment from biosecurity risks and being a strong leader to collaborate with a range of stakeholders across government and the wider community, we'd love to hear from you!

Duties

As the Chief Environmental Biosecurity Officer (CEBO), you will be responsible for:

- Being the Commonwealth leader for environmental biosecurity (equivalent to the other biosecurity chief roles - Chief Veterinary Officer and Chief Plant Protection Officer).
- Being a clear face of environmental biosecurity – including having a visible public presence.
- Raising awareness and understanding of environmental biosecurity including threats to Indigenous and cultural heritage an amenity landscapes.
- Building government, community and industry capacity to prepare for, respond to and reduce environmental biosecurity risks.
- Building and brokering close partnerships, networks and relationships with key internal and external stakeholders – across biosecurity, the environment and communities (including First Nations).
- Being the Commonwealth agency lead for national biosecurity environmental responses (including chairing or being a representative to strategic and technical committee and working groups) and supporting a broader OneHealth approach. This will require driving outcomes across multiple government agencies.
- Being the point of contact for national reporting of environmental pests, diseases and weeds under the National Environmental Biosecurity Response Agreement (NEBRA).
- Providing strategic direction, expert policy advice and analysis on environmental biosecurity issues and key threats to endangered species and ecosystems from invasive species and diseases.
- Enhancing our understanding of environmental biosecurity risks through:
    - horizon scanning, risk assessment and analysis
    - improving the capture, analysis, management, use and sharing of data and information to inform investment and decision-making, and
    - encouraging increased and better coordinated and targeted research and development of management tools
    - providing strategic and technical leadership, guidance and coordination to national environmental biosecurity responses and programs
    - developing robust, current and nationally agreed policies and guidelines for managing environmental biosecurity issues and responses
    - representing the Australian government on matters of environmental biosecurity importance at national forums
    - overseeing the operations and activities of the Australian Plague Locust Commission.

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

- Ability to demonstrate your collaboration and agility with a proven record of delivering high quality and innovative financial management outcomes in a complex, politically sensitive, and operationally diverse environment.
- Outstanding leadership skills, a substantial record of achievement and a reputation for innovation and delivery of results – we are looking for someone that is comfortable working in the grey and to act transparently and be accountable.
- Exceptional stakeholder relationship skills and experience in engaging with internal and external stakeholders at all levels to explore opportunities and solve complex problems.

- Highly developed management and stakeholder engagement skills and ability to represent Australia's Government on environmental biosecurity risks.
- 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

Location

Please note this position is located in Canberra, ACT. Other locations considered based on operational requirements.

Security clearance

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

Notes

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Christie Sawczuk, 0435 183 368
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764901

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 02 December 2025

Biosecurity Animal
Animal Biosecurity Marine and Aquatic Biosecurity

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3352
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Animal Biosecurity Branch develops biosecurity policy and provides technical and scientific advice for the safe importation of animals and animal products, including aquatic animals and their products, using science-based risk analysis. It also provides scientific and technical support to gain, maintain and improve access for the export of Australian animals and their genetic materials. The branch provides policy and technical advice on marine pest biosecurity. The branch comprises four sections: International Strategy and Technical Assurance, Biologicals and Avian, Livestock, Companion and Zoo Animals, and Marine and Aquatic Biosecurity.

The Marine and Aquatic Biosecurity Section develops and implements policies and provides technical and scientific advice on the importation of live aquatic animals and their products for human consumption and contributes to the management of disease risks associated with the import and export of live aquatic animals for aquaculture, research and public display. The section is also responsible for leading national policy development for marine pest prevention and establishing and contributing to enhanced supporting arrangements to reduce marine pest risks.

Duties

The Job

The key responsibilities for the Senior Policy Officer role include but are not limited to:

- leading a small team in the development and implementation of aquatic animal biosecurity policy, programs and projects,
- developing and delivering evidence-based policy and technical advice for the import of aquatic animals and their products in line with biosecurity legislation and international standards,
- supporting the team in delivering biosecurity and market access outcomes across imports,
- preparing high quality briefings, correspondence and submissions.

Eligibility

What we are looking for

Knowledge and experience

Knowledge and/or experience in any of the following areas would be well regarded:

- A detailed technical knowledge of the biological sciences, marine sciences and/or animal sciences with (desirable) knowledge on aquatic animal disease threats to Australia.
- Knowledge of domestic and international aquatic animal production and processing systems, including surveillance and diagnostic requirements that support safe trade in aquatic animals and their products.
- Import risk assessments and policy development within Australia's biosecurity framework.
- Experience building and sustaining productive relationships with internal and external stakeholders.
- Experience in managing a small team to support team cohesiveness to collectively achieve team goals.
- Market access, trade policy and government business.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	James Forwood, 0404 163 600
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764903

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 26 November 2025

Digital Business
Digital Business FAS Office FAS Office

Job Title	Assistant Director – Executive Office
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3615
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Digital Business Division FAS Office

The First Assistant Secretary (FAS) Office within the Digital Business Division (DBD) provides strategic leadership and coordination across the division, ensuring alignment with departmental priorities and government objectives. As part of the Department of Agriculture, Fisheries and Forestry, DBD delivers digital services that support Australia's export and biosecurity functions. The FAS Office plays a vital role in shaping the division's strategic direction, overseeing governance processes, and managing high-level communications and reporting. It ensures that digital initiatives are clearly articulated and effectively positioned to support regulatory efficiency,

risk reduction, and improved service delivery. Operating as a key conduit between the Chief Digital and Data Officer, divisional branches, and external stakeholders, the FAS Office facilitates collaboration, consistency, and responsiveness across a complex and challenging environment. It is responsible for producing and coordinating executive-level documentation, including ministerial briefs, parliamentary responses, corporate reporting, and strategic submissions.

Duties

The Job

DAFF plays a critical role in supporting Australia's agriculture, fisheries, and forestry sectors, ensuring strong biosecurity and enabling trade through innovative digital solutions. Within DAFF, the Digital Business Division (DBD) is the powerhouse driving modernisation of agricultural export and biosecurity systems. As Assistant Director in the First Assistant Secretary's (FAS) Office, you'll lead strategic communications and coordination across a complex, fast-paced environment. Your work will shape digital transformation programs that impact national trade and biosecurity, while ensuring alignment with departmental priorities and government objectives.

What you'll do:

- Develop high-level strategic documents, briefs, and submissions for senior executives and Ministers.
- Translate complex digital initiatives into clear, compelling narratives.
- Coordinate governance processes and reporting across multiple branches.
- Anticipate emerging issues, manage competing priorities, and deliver under pressure in a politically sensitive environment.
- Build strong relationships with internal and external stakeholders to ensure alignment and collaboration.
- Support senior leadership by streamlining workflows and enabling focus on strategic priorities.

Please note:

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

Flexible working arrangements

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

Eligibility

What we are looking for

Knowledge and experience

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

- experience in developing high-level strategic and reporting documents for senior executives and Ministers, including briefs, submissions, and presentations
- you will have a strong understanding of the digital delivery, with the ability to translate complex digital initiatives into clear, strategic narratives and communications products
- experience working across diverse and complex work areas in a politically sensitive environment is essential, along with a proven ability to anticipate issues, use discretion, manage competing priorities, and maintain attention to detail in a fast-paced setting
- a sound understanding of departmental priorities and coordination requirements—both internal and external—will be highly beneficial.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Peter Bignell, 02 6272 3266
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764910

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 25 November 2025

Biosecurity Operations
Cargo Operations West and Maritime Various

Job Title	Team Leader
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Darwin NT, Melbourne VIC, Sydney NSW, Townsville QLD
Salary	$84,794 - $93,020
Future Merit Locations	Brisbane, Darwin, Melbourne, Sydney, Townsville
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 5
Position Number	2025/3623
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

We deliver biosecurity and imported food regulatory activities to ensure goods, conveyances, travellers and mail meet Australia's import requirements. We are responsible for operational policy and front-line regulatory control settings to manage biosecurity and imported food risk, through the delivery of screening, assessment and inspection activities, and stakeholder engagement and client contact services

The **Biosecurity Operations Branch** works collaboratively with enabling, policy and operational areas of the department to contribute to the delivery of nationally-integrated, efficient and effective risk-based regulatory practices. This work includes a focus on change management, workforce capability, operational ICT system development and support, sustainable financial management, data analytics, innovation, assurance and accountability.

The **Cargo Operations West and Maritime Branch** conducts regulatory assessments and inspections of goods across the biosecurity continuum in WA, SA, and NT. Nationally, the branch manages regulatory import clearance functions for international vessels and defence activities, ensuring compliance with biosecurity, imported food, and human health requirements. Additionally,

the branch supports the Biosecurity Operations Division through technical training, workplace coaching, regulatory capability, and workforce management to strengthen operational effectiveness and manage biosecurity risks.

Maritime Operations delivers regulatory assessment and inspection of arriving international vessels to ensure compliance with Australia's biosecurity requirements. This pathway works with policy teams within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements. Position is available in Darwin only.

Military Operations is responsible for conducting inspections and assessments related to the movement of military cargo, conveyances, and personnel across both onshore and offshore environments. A significant portion of this work is carried out under the framework of Combined Military Activities, which often leads to increased operational demands at specific ports. The team is agile and responsive, with staff expected to deploy to locations beyond their home port as needed to support surges in activity.

Military Operations work typically occur during core business hours, from 06:30 to 18:30, with overtime available outside these hours when required. Staff receive additional wage allowances for working in outdoor and wharf environments. Roles within Military Operations involve a combination of office-based and field-based duties, requiring flexibility and adaptability from team members

Cargo Operations Inspections are responsible for the inspection of imported food, goods, vessels, aircraft, animals and animal genetic material and the assessment of documentation to confirm compliance with Australia's biosecurity and export market requirements. The team are also responsible for managing goods that do not comply with import/export requirements and capturing information to support evidence-based decisions. Position is available in Darwin only. Maritime Operations delivers regulatory assessment and inspection of arriving international vessels to ensure compliance with Australia's biosecurity requirements. This pathway works with policy teams within the department to influence and inform operational policy and deliver regulatory functions in accordance with legislative requirements. Position is available in Darwin only.

Duties

The Job

The role of a Team Leader is to supervise staff to support the achievement of operational outcomes in line with the department's business objectives. The successful applicants will need to influence and contribute to change, while contributing to business planning and decision-making processes.

The duties of the role include, but are not limited to:

- leading the day-to-day operations of a geographically dispersed team working in a regulatory environment, including managing workloads, quality assurance activities and actively fostering employee engagement and development,
- leading and managing the performance of staff,
- building a well-developed and up to date knowledge of legislation, regulations and compliance frameworks,
- making decisions based on sound judgement in line with the application of legislation and regulations,
- effectively communicating with, and responding to, internal and external stakeholders including government agencies and industry partners,
- providing timely and accurate advice on complex matters to employees and stakeholders/clients,
- prioritising tasks, adapting to changing priorities and making effective use of resources to ensure service delivery standards are met,
- supporting change management including staff and stakeholder participation, consultation and cultural change,
- managing, modelling and monitoring compliance with appropriate standards of behaviour in line with departmental expectations and including the APS Code of Conduct and Values,
- promoting and complying with departmental WHS and Rehabilitation policies and guidelines and being alert for and reporting risks to local management and WHS,
- providing on-the-job coaching and assisting and supporting other employees on biosecurity issues,
- demonstrating innovative leadership while providing support to and managing staff in a regulatory environment.

Please note: responding to issues that arise outside of normal working hours and the ability to participate in an on-call roster and overtime may be required.

Please note that this recruitment process will initially be used to fill five vacancies in the section and that the roles may be able to be performed from the locations listed above (Maritime operations & Cargo operations inspections positions are located in Darwin only). The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the branch where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

- Experience in leading, managing, mentoring and supporting staff in an operational environment
- Experience in implementing change and managing ambiguity in the workplace
- High level writing skills with demonstrated experience delivering a range of written products
- Demonstrated computer literacy and experience interrogating electronic databases
- Knowledge of the principles of administrative law and the objectives of regulatory practice
- An understanding of the application and authority to exercise regulatory powers.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Simon Mills, 0466318785
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764913

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 26 November 2025

Biosecurity Plant and Science Services
Science and Surveillance Operational Science & Surveillance - Surveillance

Job Title	Senior Surveillance Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/3710
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

We protect Australia's plant health to support trade, the economy, and the environment. Our division provides scientific advice, diagnostics, biosecurity training, and risk assessments. We enable safe plant imports, strengthen systems, and engage stakeholders. Surveillance and response are conducted at national entry points and approved sites, including northern Australia. We work closely with communities and Indigenous rangers to manage biosecurity risks, including in the Torres Strait.

Our scientists are on the front line of biosecurity, leading early detection and response for pests, diseases and weeds at entry points and across northern Australia. We deliver diagnostics, inspections, and training that help stop biosecurity threats before they spread. By working with stakeholders and sharing expertise, we strengthen Australia's ability to protect its agriculture, environment and communities.

We manage the **Hitchhiker Surveillance Program (HSP)**, which strengthens early detection of high-priority exotic pests, diseases, and weeds at or near international borders. The program assesses innovative surveillance technologies and conducts targeted surveillance to inform risk assessments, enhancing Australia's biosecurity and protecting our economy, environment, and

way of life. As Senior Surveillance Officer, you will lead a nationally dispersed team, overseeing surveillance activities, investigations, and innovations to ensure the program's objectives are met and national outcomes are delivered.

Duties

The Job

This is where you play an important role.

As the Senior Surveillance Officer, you will:

- Supervise and manage the performance of the nationally dispersed HSP team, fostering a positive and productive environment through regular, constructive feedback, effective communication, and conflict resolution.
- Ensure the effective delivery of HSP projects, including surveillance at importer sites and investigations into new surveillance technologies.
- Facilitate the implementation of national and departmental surveillance protocols, work instructions, and data protocols, ensuring accurate data recording and timely reporting of progress and outcomes.
- Coordinate and actively participate in HSP activities, including year-round outdoor fieldwork, while managing competing priorities, organising workflow for self and others, maintaining attention to detail, and meeting deadlines.
- Provide technical, administrative, and managerial guidance to HSP staff to effectively deliver program activities.
- Build team capability by organising training for HSP staff to ensure they have the skills and experience needed to perform their duties effectively and support their career development.
- Support the HSP management with planning, administrating, and financial management including activity and resource planning, scheduling, procurement, budget tracking, and reporting to ensure effective delivery and compliance with departmental policies.
- Liaise with the department's surveillance policy team, internal and external stakeholders, and government agencies to support the effective delivery of HSP projects and related activities, as required.
- Contribute to broader surveillance networks by participating in and organising workshops and conferences.
- Promote a positive team culture and ensure the effective implementation of APS Values, Employment Principles, and the Code of Conduct, as well as Work Health and Safety (WHS) and Rehabilitation policies.

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

Eligibility

What we are looking for

Knowledge and experience

The successful applicants should be able to demonstrate the following knowledge or experience:

- experience in leading, managing, mentoring, and supporting staff in an operational environment, preferably with nationally dispersed teams
- experience in program planning, scheduling, project and resource management, as well as implementing change and managing ambiguity in the workplace
- experience in data management (or the capacity to acquire), with the ability to understand and interpret reports and data generated by national biosecurity systems
- knowledge of plant health surveillance and its role in safeguarding the economy, environment, and way of life
- knowledge of nationally important plant pests, diseases and weeds, including their impacts and management
- knowledge and understanding of the department's role in national biosecurity surveillance, including familiarity with relevant policies, frameworks, legislation, and national and international obligations
- understanding of Work Health and Safety principles and their application in both office and field-based environments.

The successful candidate:

- must hold a current Apply First Aid Certificate or have the ability to obtain this qualification,
- must hold and maintain a valid Australian motor vehicle drivers licence,
- must meet the physical requirements of the role(s) involve a combination of outdoor and office-based work,
- may be required to perform occasional out-of-hours and weekend work,
- may be required, from time to time, to work in difficult, remote and harsh environments (possibly for extended periods) under limited supervision or in teams,
- must wear an official uniform supplied by the department, including during field operations (as applicable), in accordance with the department's uniform policy,
- must wear appropriate protective personal equipment clothing and comply with departmental Work Health & Safety policies and procedures,
- must satisfactorily complete the department's Biosecurity Foundation Program and meet minimum requirements to be appointed a Biosecurity Officer under *the Biosecurity Act 2015*

Mandatory Qualifications

- This position requires you to hold a degree in agriculture, environment, ecology, entomology or a relevant scientific field.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Ranjith Subasinghe Arachchige, Ranjith.SubasingheArachchige@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764929

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 25 November 2025

Biosecurity Strategy & Reform
Biosecurity Sustainable Funding Strategies and Engagement

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Cairns QLD, Melbourne VIC, Newcastle NSW, Sydney NSW
Salary	$95,438 - $108,360
Future Merit Locations	Canberra, Adelaide, Brisbane, Cairns, Melbourne, Newcastle, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3519
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Biosecurity Strategy and Reform Division's focus is on protecting Australia from increasing biosecurity risks to agriculture, the environment and our way of life by continuously improving the national biosecurity system, providing quality, evidence-based policy advice and reform agendas to the department executive, Minister and Australian Government and working closely with our internal and external stakeholders. The division supports the operation and improvement of the biosecurity system by providing innovation, data, reporting, policy reform, coordination, intelligence, risk modelling and strategic advice.

The Biosecurity Sustainable Funding Branch is responsible for:

- Developing strategic priorities for the national biosecurity system.
- Providing advice on reform and investment priorities to achieve strategic priorities.
- Providing advice on science, research and innovation opportunities to deliver outcomes aligned with strategic priorities.
- Ensuring funding of the national biosecurity system continues to be sustainable.

The Strategies and Engagement Section is responsible for leading the development and implementation of current and future biosecurity strategies. This includes driving biosecurity focused strategies, such as the DAFF Biosecurity 2030 Roadmap and development of a national biosecurity international engagement strategy, as well as input and coordination of a biosecurity position on broader national strategies across the department. The section works closely with the

executive, and stakeholders across the department, to provide strategic advice across a range of projects and priority work areas.

Duties

The Job

As a Senior Policy Officer, your role may include, but is not limited to:

- Supporting the development and implementation of departmental and national biosecurity strategies and initiatives, including contributing to monitoring, evaluation and reporting.
- Conducting research and analysis to develop robust, evidence-based policy and strategic advice.
- Building and sustaining positive working relationships with a diverse range of internal and external stakeholders, including other Commonwealth, state and territory agencies.
- Coordinating stakeholder consultation, workshops and meetings, including gathering and synthesising stakeholder feedback to inform policy and strategy initiatives.
- Collaborating and liaising across teams within and external to the division to ensure consistency and alignment with broader strategic frameworks and initiatives.
- Assisting with the development of stakeholder engagement strategies and contributing to implementation and monitoring.
- Preparing written advice for decision-makers, including briefs, reports, correspondence, recommendations, and presentations, and responses to coordination requests.
- Other tasks as required to support the work of the broader section, branch, and division.

Eligibility

What we are looking for

Knowledge and experience

Experience in at least one of the following areas:

- Stakeholder engagement.
- Strategy development.
- Reporting, monitoring and evaluation.
- Knowledge of Australia’s biosecurity system is desirable but not mandatory.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Victoria Laird, 0415491894
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764937

Department of Agriculture, Fisheries and Forestry

Closing Date:Tuesday 25 November 2025

Biosecurity Operations
Traveller Operations and Policy Traveller Policy

Job Title	Policy/Project Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW, Bilinga QLD, Townsville QLD
Salary	$84,794 - $93,020
Future Merit Locations	Adelaide, Brisbane, Cairns, Canberra, Darwin, Melbourne, Perth, Sydney, Bilinga, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 5
Position Number	2025/3494
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

Traveller Policy is responsible for establishing the policy, administrative rules and legislative framework for arriving international air and sea travellers and administering biosecurity controls relevant to those travellers. This includes aligning border measures with programs designed to modernise incoming traveller processes, such as paperless entry, in partnership with the Department of Home Affairs and the Australian Border Force. The section works collaboratively across the department's biosecurity system, with industry, port and airport operators, Commonwealth agencies and international governments to lead and support the design and delivery of an integrated regulatory compliance system.

Duties

The Jobs

The duties of the roles include, but are not limited to:

• undertaking and managing moderately complex projects under general direction

• assisting with the development of tools for monitoring performance against policy objectives through assurance mechanisms

• assisting with the progression of policy reform and change management activities associated with the biosecurity risk management of international travellers

• liaising with internal and external stakeholders on policy, project or operational issues

• providing sound information and advice on traveller issues through data analysing and the preparation of reports

• preparing high quality written briefs, correspondence, minutes and reports on both routine and more complex matters

• performing the role of secretariat for multiple forums

• overseeing databases, undertaking data quality assurance activities and assisting with triaging and actioning system feedback issues

• supporting data audits and investigations, including preparing draft findings of the audits and investigations.

Please note that this recruitment process will **initially be used to fill two ongoing vacancies and that the roles may be able to be performed from any of the locations listed above**. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing vacancies in the division where the duties are of a similar nature.

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

Eligibility

What we are looking for

Knowledge and experience

• Experience with program management or the application of policy in a regulatory environment.

• Experience delivering a range of written products including some or all the following:

- meeting minutes

- project and/or policy documents

- briefings

- technical documents

• Experience supporting and/or contributing to projects, improvement initiatives and/or change management activities.

• Previous biosecurity experience and/or an understanding of relevant legislation and the department's role in delivering national biosecurity operations.

Eligibility and other requirements

The successful applicants must:

• note that there may be occasional interstate travel required for these roles

• note that you may be required to satisfactorily complete the department's Biosecurity Foundation Program and meet the minimum requirements in order to be appointed as a Biosecurity Officer under the *Biosecurity Act 2015*.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kathleen Smiley, 0435 029 242
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764949

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 26 November 2025

Biosecurity Operations
Cargo Operations West and Maritime Military Operations

Job Title	Governance Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$84,794 - $93,020
Future Merit Locations	Adelaide, Brisbane, Canberra, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 5
Position Number	2025/3607
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Cargo Operations West and Maritime (COW&M) branch conducts regulatory assessments and inspections of goods across the biosecurity continuum in WA, SA, and NT. Nationally, the branch manages regulatory import clearance functions for international vessels and defence activities, ensuring compliance with biosecurity, imported food, and human health requirements. Additionally, the branch supports the Biosecurity Operations Division through technical training, workplace coaching and workforce management to strengthen operational effectiveness and manage biosecurity risks.

The Military Operations Section is responsible for conducting inspections and assessments related to the movement of military cargo, conveyances, and personnel across both onshore and offshore environments. A significant portion of this work is carried out under the framework of Combined Military Activities, which often leads to increased operational demands at specific ports. The section comprises of 3 teams (North West Operations, South East Operations and Governance), all collaborating to achieve the department's regulatory outcomes in line with the Memorandum of Understanding (the MOU) between our department and the Department of Defence.

Duties

The Job

The Governance team is looking for a APS5 Governance Officers to help support Defence-related operations under the MOU.

The duties of the role include, but are not limited to:

- contributing to the development of strategies and options to support national onshore and offshore deployment, ensuring a flexible and rapid-response workforce for military biosecurity operations,
- effectively communicating with, and responding to, internal and external stakeholders including government agencies and industry partners,
- providing timely and accurate advice on complex matters to employees and stakeholders/clients,
- supporting change management including stakeholder participation, consultation and cultural change,
- contributing to the development and implementation of business planning and continuous improvement opportunities,
- managing competing priorities and organising workflow for self while maintaining attention to detail and delivering within timeframes,
- collating quality data and analytical results for inclusion in presentations of data for senior executives,
- assisting with managing resource and budget allocations,
- assisting with the administrative functions for deployment of staff including travel arrangements for Military Operations,
- managing, modelling and monitoring compliance with appropriate standards of behaviour in line with departmental expectations and including the APS Code of Conduct and Values,
- promoting and complying with departmental WHS and Rehabilitation policies and guidelines and being alert for and reporting risks to local management and WHS,
- providing on-the-job coaching and assisting and supporting other employees on governance issues.

Please note: The successful applicants will contribute to the effective administration of processes including travel, financial and contract management, training co-ordination, performance reporting and other governance processes and procedures required for the section. Responding to issues that arise outside of normal working hours may be required.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants will have:

- Experience in implementing change and managing ambiguity in the workplace.
- Demonstrated computer literacy and experience interrogating electronic databases
- Knowledge of the travel management systems and policies and guidelines related to travel both onshore and offshore
- Knowledge and understanding of the department’s role in delivering national biosecurity operations including knowledge of regulatory decision-making frameworks and applying legislation.

Notes

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Amy Mason, 02 6272 5289
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Agriculture, Water and the Environment

Vacancy VN-0764950

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 03 December 2025

Biosecurity Animal
Animal Biosecurity Marine and Aquatic Biosecurity

Job Title	Senior Veterinary Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Perth WA, Sydney NSW
Salary	$139,535 - $149,356
Future Merit Locations	Melbourne, Adelaide, Brisbane, Canberra, Darwin, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	Executive Level 1
Position Number	2025/3398
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Animal Biosecurity Branch develops biosecurity policy and provides technical and scientific advice for the safe importation of animals and animal products, including aquatic animals and their products, using science-based risk analysis. It also provides scientific and technical support to gain, maintain and improve access for the export of Australian animals and their genetic materials. The branch provides policy and technical advice on marine pest biosecurity. The branch comprises four sections: International Strategy and Technical Assurance, Biologicals and Avian, Livestock, Companion and Zoo Animals, and Marine and Aquatic Biosecurity.

The Marine and Aquatic Biosecurity Section develops and implements policies and provides technical and scientific advice on the importation of live aquatic animals and their products for human consumption and contributes to the management of disease risks associated with the import and export of live aquatic animals for aquaculture, research and public display. The section is also responsible for leading national policy development for marine pest prevention and establishing and contributing to enhanced supporting arrangements to reduce marine pest risks.

Duties

The Job

The key responsibilities for the Senior Veterinary Officer include but not limited to:

- leading a small team in the development and implementation of aquatic animal biosecurity policy, programs and projects,
- developing and delivering evidence-based policy and technical advice for the import of aquatic animals and their products in line with biosecurity legislation and international standards,
- supporting the team in delivering biosecurity and market access outcomes across imports,
- engaging with stakeholders at the domestic and international level including competent authority evaluations,
- preparing high quality briefings, correspondence and submissions.

Eligibility

What we are looking for

Knowledge and experience

Knowledge and/or experience in any of the following areas would be well regarded:

- A detailed technical knowledge of the biological sciences, marine sciences and/or animal sciences with (desirable) knowledge on aquatic animal disease threats to Australia.
- Knowledge of domestic and international aquatic animal production and processing systems, including surveillance and diagnostic requirements that support safe trade in aquatic animals and their products.
- Import risk assessments and policy development within Australia's biosecurity framework.
- Experience building and sustaining productive relationships with internal and external stakeholders.
- Experience in managing a small team to support team cohesiveness to collectively achieve team goals.
- Market access, trade policy and government business.

Notes

Mandatory qualifications

You must have a veterinary degree from an Australian university or equivalent veterinary qualification recognised in Australia.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	James Forwood, 0404 163 600
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0764924

Administrative Review Tribunal

Closing Date:Wednesday 26 November 2025

Tribunal Operations
Enterprise Technology Group Technology Products

Job Title	Senior Level 1 & 2 IT Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Perth WA
Salary	$85,755 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working options, including flexi-time
Classification	APS Level 5
Position Number	Multiple
Agency Website	https://www.art.gov.au/

Job Description

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

Looking to broaden your horizons? We have exciting career pathways available for the right Service Desk person! Expand your knowledge and help us develop our ITSM portfolio. The system we utilise is ServiceNow.

We have multiple ongoing roles available within our Enterprise Technology Group (ETG) branch at The Administrative Review Tribunal. These roles can be located in Canberra, Brisbane, Melbourne and Perth. This role is internally known as an APS5 Senior ETG Support Officer.

About the opportunity

Work and develop with a dedicated team of enthusiastic and friendly colleagues across the country. We offer a clear career pathway for the right candidate from the service desk, into other IT teams such as Cyber Security, Network and Systems Administration/Engineering, Application Development and Support as well as Project Management.

About the Tribunal

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

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

You can learn more about the Tribunal on our website.

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options, including flexi-time to support you with your commitments outside of work
- competitive salary including generous superannuation employer contribution of 15.4%
- salary packaging options
- supportive career development opportunities

- access to holistic health and wellbeing programs including Fitness Passport which provides discount to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance
- Employee Assistance Program for you and your family
- positive and inclusive culture.

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

Duties

- **Service delivery:** Provide high quality, responsive and timely 1st and 2nd level IT support to members and staff of the Tribunal. Availability to adequately cover Service Desk functions onsite as rostered and required.
- **Delivery and stakeholder management:** Foster effective and productive working relationships with internal and external Tribunal stakeholders. Liaise with external service providers in relation to support arrangements, procurement, invoicing, and project tasks as required. Represent the ETG in projects, meetings, forums, etc. Maintain the security, confidentiality, integrity, availability and accountability of the Tribunal's systems and information assets, ensuring compliance with Tribunal and whole of government policies and standards.
- **Advice and education:** Provide team members and clients at all levels with specialist technical advice, ensuring advice is clear, targeted, and educative. Assist with developing and delivering training and producing self-help and user guides. Provide planned or ad hoc training for clients with varying technical competencies.
- **Management support:** Support the Team Leader in ensuring technology support follows ITIL principles and is managed efficiently, balancing resources, time, and cost. Provide advice and support to the Team Leader in automating Service Desk tasks and solutions. Ensure all procedures are fit for purpose, drafting revised procedures for Team Leader consideration where deficiencies are identified.

About you:

We are looking for people wanting to develop their careers. You will be hardworking, bright, knowledgeable, and keen to learn more and advance in your career.

To be successful you will have:

- Demonstrated experience operating as a contact point for customers
- Extensive experience in monitoring and managing incident queues
- Proven capability in following agreed procedures to identify and resolve issues with applications
- Extensive experience in investigating and resolving problems in systems, processes, and services

Eligibility

Desirable:

- Academic qualification (degree, postgraduate) in technology and/or aligned qualifications.
- Vocational certification in modern technologies (e.g Agile, network, cloud, platforms).

Essential:

- Ability to obtain and maintain a Baseline security clearance

More information about this position, the scope of the role, duties and required capabilities and experience, is contained within the Position Description, which is available on our Career Opportunities page.

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

Notes

NO AGENCIES PLEASE

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

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

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQI+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

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

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Bede Carroll, 07 3052 3007
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0764853

Attorney-General's Department

Closing Date:Tuesday 25 November 2025

Information
ID Operations Office

Job Title	Governance, Risk and Compliance Practitioner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$144,964 - $165,112
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 2
Position Number	0352/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=7C0EB23C-83AF-9BB8-C3D1-E46135071B31

To obtain a copy of the Candidate Information Kits for this vacancy, please click on the ‘Apply Now’ button to the left of this advertisement.

Duties

Employment Opportunity

We are looking for a Cyber Security Governance, Risk and Compliance (GRC) Senior Practitioner to assist in safeguarding the Department's systems and critical information. The successful applicant will have significant experience working with Australian Government security regulations and frameworks such as the IRAP assessment, Protective Security Policy Framework (PSPF), Information Security Manual (ISM), Essential 8 and ASD Blueprints.

The role will focus on system lifecycle security assessment and authorisation processes of departmental networks, platforms and applications, delivered both on-premise and in the cloud. GRC Practitioners will work with project and business-as-usual teams as integrated Entity Assessors to enable successful secure delivery and control uplift of systems.

The position will be filled at Executive Level 2 and will suit candidates who have a minimum of 5 years hands on technical information security experience, demonstrated management and leadership capabilities, technical writing skills, strategic thinking and communicating with influence to a broad stakeholder group.

The successful candidate will be required to support the following role functions. Develop and produce, review and collate Cyber Security GRC artefacts including:

- Business Impact Levels
- Threat and Risk Assessments
- Plan of Action and Milestones
- System Security Plans and Annexes
- Continuous Monitoring Plans
- Incident Response Plans
- Change and Configuration Management Plans
- Authority to Operate briefs

How you can make a difference

- Detailed knowledge in the assessment and authorisation of ICT platforms and solutions for Government.
- Demonstrated track record of performing quality ICT technical work including documentation as part of a team and project.
- Detailed knowledge of Australian Government security standards, such as the IRAP Assessment Program, Protective Security Policy Framework (PSPF) and the Australian Government Information Security Manual (ISM).
- Detailed knowledge of the Australian Cyber Security Centre`s (ACSC) Essential 8 maturity model and further strategies to mitigate Cyber Security incidents.
- Working knowledge of ASD`s Blueprint for Secure Cloud or equivalent vendor security posture blueprints or security hardening.
- Experience identifying, evaluating, and articulating information risk in an enterprise environment.
- Demonstrated comprehensive knowledge of ICT and information security technologies and best practices. Experience in similar role within a medium/large size organisation.
- Desirable – Understanding of Project Management Office governance and project delivery methodologies.

Other qualifications:

Desirable - Certification and/or membership to relevant professional organisations including certification in any of the following: AISA, ACS, CISSP, ISO/IEC 27001, Security+, CISA, CISM, SABSA, GIAC, SANs, ITIL and PMBOK.

Desirable - Relevant tertiary qualifications obtained from a recognised Australian tertiary institution or equivalent assessed comparable overseas qualification in Computer Science, Software Engineering, Information Technologies, or Cyber Security is highly desirable.

Eligibility

To be eligible for employment at the Attorney-General’s Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist athr.assist@ag.gov.auor 02 6141 6111 (Option 2).

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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 Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Terry Senior, (02) 61416324
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=7C0EB23C-83AF-9BB8-C3D1-E46135

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0764855

Attorney-General's Department

Closing Date:Tuesday 25 November 2025

Information
Capability Delivery

Job Title	Senior ServiceNow Developer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$119,142 - $144,964
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	0353/25_ES/ID-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=C2B85FAA-21E6-ADDE-7375-E46135227262

To obtain a copy of the Candidate Information Kits for this vacancy, please click on the 'Apply Now' button to the left of this advertisement.

Duties

Employment Opportunity

We're seeking an experienced ServiceNow developer to lead design, development, and maintenance of ServiceNow applications and platform components that support business processes. This role works closely with stakeholders to understand requirements, deliver solutions, and a secure ServiceNow platform aligned with organisational objectives.

The Senior ServiceNow Developer will:

- Lead development, and configuration across ServiceNow modules, workflows, and integrations, including App Engine.
- Configure core ServiceNow modules such as Customer Service Management (CSM), IT Service Management (ITSM), and Human Resources Service Delivery (HRSD) to meet organisational needs.
- Develop and customise workflows, business rules, scripts, and UI.
- Integrate ServiceNow with other systems using APIs and web services, including integrations not available via Integration Hub
- Conduct code reviews and drive continuous improvement in development best practices.
- Collaborate with business analysts, project managers, and end users to gather and clarify requirements.
- Collaborate on solution design and lead clear explanations of solution options and implications.
- Provide technical support, troubleshooting and root cause analysis.
- Accurately document configurations, customisations, and processes.
- Ensure compliance with policies, security standards, and best practices.
- Support upgrades and testing.
- Share expertise within the Developer Centre of Excellence.
- Manage workload, priorities, and delivery timelines.
- Provide training and mentorship to team members.

How you can make a difference

We're seeking a candidate that will bring fresh perspectives, diverse experience, and an innovative mindset. The ideal candidate should demonstrate leadership at all levels, apply information effectively, work collaboratively and demonstrate expertise in ServiceNow development.

The ideal candidate should demonstrate the following experience and skills.

- Hands-on development and configuration expertise in ServiceNow.
- Strong knowledge of modules, scripting (including JavaScript), and workflow automation.
- Delivery of sustainable, long-term solutions and a strong understanding of industry best practices.

- Experience in code reviews, and configuring a range of ServiceNow modules
- Collaborative work and clear, accessible communication with technical and non-technical stakeholders.
- Commitment to continuous learning and staying informed on current ServiceNow capabilities and best practices.
- Knowledge sharing and promotion to build collective capability.
- Strong leadership and a commitment to guide and mentor others
- Relevant ServiceNow certifications
- Experience in government or large enterprise environments.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

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

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist athr.assist@ag.gov.auor 02 6141 6111 (Option 2).

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Country.

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 Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Sarah Wang, (02) 614 15725
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=C2B85FAA-21E6-ADDE-7375-E46135

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Attorney-General’s

Vacancy VN-0764947

Australian Federal Police

Closing Date:Wednesday 26 November 2025

Job Title	Team Leader - Security, Training, Triage
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,673 - $127,101
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite with possible wfh opportunity
Classification	Executive Level 1
Position Number	15518
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15518/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%

- 18 weeks paid Parental Leave for Primary Caregiver (and 11 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child's date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Team Leader, Security Training and Triage in Security Command.

Security Command is responsible for ensuring the security of the AFP's people, information, assets and operational delivery. This is achieved through the development of a strong enterprise-wide security culture and building capabilities to ensure security risks are appropriately identified and mitigated.

The role requires a person with strong leadership, communication and organisational skills, along with the ability to manage multiple priorities and support team performance in a high-pressure environment.

The Security Training and Triage Team Leader are responsible for leading a team of security professionals who deliver a range of security functions including:

- Development, implementation and maintenance of security training programs
- Managing the Security Incident Report (SIR) triage process to prioritise tasks and resources effectively
- Development and maintenance of governance for Security Command
- Analyse security reporting and monitor the security environment to ensue contemporary security training and communications
- Ensuring timely and relevant security communications
- Provide secretariat function for the AFP Security Committee.

What will you do?

This role leads the Security Training and Triage team. It is responsible for setting the strategic direction of the team and delivering operational and organisational outcomes. The successful candidate will demonstrate their ability to deliver in a cooperative and collaborative environment, one that is responsive and flexible in meeting the objectives of the AFP. The Team Leader:

- Requires strong time management skills and the ability to prioritise tasks
- Develops plans and ensures all resources are effectively directed and achieving business area outputs
- Oversees the development and implementation of training material, designing and delivering comprehensive training programs
- Oversees the Security Incident triage process by evaluating and prioritising incoming/emerging issues, tasks or incidents based on urgency and complexity
- Supports team members by building capability, mentoring and developing team members
- Assumes accountability for resources, supporting and implementing change management and improvement strategies
- Maintains currency in training concepts and methods through ongoing professional development and learning opportunities
- Engages directly with a wide range of internal and external stakeholders, developing and maintain strong and effective relationships
- Effectively manages staff performance
- Models the AFP core values and maintains the highest level of professional standards.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 2 (TOP SECRET) security clearance or the ability to obtain one.
- Relevant qualifications or experience in training or Security would be highly desirable.
- A proven ability to communicate effectively both written and verbally.
- A proven ability to lead and manage a team while delivering tasks with limited guidance.
- Demonstrated ability to work flexibly and achieve training outcomes in a dynamic environment.
- Experience in production of written security products, assessments and risk assessments.

Notes

- This role is an AFP Band 7 role
- This opportunity is based in the ACT (Canberra) and the successful applicant will be required to complete role in the ACT
- AFP employees will receive a 4% increase to their base salary effective from 9 December 2025

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Sean Giddings, 0429595179
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15518/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0764847

Commonwealth Ombudsman

Closing Date:Sunday 23 November 2025

Policy & Assurance
Law Enforcement and Integrity Oversight

Job Title	Inspections Officers and Senior Inspections Officers
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA
Salary	$85,155 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements may be negotiated
Classification	APS Level 5;APS Level 6
Position Number	TBC
Agency Website	https://www.ombudsman.gov.au/

Job Description

https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

Duties

Our opportunities:

We are looking to fill vacancies at the APS 5 (Inspections Officer) and APS 6 (Senior Inspections Officer) levels in the LEIO team within the Policy and Assurance Branch of the Office.

Our ideal candidate for the APS 5 Inspections Officer position will have the demonstrated ability to:

- Plan and implement risk-based inspection activities, including assisting in prioritising and assigning tasks and undertaking inspections and inspection-related work, such as developing inspection plans and liaising with agency representatives on logistical issues.
- Provide subject matter advice to support oversight activities, engagements with agencies, ministerial and parliamentary reporting, policy development and other strategic business needs.
- Prepare and deliver persuasive evidence-based reports on inspection activities suitable for publication in Parliament.
- Analyse information and data from a range of sources to detect instances of non-compliance or risks to the public in the use of covert powers, including the identification of emerging trends and common issues.
- Contribute to the development of internal governance, methodology and guidance documents.

- Support internal and external stakeholder relationships with agencies we oversee, including submitting requests for information to agencies, and preparing and sharing information required to support inspections and other oversight activities.
- Take personal responsibility for meeting objectives and progressing work by showing initiative, committing energy and drive to achieving goals and contributing to the team's deliverables.
- Contribute to Office priorities, business improvements or enterprise-wide projects (as required).
- Foster a high morale workplace built on a culture of teamwork, respect, inclusion, flexibility, and continuous improvement.

Our ideal candidate for the APS 6 Senior Inspections Officer position will have the demonstrated ability to:

- Plan and implement risk-based inspection activities, including (where appropriate) leading inspection teams, prioritising and assigning tasks and managing all facets of inspection work, such as developing inspection plans and liaising with agency representatives on logistical issues.
- Provide leadership, coaching and direction to junior staff when conducting risk-based oversight activities (inspections, reviews or health checks).
- Develop and provide subject matter advice to support oversight activities, engagements with agencies, ministerial and parliamentary reporting, policy development and other strategic business needs.
- Lead the coordination, preparation and delivery of persuasive evidence-based reports on inspection activities suitable for publication in Parliament.
- Analyse information and data from a range of sources to detect instances of non-compliance or risks to the public in the use of covert powers, including the identification of emerging trends and common issues.
- Contribute to the development of internal governance, methodology and guidance documents.
- Maintain internal and external stakeholder relationships with agencies we oversee, including effectively manage relationships to resolve complex and sensitive issues.
- Take personal responsibility for meeting objectives and progressing work by showing initiative, committing energy and drive to achieving goals and anticipating and contributing to the team's deliverables.
- Contribute to Office priorities, business improvements or enterprise-wide projects (as required).
- Foster a high morale workplace built on a culture of teamwork, respect, inclusion, flexibility, and continuous improvement.

About Law Enforcement & Integrity Oversight:

The team is responsible for overseeing Commonwealth, State and Territory law enforcement and integrity agencies and their use of covert, coercive and intrusive powers. The team also reviews and reports to Parliament on the AFP's handling of complaints about the conduct of its members.

Due to their covert nature, a person is typically unaware they are the subject of these powers and as a result, cannot make a complaint about or question an agency's actions. Our role is to assess and report on whether agencies are using these powers as Parliament intended. This includes

taking a risk-based approach to reviewing how agencies have used the power and analysing agency records, processes and practices against the legislative requirements. We assess whether agencies are using powers responsibly and appropriately; crafting recommendations and suggestions to assist agencies to improve.

Additional information on the role of LEIO and its reports can be found at Law Enforcement and Integrity Oversight | Commonwealth Ombudsman.

Eligibility

The successful candidate must

- be an Australian citizen,
- undergo a National Criminal History records check and
- be able to obtain and maintain a Negative Vetting 1 security clearance.
- be willing to undertake regular interstate travel

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 Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversights, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Vanessa Heffernan, N.A
Agency Recruitment Site	https://ombudsman.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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

Attorney-General's

Vacancy VN-0764850

Federal Court of Australia

Closing Date:Monday 24 November 2025

Federal Court of Australia
Court and Tribunal Services Registry Services

Job Title	Client Service Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	This role is on-site.
Classification	APS Level 4
Position Number	0917-11-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

https://fcajobs.nga.net.au/?jati=2130752B-07C3-8831-C1AB-E4613496AC89

The Court and Tribunal Services Team is a pivotal part of the Court's operational structure with broad responsibility across both general federal and family jurisdictions for enquiries management, filed document management, Deputy Registrar Support in Family Law and providing services directly to the judiciary.

Senior CSOs and CSOs can work across both general federal and family law enquiries, including all related practice areas in general federal law. The Courts and the Tribunal have a wide jurisdiction and Senior CSOs and CSOs must be flexible in their approach to work and be willing to learn and adapt to new procedures. Senior CSOs and CSOs may also fulfil a training, coaching and mentoring role and are responsible for monitoring and assisting staff on a daily basis with enquiries of a more complex nature.

Duties

- provide information and advice relating to court services, procedures, processes and forms as well as external options to clients to assist them to resolve their enquiries and issues;
- progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges;
- assist in the management of complex cases through the case management system;
- work independently within defined rules to apply legislation, guidelines and court processes;
- identify issues and contribute to the resolution of problems;
- schedule and prioritise matters for hearing and other interventions to achieve the earliest possible resolution;
- liaise with a range of internal and external stakeholders including Judge’s chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases;
- coach employees, identify training needs and provide quality assurance;
- collate, analyse and produce reports as required, and
- assist Registrars as required.

Eligibility

Selection Criteria

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and a demonstrated understanding of and commitment to providing client focused services in a high-volume environment.
2. A demonstrated high level of organisational, analytical and problem-solving skills, the ability to use initiative and work independently and the ability to prioritise work to meet deadlines.
3. A demonstrated ability to work well in a team, foster a positive team environment and demonstrated experience coaching and training colleagues (or related experience).
4. A demonstrated capacity to communicate effectively both orally and in writing with people from a wide range of backgrounds, including clients, other staff members, the judiciary and senior management. This will include a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
5. A demonstrated ability to contribute to and support change in the workplace including a strong ability to identify opportunities for process improvement. and quickly acquire a sound working knowledge of court procedures, guidelines and policies.

Notes

How to apply

To apply, please complete the application form on the Court’s careers portal. If you have any issues with applying, please email recruitment@fedcourt.gov.au

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1,500). Please ensure this document is attached before submitting your application.

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Successful applicants engaged into the APS will be subject to a probation period

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Note:

- This is a 12-month opportunity with possible extension and the opportunity to become ongoing.
- This role is on-site, Monday to Friday 8.30am - 5pm
- This role will commence in January 2026

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the

following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Pragita Sharma, (02) 7809 1108
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=2130752B-07C3-8831-C1AB-E4613496A

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0764927

Federal Court of Australia

Closing Date:Wednesday 03 December 2025

Federal Court of Australia
National Native Title Unit

Job Title	Case Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$75,022 - $81,775
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0924-11-25
Agency Website	https://www.fedcourt.gov.au/about/employment

Position Overview

The Case Manager is part of a small team supporting Registrars to manage native title claims to resolution through litigation and/or associated alternative dispute resolution. The Case Manager provides administrative support to the Registrars.

Duties

Major Activities

1. Provide high level administrative support to Registrars (and Judges if required).
2. Maintain and update the Registrar's calendars.
3. Utilise the various Court document processing systems including elodgment and casetrack.
4. Correspond with parties and practitioners, including regarding Registrar listings, as required.
5. Book venues, travel, accommodation and any other requirements for remote or regional Court proceedings and Registrar travel.
6. Attend and support Court proceedings and mediations in remote or regional locations (including performing the role of Court Officer during such proceedings) as required.
7. Other duties as required.

Eligibility

Competencies & Attributes

The successful candidate will demonstrate high level administrative skills with an ability to meet deadlines and will have good attention to detail. The role requires strong written and oral communication skills and effective interpersonal skills. The ability to work well both within a small team and independently is essential.

Other Requirements

• Flexibility to travel as required.

• Flexibility to work irregular hours.

• Current unrestricted drivers licence.

• Experience with Court procedures highly regarded.

• Experience with, and knowledge of, Aboriginal and Torres Strait Islander history and social context highly regarded.

Selection Criteria

1. High level administrative and organisational skills.
2. Good attention to detail and the ability to meet deadlines.
3. Ability to work independently and as part of a team, and with limited supervision.
4. Ability to use electronic information systems and information technology.

5. Strong oral, written and interpersonal communication skills, including with people from diverse backgrounds.

How to apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a two-page response outlining your suitability for this position having regards to the selection criteria and duties of the position which are described in the position description (maximum word limit 1000). Please ensure this document is attached before submitting your application.

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship.
2. Security and character clearance – the successful applicant must satisfy a Police Records Check and may also be required to complete security clearances during the course of their employment.
3. Successful applicants engaged into the APS will be subject to a probation period.

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability.

First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2024-2027. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Josie Salzman, (07) 3052 4999
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=4D76A46C-B3D4-F0D4-EBB5-E462237B

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0764897

Office of the Australian Information Commissioner

Closing Date:Monday 24 November 2025

Information Rights Division

Job Title	Assistant Director (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	$122,146 - $130,659
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	The OAIC operates a hybrid work model with a combination of remote working and office attendance.
Classification	Executive Level 1
Position Number	OAIC-2025-025
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

https://www.oaic.gov.au/about-the-OAIC/join-our-team

Working with the Office of the Australian Information Commissioner (OAIC) will put you at the forefront of data protection and access to information regulation. As an independent statutory agency, the OAIC's work is of national significance and plays an important role in shaping Australia's information handling landscape across the economy - from government, digital platforms and the online environment, to health, finance and telecommunications. Our mission is to uphold and promote Australia's privacy and freedom of information laws.

We are an agency within the Attorney-General's Department portfolio with responsibility for:

- privacy functions under the *Privacy Act 1988* (**Privacy Act**) and other legislation, such as the *My Health Records Act 2012* (Cth);
- freedom of information (**FOI**) functions, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982* (**FOI Act**); and
- *Australian Information Commissioner Act 2010* (Cth).

Duties

There are six (6) Assistant Director roles we are looking to fill.

Please refer to the Candidate Information Pack on the OAIC website for further information about each role before applying.

Freedom of Information Case Management Branch

- Assistant Director, Early Resolution
- Assistant Director, Case Management (legal qualifications required)

Intake and Eligibility Branch

- Assistant Director, intake and Eligibility

Privacy Case Management Branch

- Assistant Director, Early Resolution
- Assistant Director, Investigations and Conciliations
- Assistant Director, Determinations (legal qualifications required)

Job specific Capabilities, Skills & Experience

We are seeking applications from candidates with the following skills and attributes:

- Experience in merits review and/or administrative law
- Knowledge of the *Freedom of Information Act 1982* and the *Privacy Act 1988* or the ability to quickly acquire this knowledge
- Strong ability to interpret and apply legislation
- Strong analytical skills and attention to detail

The Panel would look favourably on candidates who also have the following:

- Tertiary qualification in law
- Experience in managing high volume matters and/or complex matters
- Experience in managing a team undertaking high volume case work
- Experience conducting investigations in a regulatory environment
- Stakeholder management experience
- Strong written and verbal communication skills and the ability to communicate with influence

Eligibility
Notes

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at a minimum Baseline level, and meet required background, identification and character checks.

About the Office of the Australian Information Commissioner

The Office of the Australian Information Commissioner (OAIC) is an independent agency within the Attorney-General's portfolio. Our primary functions are privacy, freedom of information and government information policy. Our responsibilities include conducting investigations, reviewing decisions, handling complaints, and providing guidance and advice.

To Apply

Position Contact	Jennifer Perrin, 02 9942 4331
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Attorney-General's

Vacancy VN-0764976

Office of the Inspector-General of Intelligence and Security

Closing Date:Saturday 31 January 2026

Job Title	OIGIS Talent and Section (26) Transfer Register
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Canberra based – hybrid working arrangements can be negotiated
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	0229/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=2B1626CE-83CB-A43C-6A61-E406DA3F3CF5

To apply, please click on the ‘Apply Now’ button to the left of this advertisement.

Duties

At the IGIS we are always looking for talented, robust and motivated people to join our team. We have a range of employment options for a career in our office including those at the APS 1-6 level, Executive level and temporary employment arrangements.

The IGIS Talent Register is a way to express your interest in joining our Office. Applications to the Talent Register will remain active for 12 months for consideration.

When appropriate vacancies are identified we will use this talent register to fill critical gaps in our workforce from the APS 1 – Executive Level 2.

We may fill vacancies in both the corporate and operational streams including, but not limited to:

- Administration
- Accounting and finance
- Audit
- Complaints
- Corporate support
- Governance
- Human resources
- Information, communications and technology
- Intelligence Oversight
- Legal
- Security

Eligibility

Employment at the Office of the IGIS are positions of trust. To be considered for a position, you must:

- be an Australian Citizen
- have a checkable background (we must be able to practically verify from independent and reliable sources [cumulative] periods of 12 months or more spent outside of Australia)
- undertake successfully an organisational suitability assessment
- be able to obtain and maintain a Positive Vetting security clearance
- satisfy a probationary period.

Appointment to our Office depends on the outcome of an organisational suitability assessment. Appointment and ongoing employment at the Office is subject to a Positive Vetting clearance being granted and maintained. The security vetting process can take anywhere from 6 to 18 months. Candidates must be willing to provide significant information to the vetting authority and fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Once employed, all IGIS staff are required to make annual conflict of interest declarations to ensure the independence and integrity of the Office. **Notes**

If you have any questions regarding the recruitment process or require any reasonable adjustments, please speak contact oigis-hr@igis.gov.au or call (02) 6141 4490.

Transfers via Section 26 of the Public Service Act 1999 are available only to current ongoing Australian Public Service (APS) employees.

About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=2B1626CE-83CB-A43C-6A61-E406DA

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

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

Defence

Vacancy VN-0764499

Department of Defence

Closing Date:Sunday 16 November 2025

Defence People Group
Military Personnel Division

Job Title	Administration Officer - Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
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	DPG/08598/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=9EA2977A-5DB6-1EBE-1BEA-E460BB01A6AA

Duties

The Role

As a team lead, you will draw on your excellent personnel management, administrative decision-making and stakeholder engagement skills to ensure the function delivers outcomes aligned to enterprise performance and inter agency agreements.

This role is responsible for:

- Effectively managing a team with a clear communication style that builds trust, promotes teamwork and encourages collaboration and open dialogue.
- Pro-actively monitoring your team’s performance, building a strong understanding of your team members’ capabilities.

- Providing effective and timely feedback and coaching to enhance productivity and address any performance gaps.
- Building and maintaining relationships with key stakeholders, to ensure a cohesive and collaborative approach to achieving organisational goals.

About our Team

The Joint Transition Authority's (JTA) purpose is to better support ADF members and their families by working collaboratively with the Department of Veterans' Affairs (DVA) and the Commonwealth Superannuation Corporation (CSC).

The Defence Single Access Mechanism sits within the JTA and is the key entry point for the provision of Defence-held records and information to DVA and CSC.

Our Ideal Candidate

The successful candidate will have a proven record of building a high performing team within a service delivery environment.

To be successful in this role, you will have:

- Experience in leading a team to deliver successful outcomes.
- Be highly organised, with the ability to prioritise tasks and work to deadlines.
- Strong stakeholder engagement skills with the ability to build trusted relationships with key stakeholders.
- Ability to work in a changing environment, remaining agile in supporting emerging priorities.

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	Karli Chappell, 02 6211 2120
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9EA2977A-5DB6-1EBE-1BEA-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764585

Department of Defence

Closing Date:Sunday 30 November 2025

Naval Shipbuilding and Sustainment Group
Naval Shipbuilding and Sustainment Group

Job Title	Technical Officer - Marine (Hull & Structure)
Job Type	Full-Time, Ongoing
Location	Henderson 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	NSSG/08655/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=57A16AA3-A5BB-B1E9-1A2A-E44F827ADF47

Duties

The Role

As part of the NCB team, this role supports the assurance and verification of shipbuilding activities, with a focus on materials, welding, coatings, and structural integrity.

The key responsibilities for the APS 6 Technical Officer - Marine (Hull & Structure):

Verification & Compliance: Conduct inspections to verify compliance with approved welding procedures, fabrication standards, and coating specifications. Ensure all work aligns with classification society rules (e.g. DNV) and project requirements.

Non-Conformance Management: Identify, investigate, and report non-conformances. Support the verification of corrective actions and monitor process outcomes to ensure resolution and continuous improvement.

Structural & Coating Inspections: Assess the condition and integrity of ship hulls, structures, and coatings across various platforms, including occasional interstate travel as required.

Welding & NDT Oversight: Perform general welding inspections, including traceability checks, non-destructive testing (NDT), and weld heat treatment follow-ups.

Preservation & Coating Assurance: Carry out inspections throughout the new build process to ensure coating and preservation systems meet technical and environmental standards.

Reporting & Communication:

- Attend technical and project meetings, providing accurate and timely reports to support decision-making and documentation requirements. Complete detailed survey reports following inspections, ensuring traceability and clarity of findings. Utilise project management and reporting tools such as Jira and other relevant software to document issues, track progress, and support workflow transparency across teams.

General Support: Undertake a range of duties relevant to the Materials – Hull & Structure function within NCB. Collaborate effectively within multidisciplinary teams, contribute technical input, and support shared outcomes. Foster strong working relationships with internal stakeholders and contractors, and actively participate in team discussions and reviews.

About our Team

Naval Construction Branch (NCB) is accountable for the assurance of ship construction, set-to work and transit of vessels constructed at the Osborne Naval Shipyard and Henderson precinct. We are headquartered in Osborne, SA and have a detachment in Henderson, WA and a smaller presence in Port Macquarie, NSW. NCB is furthering continuous naval shipbuilding and growing sovereign capability by overseeing the construction to ensure quality and standards are met, storing lessons learnt and developing standard shipbuilding procedures for construction.

NCB will oversee the construction of many different Navy vessels including Offshore Patrol Vessels, Hunter Class Frigates, Young Endeavour, Evolved Cape Class and Pacific Patrol Boats. Working at NCB will enable you to be at the grassroots of continuous naval shipbuilding, where you are part of a working shipyard, being able to see and contribute to the vessels delivered and used in service by Navy. NCB currently has highly skilled and diverse shipbuilding experience, which will be shared to grow your hands-on construction knowledge.

You will work alongside Navy personnel, internal project management officers and Prime contractors. The opportunity for technical staff to undertake industry placement is also available.

Workplace Benefits and Conditions

Defence offers a supportive and flexible working environment that promotes wellbeing, professional development, and work-life balance.

Some of the key benefits include:

- Enterprise Agreement Salary Structure – Salaries are governed by an enterprise agreement that includes scheduled annual percentage increases.
- DECA Day – One day undefined leave per year to support personal wellbeing.
- Annual Leave at Half-Pay – Option to extend leave duration by electing to take annual leave at half-pay.
- Purchased Leave – Option to purchase additional leave to support personal flexibility.
- Paid Stand-Down Break – Paid stand down provided between Christmas and New Year.
- PFADS (Performance Feedback Assessment and Development Scheme) – A structured framework for performance management and career development, integrated with annual performance-based payments.
- Flex-Time Option – Flexible working hours available to support personal and operational needs.
- Career Progression – A strong culture of career advancement is actively encouraged and supported through structured pathways and development opportunities.

Our Ideal Candidate

We are seeking an experienced and qualified individual with a strong work ethic and demonstrated leadership behaviours. The ideal candidate will bring a proactive mindset, technical expertise, and a collaborative approach to support the delivery of shipbuilding and sustainment outcomes.

They will possess:

Technical Experience: Proven experience in shipbuilding or sustainment, with a solid understanding of engineering, materials, or structural disciplines.

Stakeholder Engagement: Ability to proactively engage and liaise with multiple Shipbuilder Primes, Classification Societies, and internal stakeholders to support project outcomes.

Analytical Capability: Skilled in assessing technical packages and equipment performance against specified requirements, with the ability to recommend improvements and support the implementation of corrective actions.

Knowledge Transfer: Experience in leading or contributing to knowledge-sharing processes within the shipbuilding or sustainment domain.

Cross-Disciplinary Awareness: Exposure to, or willingness to develop understanding of, a range of build group disciplines and their integration within complex projects.

Collaboration & Communication: Strong interpersonal and communication skills, with the ability to work effectively in team environments and across organisational boundaries.

Initiative & Problem Solving: A self-starter who demonstrates initiative, is passionate about problem solving, and actively contributes to improving practices in a dynamic and evolving environment.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

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	James Prasser, 0407 418 400
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=57A16AA3-A5BB-B1E9-1A2A-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764614

Department of Defence

Closing Date:Sunday 23 November 2025

Capability Acquisition and Sustainment Group
Engineering, Technology and Materiel Logistics

Job Title	Deputy Director Enterprise Asset Management Design & Practice
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Russell ACT, Sydney NSW
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/08641/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=589995E6-99C1-2E84-A4EA-E460BAEF6C52*

Duties

The Role

The Department of Defence is seeking a high-performing EL1 Enterprise Asset Management (EAM) subject matter expert working in the Operate and Sustain Asset Value Chain.

This role supports the implementation and continuous improvement of SAP-enabled EAM processes across Defence, with a preference for candidates experienced in the Land, Maritime, or Air domains. The position is integral to Defence's transformation under the Enterprise Resource Planning (ERP) Program and plays a key role in driving the design and practice of standardised and integrated asset management across capability platforms.

The EL1 Deputy Director Enterprise Asset Management Design & Practice is responsible for leading the end-to-end design, governance, and optimisation of asset management business processes. This role is pivotal in shaping how Defence manages the value chain of capability assets across all Defence environmental domains – Maritime, Land and Air – from acquisition, engineering and configuration, through sustainment and maintenance, to disposal.

This EL1 role supports the ERP transformation for CASG and the broader Defence EAM business community, contributing to functional design, process alignment, user requirement definition, and change enablement across the next tranche of the Defence ERP Program.

The successful candidate will play a key role in embedding contemporary asset lifecycle management practices within SAP S/4HANA, aligned to Defence strategic objectives, regulatory frameworks, and interoperability with allied and industry partners.

About our Team

The Engineering, Technology and Materiel Logistics (ETML) Division is a key enabling division within the Capability Acquisition and Sustainment Group (CASG) of the Australian Department of Defence. It provides critical support across Defence's capability lifecycle by delivering engineering, technical, and logistics expertise to ensure that Defence materiel is safe, effective, and fit for purpose.

ERP Governance Executive Directorate within ETML Division ensures that Defence's Enterprise Resource Planning (ERP) system is strategically aligned, technically sound, and operationally effective in supporting engineering and logistics functions.

The main functions of the ERP Governance Executive Directorate include:

- Ensures ERP systems support engineering and logistics decision-making across the capability lifecycle.
- Develops and maintains ERP-related policies, standards, and procedures.
- Ensures compliance with Defence ICT, data governance, and technical regulations.
- Oversees data integrity, accuracy, and consistency across ERP modules.
- Implements data stewardship practices to support analytics, reporting, and operational planning.
- Tracks ERP system performance against KPIs and service level agreements.
- Provides insights to leadership on system health, usage trends, and benefits realisation.
- Supports integration of ERP with engineering and logistics systems across the materiel lifecycle.
- Ensures ERP capabilities evolve to meet future Defence needs and technological advancements.

Our Ideal Candidate

We are seeking a motivated and experienced EL1 level professional to lead and support business processes for Enterprise Asset Management (EAM) in the Operate and Sustain Asset Value Chain. This role is critical to ensuring Defence platforms and infrastructure are supported by effective, standardised and integrated asset management practices enabled by SAP.

The ideal candidate will:

- Be a collaborative leader and strategic thinker with an ability to align tactical processes with Defence's broader transformation goals.
- Understand the interdependencies between business processes, systems, and data quality in supporting asset readiness.
- Demonstrate a commitment to continuous improvement, innovation, and accountability in public service.
- Embrace working in a diverse and multidisciplinary team, supporting an inclusive workplace culture.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained Engineers Australia Stage 1 competency standard for Engineering Associate recognition (or ability to obtain status as an Engineering Associate within three months) or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

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	Executive Director ERP Governance, 02 5108 1054
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=589995E6-99C1-2E84-A4EA-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764617

Department of Defence

Closing Date:Sunday 23 November 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Asset Accounting and Reporting Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
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	DFG/08570/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=55293A9C-7934-6AA7-7462-E460BA2D1C76

Duties

The Role

Under broad direction, the APS6 Asset Accounting and Reporting Officer performs complex asset management and reporting tasks, supporting Defence's financial compliance and strategic objectives. They apply Commonwealth financial legislation to inform decision-making and ensure accurate reporting. Working with autonomy, they apply initiative and judgement in financial procedures, address non-compliance, and interpret legislative requirements. They contribute to strategic planning, policy development, and program management. The role may involve leading a team, setting priorities, managing workflows, and overseeing resources. Officers build capability through coaching, feedback, and quality assurance. They engage with stakeholders on complex or sensitive issues, anticipating and responding to needs to achieve Defence outcomes.

Key responsibilities include:

- Delivering asset lifecycle management and financial statement analysis.
- Coordinating monthly and annual asset and financial reporting.
- Advising on technical asset and financial accounting matters.
- Contributing to asset policy, procedure, and system development.
- Building effective relationships and collaborating with stakeholders.
- Resolving complex, asset management issues, and implementing solutions.

- Evaluating compliance with asset management policies.
- Analysing and communicating financial information.
- Managing workflows and preparing work plans with measurable outcomes.

The APS6 Officer is also accountable for continuous improvement and professional development.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that Defence Finance Group (DFG) tackle. Working in the Financial Accounting and Asset Accounting team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues.

The Asset Accounting and Project Finance Governance team is responsible for the full financial reporting and the financial accounting of Defence's assets through their capability lifecycle. They are also accountable for policy advice, compliance assurance, conducting quality assurance checks on financial accounting activities and liaison with external auditors. The team's practical judgement is relied upon to deliver professional advice and reporting around complex assets, business processes, procurements and multi-year billion-dollar projects.

The teams are responsible for the financial accounting of the largest asset base in the Commonwealth valued in the hundreds of billions of dollars. Think big, physical tangible assets like aircraft, ships, submarines plus a huge property portfolio, specialist military equipment, complex intellectual property and bespoke technology. Career growth prospects are strong because if you understand assets underpinning Defence you will gain a knowledge of the business.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Strong analytical skills and attention to detail.
- Strong initiative, sound practical judgement and resilience.
- Thorough experience in asset accounting encompassing the full range of asset lifecycle activities.
- Strong technical accounting skills.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.
- Excellent interpersonal and stakeholder engagement skills.
- A commitment to continuous improvement.

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	Parul Rathi, 03 9200 1281
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=55293A9C-7934-6AA7-7462-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764694

Department of Defence

Closing Date:Monday 24 November 2025

Defence People Group
Joint Health Command

Job Title	Practice Manager
Job Type	Full-Time, Ongoing
Location	Duntroon ACT
Salary	$95,187 - $108,734
Future Merit Locations	Duntroon
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/08714/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CD56491E-C164-0DFD-8CDD-E4607FD96E40

Duties

The Role

An opportunity exists for a highly motivated and outcomes focused individual to become the APS 6 Practice Manager of a health facility delivering services to Australian Defence Force (ADF) members in Australian Capital Territory. This is a dynamic role, working within a multidisciplinary healthcare team.

The successful candidate will oversee the day-to-day management of the facility and be directly responsible for managing a wide range of administrative and coordination activities to ensure patients receive the highest possible standard of care. These duties can include managing workforce rosters, budget allocations, and workplace health and safety requirements, as well as conducting governance and quality assurance activities.

Another key aspect of this role is leading a small team and engaging with other relevant stakeholders to achieve positive outcomes for ADF members. Effective communication skills are essential, particularly as this position is geographically located in an area with a high dependency of senior leadership.

About our Team

Joint Health Command (JHC) is responsible for the delivery of healthcare services to over 70,000 Australian Defence Force (ADF) personnel. Through the delivery of reliable, resilient and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition from service.

Health care services are delivered through eight Joint Health regions across Australia. The APS 6 Practice Manager position is part of Joint Health Unit - Southern New South Wales and is based at ACT Health Centre, Duntroon, ACT. Each Joint Health Unit facility provides a range of services which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multi-disciplinary team of Defence members, civilians, contractors and professional health providers. We work together to manage around one million patient health service interactions with Defence members each year.

This position reports to the Health Centre Manager at ACT Health Centre co-located in Duntroon.

Our Ideal Candidate

An enthusiastic self-starter, our ideal candidate will have experience in managing a health care facility and be confident in working independently. They must demonstrate sound judgment and knowledge to make decisions that are in the best interests of the patient and that comply with legislation, regulatory frameworks and Defence policies.

As a team leader, they must have excellent verbal and written communication skills. They must be able to develop productive relationships with various stakeholders both internal and external to Defence. The ability to foster a service-focused and positive work culture is essential in ensuring that all team members are working towards shared objectives.

The ideal candidate must be flexible and adaptable. They will be comfortable with managing change and responding to short-notice tasks. They will have the ability to anticipate, identify, and respond to changing priorities. They will also be committed to ongoing professional development for both themselves and their team, and be prepared to mentor and train junior team members to achieve optimal outcomes.

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	Eva Ballai, 02 9814 5755
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CD56491E-C164-0DFD-8CDD-E

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764702

Department of Defence

Closing Date:Sunday 23 November 2025

NAVY
Navy Capability

Job Title	Deputy Director Strategic Planning – Sea Mark Implementation
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$120,303 - $135,701
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/08717/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BC326C3B-8E9C-B112-71CF-E4607FF16177

Duties

The Role

The Directorate of Navy Infrastructure is seeking a highly motivated and organised professional to join a small, dynamic team operating in a fast-paced environment. As the EL1 Deputy Director Strategic Planning – Sea Mark Implementation, you will play a pivotal role in advancing Navy's Maritime Infrastructure Strategy.

In this role, you will support the Director in coordinating and driving Sea Mark priorities, managing governance frameworks, and providing high-level administrative support to senior committees and forums. You will be responsible for preparing strategic briefs, presentations, and other supporting materials that enable informed decision-making.

You will lead and manage complex governance, administrative, and business functions that underpin the Directorate's operations. This includes providing strategic leadership to the Director General Navy Logistics administration team, ensuring alignment with broader Defence priorities and delivering high-quality outcomes.

About our Team

You will be joining a small, high-performing team within the Directorate of Navy Infrastructure that is committed to delivering strategic outcomes for Navy's maritime infrastructure. The team operates with agility and professionalism, fostering a collaborative and inclusive culture where initiative and innovation are valued. With a strong focus on strategic planning and governance, the team works closely with stakeholders across Defence to ensure alignment with broader organisational priorities. You'll be supported by experienced colleagues who are passionate about their work and dedicated to making a meaningful impact.

Our Ideal Candidate

You are a confident and capable leader with a solid foundation in administration and a working knowledge of infrastructure planning. You thrive in high-tempo environments, remain composed under pressure, and are comfortable navigating ambiguity and complexity to deliver strategic outcomes.

You bring proven experience in leading teams and achieving results in demanding, high-pressure settings. Your ability to engage and collaborate effectively with stakeholders is a key strength, enabling you to build and maintain productive relationships across Defence, Government, and industry. You communicate with clarity and influence, both in writing and verbally, and have demonstrated experience in preparing briefs and correspondence for senior leaders, as well as coordinating high-level meetings and engagements.

Your judgement is sound and trusted. You are proactive in identifying risks and issues, and take appropriate action to mitigate and resolve them. You are adept at solving complex problems and managing sensitive projects with discretion and strategic insight. You are also committed to continuous improvement and professional development, and you foster a positive, inclusive, and collaborative team culture.

Eligibility

Security Clearance:

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

Notes

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

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	Charlie Hanley, 02 5108 5952
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BC326C3B-8E9C-B112-71CF-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764726

Department of Defence

Closing Date:Sunday 30 November 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	$120,303 - $135,701
Future Merit Locations	Amberley
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/08796/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6D99202F-C7B2-34DF-1618-E460BADBABEA

Duties

The Role

If you're looking for a challenging and stimulating Commercial leadership role that makes a difference and supports Australia's National Interests, this opportunity is for you. Air Combat & Electronic Attack Systems Program Office (ACEASPO) within Defence's Capability Acquisition and Sustainment Group (CASG), is seeking a senior Commercial Manager to support the F/A-18F Super Hornet and EA-18G Growler capability for Air Force.

The Commercial Manager is required to provide complex and strategic commercial, contract management and procurement advice within an integrated workforce. The Commercial Manager will utilise their knowledge and experience to ensure compliance with legislative frameworks, government procurement, and Defence's and ACEASPO’s mission and policy requirements.

The Commercial Manager is accountable to drive consistency, improvement and innovation by standardising business processes and procedures, as well as providing clear guidance on commercial governance, assurance, and support to procurement planning, tendering, contract formation and contract management activities for all ACEASPO commercial arrangements to ensure value for money and compliance with legislative and policy requirements.

The Commercial Manager will assist in the development of the commercial strategy, operating framework, policies and priorities in support of ACEASPO objectives.

They will be accountable for on-time execution of all commercial arrangements for ACEASPO, including changes to existing arrangements and establishment of new arrangements to support relevant and ready ACEA capability. These arrangements range in complexity, value and form and include specific purpose deeds.

The Commercial Manager is accountable to plan, lead and manage a range of resources within the Commercial Team and exercise the associated people and financial responsibilities to achieve these business outcomes.

The core duties of the EL 1 Commercial Manager include, but are not limited to:

- Build and maintain productive, professional and ethical relationships with their team, Contractors, and other stakeholders to appropriately manage contract performance and actively resolve issues.
- Demonstrate high-level interpersonal and communication skills to engage and influence across all leadership levels and technical domains.
- Apply highly-developed critical thinking skills, and commercial acumen, initiative and experience to analyse, plan and adjust priorities in a dynamic environment.
- Engage effectively with senior stakeholders, both internal and external to Defence.
- Lead and direct the development of strategies to resolve commercial issues, changes in scope, and growth opportunities within existing contracts.
- Actively manage commercial risks.

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

Located at RAAF Base Amberley, near Ipswich in QLD, ACEASPO, in close collaboration with Industry, is responsible for the in-service sustainment support and upgrades of the Air Force's F/A-18F and EA-18G Fast jets.

You will join a dynamic Enterprise, working collaboratively in an integrated Military/Australian Public Service workforce with Industry Partners and Air Force, to directly support and deliver vital Defence capability.

The Commercial Manger is a key position within the ACEASPO Business Management Unit.

This team directly contributes to the effective and efficient development and management of contemporary commercial arrangements that deliver the capability requirements sought by Air Force, and ensure value for money for the Commonwealth.

Operating in an environment of best practice contemporary thinking, ensuring compliance with legislation and Defence policy, the Business Management Unit commercial team comprises highly dedicated and experienced individuals who come together to learn from each other and achieve high quality commercial outcomes for Air Force.

Our Ideal Candidate

You will have relevant commercial experience to implement and manage multiple complex commercial arrangements. You will be proactive in planning ahead and managing risks, collaborative and apply initiative. Importantly, you must demonstrate leadership skills and be respectful of ideas and perspectives of others. You will have attributes that allow you to adapt and maintain a flexible approach to changing needs or priorities, and to influence those outside of your direct area of control with a tenacious focus on developing solutions in a practical manner.

Our ideal candidate will be:

- Highly motivated and solutions focused.
- A critical thinker, skilled listener and effective communicator.
- Able to work in a collaborative team environment and achieve shared objectives.
- Well developed in commercial and business acumen.
- Able to analyse, plan and adjust priorities in a dynamic environment.
- Trustworthy, transparent and possess the highest levels of integrity.

Eligibility

Security Clearance

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum 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	Camilla Brown, 07 5361 5453
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6D99202F-C7B2-34DF-1618-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764727

Department of Defence

Closing Date:Sunday 16 November 2025

Defence People Group
Military Personnel Division

Job Title	Human Resources Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/08626/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=C32F81C4-6FB7-F3CA-B236-E460BAF6F377*

Duties

The Role

APS 6 Human Resource Officer is pivotal in delivering a broad range of workforce, administrative and business support functions that contribute to the effective operation of the ADF Bonus Team.

Task include but are not limited to:

- Assessing personnel's eligibility for applicable bonuses in accordance with eligibility criteria as per policy.
- Develop and maintain documentation of business rules and processes to ensure compliance with legislation and Defence policies.
- High level of stakeholder engagement with internal/external/stakeholders for all bonus offers to ensure compliance with current policy and standard operating procedures.
- Act as Authorising officer for payment of ADF Bonuses in Personnel Management Key Solution (PMKeyS) records, in particular Return of Service Obligation panels.
- Lead, support and develop the diverse APS Staff within the team.

About our Team

The ADF Bonus Team, within Military Personnel Branch, Military Personnel Divisions provides oversight for ADF Bonuses, including but not limited to the administration of the ADF Continuation Bonus. The team is responsible for the interpretation of policy, assessment and identifying personnel who may be eligible for a bonus, and administering the bonus from offer to the member through their chain of command, to entering associated obligation into PMKeyS and enacting payment of the bonus to the member. The team is also responsible for amending the obligations as necessary pending any non-effective service taking during member's obligation period.

Our Ideal Candidate

ADF Bonuses is a dynamic team that is seeking a highly motivated, professional HR specialist, who has a strong understanding in service obligations and PMKeyS access and knowledge.

The ideal candidate will:

- Have experience with interpreting and applying policy.
- Ability to supervise staff effectively through strong leadership, mentoring and performance development.
- Ability to work autonomously and in a small, collaborative team environment.
- Experience in Governance, Finance and Standardising Procedures.
- Strong interpersonal and organisational skills with the ability to build and sustain effective working relationships with key stakeholders.
- Experiencing in analysing data from Human Resource Systems.
- Interest in exploring innovative approaches to support and improve business.

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	Nicole Reid, 02 5109 6566
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C32F81C4-6FB7-F3CA-B236-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764731

Department of Defence

Closing Date:Sunday 23 November 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Assistant Director Legislative Reform
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$120,303 - $135,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	JCG/08311/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CD6BF5E8-5B12-37F4-B392-E460BB6B1B1F

Duties

The Role

The Explosives Act Thematic Review (EATR) Taskforce is seeking an EL 1 Assistant Director to assist with the reform of Commonwealth explosives legislative framework and development of a new Commonwealth Explosives Regulator.

You will:

- Contribute to the development and delivery of the legislative reform package by providing strategic policy advice, drafting instructions, and engagement strategies. Ensure alignment with EATR Taskforce objectives through effective planning, scheduling and coordination of activities.
- Provide strategic oversight and operational leadership across EATR Taskforce functions, prioritising activities to meet critical deadlines. Apply sound judgment to balance competing demands and ensure alignment with broader organisational goals.
- Undertake research and analysis of domestic and international legislative frameworks, to inform policy development. Apply strategic insight to assess long-term implications and opportunities for reform.

- Analyse and develop solutions to complex issues emerging from stakeholder engagement, applying sound judgment, innovation, and strategic thinking to resolve challenges and support reform outcomes.
- Work collaboratively with internal and external stakeholders, including the Office of Parliamentary Counsel, in relation to complex issues, building credibility, trust and thus fostering excellent working relationships
- Be accountable, under broad direction, for leading complex planning and scheduling activities. Ensure project milestones are met through proactive risk management and prioritisation.
- Provide leadership and support to a team in a fast-paced, complex and, at times, ambiguous environment that has strategic, political and operational significance.

About our Team

Defence is undertaking a review of Commonwealth explosives legislation on behalf of the Australian Government. The Taskforce is responsible for reforming the Explosives Act 1961 (Cth) and related subordinate legislation. The new legislative framework will include establishing an independent Commonwealth Explosives Regulator (Regulator). It is anticipated that the EATR Taskforce will provide options for Government on the organisational arrangements for the Regulator.

This is a significant project that involves interdependent Commonwealth and State and Territory legislation and complex policy development. Tasks will involve close engagement and negotiation with Defence senior executives and external stakeholder agencies.

This is a unique opportunity to build on your experience in Government and Parliamentary processes, engage with other Commonwealth agencies and be a significant player in the creation of a new Regulator.

Our Ideal Candidate

Our ideal candidate will:

- Have demonstrated experience in a public sector role and understanding of the Commonwealth’s role providing integrated, risk-based national regulation.
- Be able to draft high quality documents including drafting instructions, advice, briefs, explanatory statements, agreements and correspondence.
- Have highly-developed written and oral communication skills and demonstrated ability to communicate information coherently and concisely to different audiences.
- Have demonstrated experience with the development and implementation of a range of operational support products, including frameworks, policy papers, standard operating procedures, guidelines and factsheets.
- Have demonstrated ability to set priorities, meet deadlines, work effectively under pressure and in a team environment.
- Have demonstrated leadership skills.

- Have the ability to travel interstate and provide senior EATR Taskforce representation when required.

Our ideal candidate will have policy development experience. They will also have qualifications and/or a background working within a legislative and/or regulatory environment or other relevant experience and transferrable skills.

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	Sophie Blakemore, 02 6115 3694
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CD6BF5E8-5B12-37F4-B392-E4

Defence

Vacancy VN-0764732

Department of Defence

Closing Date:Sunday 16 November 2025

Defence People Group
Military Personnel Division

Job Title	Human Resource Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/08631/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=67AD2184-7FA3-E737-5B92-E460BB819975

Duties

The Role

APS 5 Human Resource Officers manages all aspects of ADF Bonus administration.

Tasks include but are not limited to:

- Assessing personnel’s eligibility for applicable bonuses in accordance with eligibility criteria as per policy.
- Processing bonus offers to eligible members.
- High level of stakeholder engagement with internal/external/stakeholders for all bonus offers to ensure compliance with current policy and standard operating procedures.
- Update Personnel Management Key Solution (PMKeyS) records, in particular Return of Service Obligation panels.
- Review Data Quality Issues, and action necessary amendments.

- Monitor and provide updates to Standard Operating Procedures.

About our Team

The ADF Bonus Team, within Military Personnel Branch, Military Personnel Divisions provides oversight for ADF Bonuses, including but not limited to the administration of the ADF Continuation Bonus. The team is responsible for the interpretation of policy, assessment and identifying personnel who may be eligible for a bonus, and administering the bonus from offer to the member through their chain of command, to entering associated obligation into PMKeyS and enacting payment of the bonus to the member. The team is also responsible for amending the obligations as necessary pending any non-effective service taking during member's obligation period.

Our Ideal Candidate

ADF Bonuses is a dynamic team that is seeking a highly motivated, professional HR specialist, who has a strong understanding in service obligations and PMKeyS access and knowledge.

The ideal candidate will:

- Have experience with interpreting and applying policy.
- Be a highly motivated professional with a strong commitment to delivery personal capability outcomes.
- Demonstrate a strong understanding, and compliance with relevant legislative frameworks, government decision making process.
- Work effectively within established priorities and procedures.
- Be capable of managing and prioritising their own workflow, producing quality work.
- Undertake a range of HR related tasks, including: procedural activities, clerical and administrative support, operational duties and complex research and analysis to support Defence objectives.
- Be comfortable working automously and in a small, collaborative team environment.
- Experiencing in analysing data from Human Resource Systems.
- Be adaptable and able to handle work that may involve a degree of complexity.

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	Nicole Reid, 02 5109 6566
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=67AD2184-7FA3-E737-5B92-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764735

Department of Defence

Closing Date:Sunday 23 November 2025

Defence People Group
Military Personnel Division

Job Title	Business Intelligence and Finance Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/08742/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=43A7E43A-D689-CDC0-BDDE-E460BBE7B61E

Duties

The Role

This is an exciting and dynamic position that will see the successful person become a member of Military Personnel Division (MPD) Business Management Team (BMT) to undertake business intelligence work within an integrated workforce. The APS 6 Business Intelligence Officer will work to the Deputy Director Finance to deliver support, including coordination and preparation of budget submissions and financial performance monitoring and reporting.

You will be required to confirm, coordinate and maintain the accuracy of financial information ensuring governance and compliance requirements to financial management frameworks are met. The successful candidate will provide direct support and advice to stakeholders on complex business management activities including, but not limited to budget development, internal processes, reviews and quality assurance of data, performance reporting and forecasts.

Key requirements of the position:

- Assisting in the development of business processes, including Standard Operating Procedures (SOPs) and process flows;
- Analysing and interpreting financial information such as budgets and expenditure reporting;
- Provide financial delegations advice to Branch/Directorate members;

- Ensure Commitment, Travel, Budget and Contract Management registers are compliant and recorded accurately in a timely manner.

About our Team

The MPD BMT, as part of MPD Executive, is a Divisional level team providing specialist advice and support to all Branches within the remit of the MPD. The BMT comprises several high performing teams in areas of subject matter expertise. Functions within the BMT include Finance, Governance and Assurance, Workforce Management, Procurement and Communications. This newly created position will provide direct support to this team and the Branches within MPD.

Our Ideal Candidate

We are looking for a motivated and experienced candidate that will enjoy the variety this role offers and be comfortable with engaging with all areas of the workforce.

Our successful candidate will ideally have:

- Proven experience building and sustaining internal and external relationships, with a customer focused approach, across all workforce levels;
- Strong interpersonal and communication skills that can service a variety of customers of varying financial and procurement literacy;
- Strong attention to detail;
- Willingness to show initiative to resolve problems and progress work to meet business objectives;
- Highly motivated, organised and proactive team player with excellent written and verbal communication skills;
- Have an eagerness to get tasks done, coordinate and workflow business priorities.

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	Lalaine Parino-Sepulveda, 02 5109 9349
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=43A7E43A-D689-CDC0-BDDE-E

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764744

Department of Defence

Closing Date:Sunday 23 November 2025

Governance Group
Ministerial & Executive Coordination & Communication

Job Title	Assistant Director FOI
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	GG/08662/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B3AADB34-16DD-943F-D604-E460BC97885C

Duties

The Role

As EL 1 Assistant Director within the Freedom of Information (FOI) case management, or FOI Review teams, you will work with considerable independence, and be accountable to perform and achieve complex management and coordination of FOI requests, or Review matters as part of a high-profile team, working directly with senior stakeholders across Defence and the Commonwealth.

As an Assistant Director, you will possess, or be able to quickly develop extensive knowledge of relevant legislative frameworks, government decision-making and Defence's mission and policy requirements.

Assistant Directors perform an important leadership role, responsible for supporting senior decision-makers to develop case-management strategies, based on high level decision making and judgement.

The candidate will ideally have, or be able to quickly develop extensive knowledge relating to the application of the FOI Act, and the methodology, systems and procedures within Defence and have the ability to translate this into efficient, well-coordinated and quality outcomes.

About our Team

Defence's three FOI Directorates sit within the Ministerial & Executive Coordination & Communication division and operates in a fast paced, exciting environment. Our three FOI Directorates work collaboratively to administer the FOI Act in Defence, including primary FOI application processing, reviews and providing practical and solution-focused advice on all aspects of FOI in a collaborative and supportive manner. Our FOI teams has a high performance culture. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

The team assists FOI applicants on their rights and obligations in accordance with the FOI Act and provides specialised assistance and guidance to decision makers, coordination staff on FOI matters and manage all aspects of FOI reviews. Due to the nature of the work, there are opportunities to work closely with the Defence leadership, including members of the Senior Executive and members of the Australian Defence Force on a range of topics relevant to the FOI requests Defence receives.

Our Ideal Candidate

You will demonstrate some, or all of the following characteristics:

- Have strong analytical, research skills and an ability to interpret and apply legislation, specifically the Freedom of Information Act 1982, in a logical manner.
- Experienced with stakeholder management, comfortable engaging and collaborating with a variety of stakeholders while building and maintaining strong interpersonal relationships.
- Have a positive and inclusive approach to working as part of a team in a large and complex organisation.
- A leader with experience developing individuals, you are comfortable providing coaching and mentoring your team.
- Have excellent written and verbal communication skills.
- You thrive in a fast-paced environment, and maintain an ability to consistently deliver outcomes under pressure and statutory timeframes.
- Experience working with significant autonomy, ideally within coordination or case management roles, to prioritise and deliver multiple complex tasks within difficult timeframes.
- You enjoy making things happen and learning as part of what you do.
- Strong leadership skills, the ability to plan, lead, and manage resources and achieve strategic outcomes. Effective people management skills are essential.
- Experience as an FOI practitioner within Federal or state government will be highly regarded.

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	Chris Owens, 02 5108 7373
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B3AADB34-16DD-943F-D604-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764754

Department of Defence

Closing Date:Monday 24 November 2025

Defence Finance Group
Budget & Financial Services

Job Title	Asset Accounting and Reporting Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$86,887 - $93,066
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DFG/08562/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=AC754D17-E4F9-897E-2E39-E460BD45AF0E

Duties

The Role

Under limited direction, the APS 5 Asset Accounting and Reporting Officer performs complex asset management and reporting tasks within Defence's financial framework. They apply knowledge of Commonwealth financial compliance and legislation to support decision-making aligned with Defence policy.

The role involves managing workflows, making independent decisions, and providing advice based on legislation, policy, and procedures. Officers identify and resolve routine non-compliance, conduct research and analysis, and support administrative functions to achieve outcomes.

They may coordinate team activities, set priorities, allocate tasks, and oversee performance. Responsibilities include reviewing work quality, coaching team members, and identifying training opportunities. Officers engage with stakeholders to provide advice, address issues, and contribute to Defence outcomes.

Key duties include:

- Performing asset accounting, balance sheet management, and financial statement analysis.

- Supporting monthly and annual asset and financial reporting.
- Advising on technical asset and financial accounting matters.
- Applying asset management policies and procedures.
- Building effective relationships and contributing to team activities.
- Engaging stakeholders and addressing concerns.
- Proactively progressing work and resolving problems.

Additional responsibilities include managing the Fixed Assets Register and Inventory Holdings, maintaining asset classes and effective lives, and handling additions and disposals. Officers analyse data to support external financial reporting, including journal preparation, reconciliations, and financial statement analysis.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that Defence Finance Group (DFG) tackle. Working in the Financial Accounting and Asset Accounting team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues.

Project Finance Governance Directorate team is accountable for policy advice, compliance assurance, conducting quality assurance checks on financial accounting activities and liaison with external auditors. The Asset Accounting team is responsible for the full financial reporting and the financial accounting of Defence’s assets through their capability lifecycle.

The teams are responsible for the financial accounting of the largest asset base in the Commonwealth valued in the hundreds of billions of dollars. Think big, physical tangible assets like aircraft, ships, submarines plus a huge property portfolio, specialist military equipment, complex intellectual property and bespoke technology.

Career growth prospects are strong because if you understand assets underpinning Defence you will gain a knowledge of the business.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Strong analytical skills, critical thinking and attention to detail.
- Strong initiative, sound practical judgement and resilience.
- Experience in audit and assurance or asset accounting encompassing a range of asset lifecycle activities.
- Well-developed base technical accounting skills.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.

- Excellent interpersonal and stakeholder engagement skills.
- A commitment to continuous improvement.
- Expertise in using Microsoft suite and technical abilities in presenting large data using data visualization tools such as Power BI is desirable.

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	Antarjyot Singh, 03 9200 1089
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AC754D17-E4F9-897E-2E39-E4(

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764762

Department of Defence

Closing Date:Sunday 23 November 2025

Air Force
Air Force Headquarters

Job Title	Information Registries Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
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	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	AF/08763/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=50A074E3-9768-6524-F23A-E461320AF0D0

Duties

The Role

The Information Registries Officer is responsible for assisting the Deputy Director of Data Strategy & Policy – Air Force to mature and manage Air Force's governance functions for data management. As part of the Data Strategy & Policy team, the Information Registries Officer manages the Air Force's information registries to provide governance and management capabilities for its key information and data assets, by:

- Providing advice to Air Force on the effective implementation of data management policies and procedures;
- Coordinating the management of inquiries and issues raised with DSP-AF inbox, including triaging and allocating tasks, managing stakeholders, and timely resolution of data management matters;
- Assisting in the provision of training and advice on data management behaviours and practices, including ad hoc responses to queries and issues;
- Leading the management of the Air Force Data Asset Register;
- Leading the development and undertaking of data audits to ascertain data asset scope, quality, access controls, and support requirements; and
- Assisting in the management and coordination of IDG-AF's communications efforts, including intranet pages, stakeholder forums, information management updates and other products.

About our Team

In cooperation with the Navy and Army, the Air Force is tasked with the defence of our nation, our people, our values and our way of life. We achieve this by controlling the air, acquiring intelligence through reconnaissance and surveillance, providing air mobility for all operational needs, and supporting combat missions through a strike capability. Situated within Air Force Headquarters, the Information and Data Governance – Air Force (IDG-AF) team is charged with enabling Air Force to manage and use its information assets to support timely and effective decisions. To achieve this, IDG-AF provides an array of information and data governance, policy, education, and compliance capabilities to Air Force.

IDG-AF has two teams that work closely together to achieve outcomes in a complex and interconnected domain:

1. **Information Management – Air Force's (IM-AF)** purpose is to manage Air Force's governance functions for information management. The IM-AF team ensures information management policies and procedures are current, align with broader Defence policies and legislation, are understood across Air Force, and are implemented effectively.
2. **Data Policy & Strategy's (DPS-AF)** purpose is to mature and manage Air Force's governance functions for data management. The DPS-AF team ensures data management policies and procedures are current, align with broader Defence policies and legislation, data quality and standards across AF, and supporting the maturation of AF's data-informed decision-making.

Our Ideal Candidate

You will be a capable analyst with a passion for effective data management at an organisational level. You will have experience and skills in database management that includes knowledge of data structures for analytical and transactional purposes, how a variety of database technologies are used in practice, and how to implement effective data governance practices.

You will be:

- Highly motivated and solutions focused, with the ability to present ideas persuasively.
- A critical thinker, skilled listener, and effective communicator.
- Able to demonstrate a strong understanding of contemporary database technologies.
- Able to work in a collaborative team environment and achieve shared objectives.
- Trustworthy, transparent and possess the highest levels of integrity.
- Confident and professional when engaging with stakeholders from a variety of backgrounds and levels of seniority.

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	Andrew Trainer, 02 6265 1994
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=50A074E3-9768-6524-F23A-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764763

Department of Defence

Closing Date:Thursday 27 November 2025

NAVY
Deputy Chief of Navy

Job Title	SCIF Manager / Communications Intelligence Security Officer (COMSO)
Job Type	Full-Time, Ongoing
Location	Watsons Bay NSW
Salary	$120,303 - $135,701
Future Merit Locations	Watsons Bay
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NAVY/08710/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3AE22EE2-62B8-EC29-7BC2-E460F55744AE

Duties

The Role

The SCIF Manager / COMSO is a critical leadership role within Training Authority - Maritime Warfare (TA-MW) - Maritime Intelligence and Information Warfare School (MIIWS), responsible for the management, accreditation, and operational assurance of the Sensitive Compartmented Information Facility (SCIF). This position ensures compliance with ASD Policy 380 (ASD Instruction 055) and supports the delivery of advanced maritime intelligence and cryptologic training. The role includes management of the TA-MW SCIF compartment access control, coordinate SCIF accreditation compliance including liaison with ASIO T4 and ASD.

You will conduct whole of TA-MW code-word compartment Briefs, conduct travel risk assessments, and contribute to policy development aligning TA-MW activities with Defence, ASD, and whole-of-government security frameworks. The role also supports Special Access Program-related training coordination between Advanced Capabilities-Navy and TA-MW. This is a mission critical position requiring discretion, technical expertise, and strategic coordination to maintain national security capabilities and ensure uninterrupted training delivery.

About our Team

MIIWS delivers foundation to advanced Intelligence, Information Warfare, Cryptology, and Electronic Warfare training to prepare maritime warfighters for contemporary and future ADF and Allied operations.

We proudly support Royal New Zealand Navy Intelligence, Information Warfare and Electronic Warfare training, and contribute essential Intelligence and Information Warfare expertise to Surface Warfare training.

MIIWS is Navy’s primary interface into ADF and other single service Intelligence & Information Warfare training entities, ensuring alignment, collaboration, and coherence across the pillars of Battlespace Awareness, Assured C2 and Integrated Fires & Effects.

Our Ideal Candidate

You are a highly capable and security-cleared professional with extensive experience in secure facility management and SIGINT handling. You must already hold a current TSPV clearance and have (or previously held) and an approved ASD Organisational Suitability Assessment, and have operated in an accredited SCIF for at least 12 months.

You are COMSO-qualified or committed to completing the course promptly. You demonstrate strong leadership, policy acumen, and stakeholder engagement skills. Your ability to manage complex security protocols, deliver code-word briefings, and liaise with intelligence agencies is essential. You are proactive, detail-oriented, and committed to maintaining the highest standards of integrity and compliance. Your experience in developing and implementing security policy, managing inspections, and coordinating technical countermeasures will be vital to the success of this role.

Eligibility

Security Clearance:

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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

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	CMDR Simon Kelly, 02 8440 0163
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3AE22EE2-62B8-EC29-7BC2-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764764

Department of Defence

Closing Date:Monday 24 November 2025

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Contracting Officer
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	$95,187 - $108,734
Future Merit Locations	Harman
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JOC/08648/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=538E8449-B783-4DB8-B64D-E460F5BD9ED3

Duties

The Role

Joint Collective Training Branch (JCTB) is part of HQJOC Contracting and Procurement Arrangements is seeking a professional and motivated APS 6 Contract Manager to assist with procurement and contract management activities for products within the JCTB product portfolio.

Within the Contract Management function, an APS Contracting Officer is accountable under broad direction to perform and achieve complex procurement and contract management work within an integrated workforce. They will require an in-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

As an APS 6 Contracting Officer in Defence, you will:

- Lead high value, complex procurement and contract activities that support Defence capability
- Manage sensitive, high impact projects that influence Defence operations

- Engage in complex problem solving and manage detailed procurements that impact on strategic, operational outcomes for Defence
- Develop, implement, and review contract management policies and procedures
- Plan, lead and manage human and physical resources
- Exercise people and financial responsibilities to achieve business outcomes.
- Promote performance, capability building and professional development in a high-performing and cohesive team
- Build and manage key stakeholder relationships by identifying expectations, communicating effectively, and implementing practices to support successful delivery

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

As part of the Joint Collective Training Branch within Head Quarters Joint Operations Command (HQJOC), we deliver contracting support to Defence exercises . JCTB is located in Canberra at HMAS Harman.

You will enjoy working in a complex, fast-paced environment as part of a diverse (Australian Defence Force personnel, Australian Public Service personnel and Contractors to Defence) and inclusive team that encompasses a variety of knowledge, skills and experience with a supportive executive team.

JCTB supports career development through a comprehensive professional development program, encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

Our ideal candidate is a highly motivated and experienced procurement and contract management professional with a strong understanding of legislative frameworks, procurement rules, and government decision-making processes, particularly in a Defence or public sector context.

The successful applicant will have the following skills/attributes:

- Experience in contract management and procurement
- Proven ability to lead high-performing teams
- Highly developed problem solving and analytical skills
- Sound working understanding of Defence legislative and policy frameworks

- Experience in stakeholder management and relationship building
- Strong written and verbal communication skills and judgement
- Strong organisational skills and the ability to manage multiple tasks at once
- Demonstrate ability to be flexible and work as part of a team

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	Mitch Carr, 02 5109 7275
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=538E8449-B783-4DB8-B64D-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764765

Department of Defence

Closing Date:Sunday 30 November 2025

Air Force
Air Command Australia

Job Title	Deputy Communications System Officer
Job Type	Full-Time, Ongoing
Location	Richmond NSW
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	AF/07971/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=7EC61A1B-E1AF-7C12-CA02-E460F7385DF8

Duties

The Role

As deputy to the COMSO, you will work in a diverse team of cyber, communications and information security staff and lead the delivery of information security and cyber governance, risk management, compliance programs and you will lead the management of Air Mobility Group (AMG) Government Special Access Program Security Officer (GSSO) obligations. The DCOMSO delivers to Commander AMG assurance of Air Mobility enterprise capabilities inclusive of Operational Technologies and Information Technologies. As a Security Specialist the applicant will perform complex information security work.

They will:

- Be accountable to provide guidance/implement compliance with legislative frameworks, government decision-making and policy requirements.
- Provide detailed information security technical, professional and policy advice, undertake complex work and contribute to strategic planning.
- Be a team coach or lead a team.
- Exercise the associated people and financial responsibilities to achieve work outcomes.
- Have considerable level of stakeholder engagement.

- Be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve outcomes.

About our Team

Air Mobility Group (AMG) operate six aircraft types in a range of roles covering air logistics support, airborne operations, and air-to-air refueling. We also support a range of tasks including aero-medical evacuation missions, along with search and rescue. Flying squadrons within AMG are located at RAAF Bases Richmond, Amberley and Defence Establishment Fairbairn. Headquarters Air Mobility Group at RAAF Base Richmond administers No. 84 Wing and No. 86 Wing, along with the Air Mobility Control Centre and Air Mobility Training and Development Unit. The AMG A6 team is a small section comprised of military and civilian personnel located Richmond NSW and Amberley QLD. You will be a part of a team, which supports this enterprise by providing timely, accurate information and operational technology security governance and advice.

Our Ideal Candidate

The ideal candidate would have experience across aviation, military and information security risk management with a desire to enhance their professional and personal development through further education opportunities.

Candidates should possess the following skills:

- Experience in risk management with an understanding of information and operational technology legislation, policy and principles.
- Experience with Special Access Programs.
- Strong interpersonal and organisational skills with the ability to build and sustain effective working relationships.
- A flexible, outcomes-based approach while maintaining attention to detail.
- An interest in exploring innovative approaches to support and improve business processes.
- Ability to work autonomously, and as part of a team.
- A proactive nature.
- Able to think critically, is an active listener and is an effective communicator.
- Able to understand the value of partnerships, work in a collaborative team environment and achieve whole of enterprise objectives.
- Confident when engaging with stakeholders from a variety of backgrounds and levels of seniority.

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	Craig Gough, 02 4579 2733
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7EC61A1B-E1AF-7C12-CA02-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764767

Department of Defence

Closing Date:Thursday 20 November 2025

Associate Secretary Group
Data

Job Title	Assistant Director Project Manager
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	$120,303 - $135,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ASG/08663/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=53C26201-311D-D7C5-6D48-E460F5E05533

Duties

The Role

Exciting opportunity exists for an enthusiastic, motivated, high performing Project Manager to join DCAEI. You will be responsible for engaging and influencing stakeholders across Defence to embed Data FIC into capability documentation, investment proposals and sustainment strategies, ensuring data is recognised and treated as a strategic enabler throughout the Capability Life Cycle.

Tasks will include:

- Project management and enterprise capability outcomes delivery.
- Expert policy advice - development and implementation of policies and procedures.
- Improvement of capability development processes.
- Advocate Data FIC to achieve strategic and capability outcomes.
- Data FIC Change and integration program including integration of Data FIC into broader Defence policy and strategic objectives.
- Lead Data FIC Capability Realisation.
- Data FIC complex problem solving and issues management resulting in change projects to impact on strategic and operational outcomes for Defence.

About our Team

Data Division is in an exciting phase of growth, innovation and transformation. It is the hub of a federated approach to uplift Defence's ability to generate insights from data and make better-informed decisions. Our goal is to lead by example and support groups and services across Defence to better govern, trust, discover, use and share their data.

The Directorate Assurance and Enterprise Integration (DCAEI) is driving the application and integration of the relatively new Data as a Fundamental Input to Capability (FIC) across Defence which supports decision superiority, operational readiness, and enterprise efficiency for data in Defence capabilities.

We are a small, relaxed collegiate team providing a supportive working environment offering a diverse range of work, flexibility to be innovative, and growth opportunities.

Our Ideal Candidate

Our ideal candidate:

- Likes finding solutions to complex problems.
- Is passionate about using evidence to make decisions, building new systems and finding better
- ways of working to support Defence's people to achieve our mission.
- Possesses curiosity, a strong work ethic, and a desire to drive change.
- Can apply strong organisation skills to plan and manage priorities and resolves issues.
- Has excellent interpersonal, leadership and communication skills, and the ability to deliver
- results both independently and collaboratively.
- Is enthusiastic and excels in working in ambiguous and rapidly changing environments.
- Actively seeks out collaboration with others; and values a diversity of backgrounds and
- experience.
- Exercises sound judgement, discretion, and integrity. Develops plans and manages risk.

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 1", but do not need to have a current security clearance to apply.

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	Marie Petrovski, 02 6127 6296
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=53C26201-311D-D7C5-6D48-E4(

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764769

Department of Defence

Closing Date:Thursday 27 November 2025

Defence Science and Technology Group
Space, Intelligence, National Security and Cyber

Job Title	Deputy Program Lead - Joint Cyber
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$168,109 - $189,184
Future Merit Locations	Adelaide, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/08723/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B31646A8-BCE4-538F-C645-E460F6EB4805

Duties

The Role

We are seeking a Science, Technology, Engineering, Mathematics (STEM) individual keen to make a real impact in the delivery of Innovation Science and Technology (IS&T) Programs. You will have the opportunity to use both your science and technology expertise and your project management knowledge to lead some of the most interesting Programs supporting the Defence of Australia.

As the Deputy Program Leader Joint Cyber, you will work collaboratively with operational and capability stakeholders in Joint Capabilities Group (JCG) and Australian Signals Directorate (ASD), along with Defence Science and Technology Group (DSTG) capability division teams, to lead the co-design and delivery of high priority defensive cyber operations and cyber security projects and work packages.

In this role, you are responsible for:

- Defining the direction and priority problems for IS&T projects and work packages, through consultation with relevant internal and external stakeholders;
- Coordinating IS&T advice and support for JCG and ASD projects.

- Applying subject matter expertise and working across teams to design IS&T responses to address priority problems, and to define project and work package milestones, resources and risks.
- Monitoring and reporting on; project and work package delivery, risks, governance, communications, budget and benefits realised.
- Identifying and resolving issues that arise to ensure quality IS&T outcomes can be achieved on budget and within specified timeframes.
- Acquiring support for successful delivery of projects and work-packages, (this includes governance, assurance, legal, security, ICT, and safety).
- Identifying and negotiating suitable technology transition pathways to enable stakeholders to realise benefits and to help drive innovation.
- Maintaining and fostering partnerships with clients, academia, and other organisations nationally and internationally.
- The role may require domestic and occasional international travel

We are seeking individuals with strong IS&T leadership skills, relevant science & technology expertise and project management experience to apply.

Note: This position will require a Positive Vetting Security Clearance. Candidates may be able to commence with a lower security clearance, however, will need to be able to obtain and maintain a Positive Vetting Clearance following commencement.

A merit pool will be created from the list of suitable applicants. This merit pool will be used to fill current vacancies and future positions in the event a position becomes vacant within the 18 months from gazettal date of this position.

Due to the Christmas stand down period, the assessment process is likely to occur in early 2026.

About our Team

Space, Intelligence, National Security and Cyber (SINC) Division leads the delivery of innovation, science and technology (IS&T) programs for a wide range of Defence intelligence capabilities.

Space, Intelligence, National Security and Cyber Division is a DSTG Program Division that works with Senior Defence colleagues to determine the most important issues that Defence needs to resolve with S&T - both now and in the future.

Why Us:

- A competitive remuneration and leave package and 15.4% superannuation.
- We know that as much as you may love your job, it is important to be able to get away. We provide generous leave entitlements.
- We offer flexible and agile ways of working to empower you to work in a way that reflects your circumstances and your lifestyle.
- Access to ongoing learning and development.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate the following:

- Strong leadership and interpersonal skills.
- Sound STEM expertise in a discipline relevant to cyber operations or cyber security.
- Sound experience in applying Program Management / Project Management methodologies to manage key deliverables to time and budget.
- Highly developed negotiation, communication and relationship management skills.
- Experience in coordinating and delivering large client-focused technical or scientific activities, projects or programs to deliver impactful outcomes.
- Resilience and adaptability, with a commitment to ongoing professional development.

Eligibility

Security Clearance

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Mandatory Qualifications

The S&T7/EL2 Science Advisor position will require:

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

• Relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020:-

Division 35 – Commerce & Management Services

3503 Business Systems in Context

Division 40 – Engineering

4001 Aerospace Engineering

4007 Control Engineering, Mechatronics & Robotics

4008 Electrical Engineering

4009 Electronics, Sensors & Digital Hardware

4013 Geomatic Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4018 Nanotechnology

4099 Other Engineering

Division 46 – Information & Computing Sciences

4601 Applied Computing

4602 Artificial Intelligence

4603 Computer Vision & Multimedia Computation

4604 Cybersecurity & Privacy

4605 Data Management & Data Science

4606 Distributed Computing & Systems Software

4609 Information Systems

4611 Machine Learning

4612 Software Engineering

4613 Theory of Computation

4699 Other Information & Computing Sciences

Division 49 – Mathematical Sciences

4901 Applied Mathematics

4903 Numerical & Computational Mathematics

4905 Statistics

Division 51 – Physical Sciences

5102 Atomic, Molecular & Optical Physics

5103 Classical Physics

5104 Condensed Matter Physics

5108 Quantum Physics

Division 52 – Psychology

5204 Cognitive & Computational Psychology

5205 Social & Personality Psychology

Notes

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

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	Joshua Green, 08 7375 1957
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B31646A8-BCE4-538F-C645-E4(

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764780

Department of Defence

Closing Date:Monday 01 December 2025

Defence Science and Technology Group
Platforms

Job Title	Discipline Leader - Platform Digital Preparedness
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	$139,681 - $167,659
Future Merit Locations	Fishermans Bend
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	
Position Number	DSTG/08587/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=68E2B135-E5D7-2726-842E-E460F7C8CDC6

Duties

The Role

As the Discipline Leader Platform Digital Preparedness, you will nurture, lead and be responsible for a multidisciplinary team, comprising APS staff, embedded contractors, industry and collaborative academic partners.

Your role will be to undertake and deliver innovative research outcomes, and transition them into Defence. Activities will primarily be in the areas of Natural Language Processing, AI/ML, AR/VR to enhance the Agility, preparedness and resilience of ADF platforms.

The Discipline Leader will:

- Provide scientific leadership to research and anticipate and prepare for future S&T needs in support of asymmetric Defence capabilities;
- Establish collaborative opportunities within the broader S&T enterprise on priority areas for Defence, building relationships with internal and external partners across academia, industry and Government.

- Supervise, develop and mentor staff; and provide leadership in promoting a culture of inclusiveness, collaboration and open communication;
- Manage activities through program planning, budget preparation, reporting, and developing and maintaining effective stakeholder relationships.
- Contribute into the leading and shaping of S&T capabilities.

This role requires a candidate with a deep understanding of the latest research in the areas of Natural Language Processing, AI/ML, and AR/VR, as well as experience leading and managing multi-disciplinary teams. Excellent communication and collaboration skills are also essential, as the role involves building relationships and working closely with a variety of internal and external partners.

The Discipline Leader Platform Digital Preparedness will be responsible for supporting and developing a diverse team of researchers within the Platform Digital Preparedness Discipline and play a key role in collaborating closely with ADF, industry, and academic partners to form a wider team that delivers results aligned with Defence priorities.

About our Team

Defence Science and Technology Group (DSTG) has a focus on developing a highly skilled collaborative workforce, recognising diversity in partnerships and building shared culture.

Platforms Division is an inclusive workforce delivering scientific advice, conducting research and developing innovative technologies to meet existing and future defence challenges.

The Platform Digital Preparedness Discipline is part of the Machine Dynamics Digital and Fuels Sciences directorate, which supports the preparedness, agility, and operation of ADF platforms across the Maritime, Air, and Land domains. The Discipline consists of a multidisciplinary team of engineers and scientists who work closely with stakeholders in ADF, industry, and academia to apply modern digital tools to the operations of fleets.

Our Ideal Candidate

Our ideal candidate is expected to have demonstrable:

- Knowledge of relevant technologies and their application in supporting platform preparedness and availably;
- Proven track record of delivering programs;
- Ability to identify and develop innovative S&T capabilities to meet future needs;
- Skills to effectively supervise, develop and motivate staff, and to cultivate a positive working environment;

- Ability to effectively communicate with a variety of stakeholders, for the purposes of advocating S&T capabilities, reporting research outcomes, negotiating and managing expectations, and shaping future directions;
- Ability to recognise, forge and sustain productive collaborations in a broad S&T eco-system, to deliver innovative solutions;
- Commitment to workplace safety and building a strong workplace culture.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T6/EL 2 Discipline Leader - Platform Systems position requires:

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

• Relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020

Division 31 – Biological Sciences

3199 Other Biological Sciences

Division 34 – Chemical Sciences

3403 Macromolecular & Materials Chemistry

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering

Division 46 – Information & Computing Sciences

4602 Artificial Intelligence

Division 49 – Mathematical Sciences

4901 Applied Mathematics

Division 51 – Physical Sciences

5103 Classical Physics

5104 Condensed Matter Physics

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	Tony Mills, 0411 200 960
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=68E2B135-E5D7-2726-842E-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764813

Department of Defence

Closing Date:Thursday 27 November 2025

Security and Estate Group
Service Delivery Division

Job Title	Assistant Base Manager
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Melbourne VIC, Fishermans Bend VIC, Yallambie VIC
Salary	$95,187 - $108,734
Future Merit Locations	Bandiana, Fishermans Bend, Melbourne, Yallambie
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	SEG/08754/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A6B6AE3A-D3CE-61CA-71A9-E460F8CF86A1

Duties

The Role

As the Assistant Base Manager you will lead a team working closely with both internal and external stakeholders to ensure essential services are delivered, and our Defence Bases and Office environments are maintained to a high standard. You will design and recommend solutions and appropriate management strategies to whole of base operational and service delivery issues. You will work independently with the opportunity for reasonable autonomy and be accountable for achieving your deliverables. You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

This role will suit you if:

- You enjoy positive and challenging aspects of stakeholder engagement and have a high level of emotional intelligence.
- Enjoy making things happen and are not daunted by the unknown, enjoy a challenge and see these as learning opportunities.
- Ability to adapt to change in a positive and flexible manner.

About our Team

You will be responsible for leading and developing a small team, accountable for setting, managing and monitoring workflows. You will have experience in developing team capability and confidence through coaching, feedback, encouraging staff to be the best they can be whilst delivering a professional and consistent service to the customer.

You will be working with your team to enhance the customer experience. You will be agile in your thinking, proactive in engaging with your peer network and stakeholders as well as actively identifying opportunities to implement improvements to service delivery, meeting current needs whilst looking to the future.

Our Ideal Candidate

You will demonstrate the following characteristics:

- Experience at managing and developing a Team.
- Genuine interest in providing the customer with a positive and professional streamline experience.
- Achieving outcomes through effective negotiation skills.
- Excellent communication skills, both written and verbal.
- Confidence to engage with stakeholders at all levels.
- Resilience, personal drive and a focus on enabling others in support of Defence capability.
- Willingness to learn and be challenged.
- Ability to adapt to change in a positive and flexible manner.

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	Yvonne Wantling, 0487 180 571
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A6B6AE3A-D3CE-61CA-71A9-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764823

Department of Defence

Closing Date:Monday 24 November 2025

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/08824/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=14FF7FD2-5E8A-3694-2757-E4613201CE71

Duties

The Role

Opportunity exists for enthusiastic, resilient individuals to be part of the Space 9102 Program. The Project are about to embark on some exciting activities in support of our Australian Defence Force with a focus on Wideband and Narrowband Satellite Communications and Ground and Control elements.

As an EL 1 Project Manager within the Space 9102 Program, you will be responsible for managing a multidisciplinary team under the strategic direction of the Project Director. You will provide leadership, guidance, and expert advice to support the successful delivery of complex project outcomes aligned with Defence objectives.

Your role will involve engaging with a diverse range of internal and external stakeholders, offering informed advice on operational, technical, and administrative matters. You will be expected to navigate complex issues, influence decision-making, and ensure alignment with Defence priorities.

You will demonstrate a strong understanding of relevant legislative frameworks, government processes, and Defence policy, ensuring compliance and strategic alignment throughout the project lifecycle. A key part of your responsibilities will include contributing to project controls - such as performance reporting, budget forecasting, schedule management, and risk mitigation - to ensure transparency and accountability.

Additionally, you will be expected to foster a culture of continuous improvement and professional development, both personally and within your team.

These positions require a Negative Vetting 1 (NV1) clearance with the possibility to upgrade to a Positive Vetting (PV).

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

Space 9102 is part of the Satellite Communication Systems Program Office (SATCOM SPO). SATCOM SPO manage the acquisition of Defence SATCOM requirements and sustain in-service SATCOM equipment on behalf of the Australian Department of Defence.

SATCOM SPO is part of the Space Systems Branch, which acquires and sustains SATCOM systems, and is a trusted advisor of SATCOM systems for the Australian Defence Organisation. The team comprises professionals from various disciplines including project management, engineering, commercial, and logistics. This multi-disciplinary team is composed of highly skilled and motivated Australian Public Service, Australian Defence Force and contracted personnel. The team works from Brindabella Park offices in Canberra and maintains close collaboration with other parts of Defence and other Government Agencies.

Our Ideal Candidate

The EL 1 Project Managers within the Space 9102 Program will be working in partnership with other projects across the broader SATCOM SPO. As part of this role you will be responsible for the following activities:

- Lead and manage project deliverables on time and within budget, with excellent governance and reporting to key stakeholders;
- Collaborate with cross-functional teams to define project scopes, goals, and deliverables;
- Produce and maintain project management documentation to plan, track progress, and proactively identify and mitigate risks as well as stakeholder, executive and ministerial presentations and briefs;
- Lead and be directly involved in delivery of all aspects of project activities including finance, procurement and contracts, risk, schedule, quality, workforce and industry relationships; and
- Accountable for managing and coordinating inputs from diverse team members, including providing clear and consistent communication, establishing clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.

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	GPCAPT David Warren, 02 4077 6767
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=14FF7FD2-5E8A-3694-2757-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764845

Department of Defence

Closing Date:Thursday 27 November 2025

Australian Defence Force HeadQuarters
Vice Chief of Defence Force Group

Job Title	Athena Product Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Fishermans Bend VIC
Salary	$139,681 - $167,659
Future Merit Locations	Brindabella Business Park, Fishermans Bend
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	ADFHQ/08083/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4B9AD4CB-D1A4-E61A-4CAA-E46222FFF945

Duties

The Role

The Athena Product Manager is responsible for leading the Athena Program Office (APO) to provide commercial governance, stakeholder engagement, financial management and the ongoing development, performance, sustainment and delivery of the Athena modelling tool and suite of evolving modules.

Athena is a workforce modelling simulation tool that supports decision making to ensure our workforce is designed to be affordable, achievable, sustainable and integrated. It is Australian-owned Intellectual Property, developed in consultation with Defence Science and Technology Group (DSTG) and academia, with funding and developing interest from external parties including other Allied Military Forces.

The success and increased interest in Athena has driven the need for a new Product Manager to lead the APO. This role will be responsible for the overall Product Management and commercial aspects to ensure Athena’s continued success and relevance with our Defence strategies, future ADF workforce requirements and expanding user groups.

About our Team

This role will lead the APO within Military Workforce Design Division (MWDD). Reporting to the new Athena Governance Manager (ADF 1* SERCAT 3 officer) role, the team comprises of a Service Manager (EL1), as well as a Helpdesk Support Officer and a Training Development Officer (APS Level 6).

The role works closely with teams within Workforce Design Division, as well as DSTG and academia, and external parties nationally and internationally, requiring extensive and continual broad stakeholder engagement.

Our Ideal Candidate

You will be an experienced ICT Product Manager who can demonstrate commercial acumen and product management experience, with the ability to communicate at all levels. This means; able to present information, briefs, communications and updates that are clearly understood by stakeholders and decision makers.

The Athena suite of tools is a critical enabler to ensuring the ADF has the workforce it needs. Your drive and enthusiasm to contribute to ongoing enhancement and optimisation of Athena, and your ability to prioritise, problem solve, navigate multiple complexities and work cohesively alongside a broad range of stakeholders and requirements is essential to your performance in the role and the success of the Program.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Commodore Anthony Klenthis, Director General Workforce Design, 02 5109 6234
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4B9AD4CB-D1A4-E61A-4CAA-E

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764882

Department of Defence

Closing Date:Thursday 27 November 2025

Defence People Group
Military Personnel Division

Job Title	Medical Administration Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$86,887 - $93,066
Future Merit Locations	Fairbairn
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	DPG/08830/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=114C4A9C-6AE6-D82D-5842-E4616F6F0CE9

Duties

The Role

We are seeking to recruit an experienced Medical Administration Officer for a fantastic opportunity within the Directorate of Recruiting Health Services (DRHS) at Defence Force Recruiting (DFR).

The position requires an individual with outstanding attention to detail, communication and interpersonal skills with the ability to work in a busy environment meet deadlines and prioritise work commitments.

In this role, you will:

- Coordinate and facilitate incoming and outgoing correspondence, between medical teams, Australian Defence Force (ADF) Career centres, and other departments, including data entry onto Defence Record management System (Objective) and the DFR Medical Administrative Database (DFR MAS).
- Be accountable for the accurate and timely management of medical submissions including documentation, storage and retrieval.
- Ensure the confidentiality and security of candidate medical records by complying with privacy standards and protocols.
- Proactively prioritise process and respond to medical submissions, enquiries and requests.
- Maintain a well-developed understanding of relevant DFR medical recruitment policy frameworks, standards and procedures.
- Build productive working relationships with internal and external stakeholders for the administrative processing of medical submissions, including providing guidance in accordance with policy.
- Comprehensive administration support to the medical officers, psychologists and management, including room booking, printer maintenance, printing and filing, tidying up cabinets, ordering office stationery and preparing meeting minutes.
- Assist in data quality assurance activities to ensure the trustworthiness of candidate medical records.
- Proactively anticipate business needs and priorities and support team to respond to changes in workflow.
- Other duties as directed.

About our Team

DFR is a public-private collaboration between Defence and the Capability partners in providing recruiting services to the Australian Defence Force in accordance with standards and policies set by the Navy, Army and Air Force.

Recruiting services are delivered using a mix of military, APS and contractor staff operating in a high energy, multi-vendor environment which is responsible for directly delivering capability to the Australian Defence Force.

The Defence Recruiting Health Service (DRHS) team is a multidiscipline health team comprised of medical officers, psychologists and medical administrative staff. The DRHS team is directly responsible for providing direction to sixteen ADF Career Centres for candidates who have been identified as having a complex medical condition, so as to determine their medical suitability for military service.

The DRHS regularly collaborate with Joint Health Command in reviewing and updating the health standards for ADF entry, matching scientific research against the ADF inherent requirements of service to ensure that the entry standards remain relevant. The team investigates and responds to representations from candidates and external stakeholders on entry health standards and procedures.

Our Ideal Candidate

What we are looking for:

- We are looking for a highly motivated Medical Administration Officer who exemplifies professionalism along with personal drive and integrity.
- You will be comfortable engaging with a range of stakeholders, and be detailed oriented and organised.
- You will have a background in medical administration, experience in maintaining records, ability to handle multiple tasks simultaneously, and be a problem solver and critical thinker.
- You will be a team player and be adaptable, supportive and tactful with staff at all levels

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	Aleksandra Aslimoski, 02 6192 7802
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=114C4A9C-6AE6-D82D-5842-E4

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764891

Department of Defence

Closing Date:Wednesday 12 November 2025

Defence Science and Technology Group
Research Technology and Operations

Job Title	Business Administration Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Melbourne VIC
Salary	$86,887 - $93,066
Future Merit Locations	Adelaide, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DSTG/08319/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C4884968-D666-17B7-A90B-E44C3CE42A59

Duties

The Role

The Business Administration Officer will work with financial data and undertake business processes, most likely relating asset management however; other potential roles include procurement, military logistics and management information systems. The roles will obtain information from various information systems and other stakeholders directly, interrogate the data for accuracy, seeking input to update data as required. Data will also be checked to ensure tasks undertaken by others are undertaken accurately and in compliance with policy and procedures. The roles contribute to the development of business processes and communications with stakeholders both within and external to Defence Science and Technology Group (DSTG).

The role will work as part of the Business Capability team, gaining experience in multiple areas of business administration to foster the development of the successful candidate. Our team seeks to develop team members so they can cover and later progress into higher-level roles in business administration functions.

Successful candidates will contribute to the accuracy of Defence’s financial statements, effectiveness of DSTG management of key assets, help promote compliant procurement activities with good value for money outcomes achieved and accurate management information system data as we transition to the SAP based Enterprise Resource Planning (ERP) information system upgrade across Defence.

About our Team

The Business Capability team enables Science and Technology outcomes in the Defence Science and Technology Group (DSTG) by working on business activities including: Management Information Systems (including the ERP Transition for DSTG), Audit, Business policy and process implementation, Procurement facilitation, Asset and Logistics Management, Research Infrastructure Asset Management and Records Management. The team supports the efficient, effective and compliant operation of DSTG business.

Our team enjoy working in related functions so we can collectively contribute to better outcomes for DSTG, Defence and taxpayers. We enjoy working with information including but not limited to financial information, utilising systems to inform decisions and to help others achieve their outcomes.

Our Ideal Candidate

We are seeking to employ a flexible person who is interested in variety within their roles across the areas of work listed above. Our ideal candidate will enjoy working with data, have good attention to detail and enjoy engaging with team members and other stakeholders. New team members will need to be able to understand legislation, policies and processes and interpret them in the work completed.

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	Damian Abdilla, 0437 544 340
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C4884968-D666-17B7-A90B-E44

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Defence

Vacancy VN-0764899

Department of Defence

Closing Date:Monday 24 November 2025

Financial Performance Management

Job Title	Senior Executive Service Band 2 – First Assistant Secretary Financial Performance and Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Senior Executive Service Band 2
Position Number	DFG/08977/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D9D24B92-3149-ED03-1756-E4621EAD4743

Duties

Introduction

Defence is seeking dynamic senior executives to drive the organisation forward and deliver on Defence's mission – to defend Australia and its national interests. As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the National Defence Strategy.

You will:

• Lead and manage a branch practicing inclusive leadership, collaboration and integrity;

• Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;

• Effectively challenge the status quo when required;

• Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and

• Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader, exemplify the Defence Values and Behaviours, and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

As part of this selection process, a Merit Pool of highly suitable candidates will be established to fill current vacancies and any similar vacancies that may arise over the next 18 months.

Your Role

The Department of Defence is seeking a high performing leader to temporarily fill the position of First Assistant Secretary Financial Performance and Management (FAS FPM) in the Defence Finance Group (DFG). This position reports directly to the Chief Finance Officer (CFO, SES Band 3) and has seven Branch Heads (SES Band 1s) reporting to it. The FPM Division is geographically dispersed, consisting of over 460 Australian Public Servants.

As a key senior executive within the DFG, the FAS FPM has a crucial role in advising and supporting the Minister for Defence, the Secretary of Defence, the Chief of the Defence Force, the CFO and Defence Executive. You will deliver a high level of professional support to clients in relation to financial management and reporting and ensuring business outcomes are achieved. Your Division will be responsible for delivering value added services to both internal and external clients. The FAS FPM is responsible for providing client facing finance business partner services and advice to support financial decision making across Defence. The Division also has responsibility for managing the financial aspects of Defence’s Integrated Investment Program (IIP), including maintaining and ensuring the control of project approval records in system as well as managing the Biannual Programming updates to the IIP. The role will also provide financial risk management advice to the CFO and Defence Investment Committee.

In the role of FAS FPM, you will be responsible for leading and driving the implementation of several reviews and projects that support improved planning and financial outcomes for Defence’s budget program, including delivering a costing framework that enables Defence to make informed capability acquisition decisions.

You will exemplify the One Defence Leadership behaviours and engender a culture of innovation, collaboration and agility. At all times you will remain cognisant of the legislative and ethical frameworks in which you operate. You will be a team player committed to working across government, with industry and with international partners in pursuit of the national interest.

Eligibility

Qualifications and Experience

· Experience in working with very large organisations, particularly those going through financial transformational change.

· CA/CPA would be highly desirable. Strong management or financial accounting experience in a large, complex organisation is essential.

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	Karina Duffey or Tricia Searson - EIG, 02 6232 2200 - Quote ref 1033
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D9D24B92-3149-ED03-1756-E4

Defence

Vacancy VN-0764977

Department of Defence

Closing Date:Thursday 27 November 2025

Defence People Group
Military Personnel Division

Job Title	HR Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	-
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 3
Position Number	DPG/08404/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3AA75210-75A2-ED63-1426-E462966CE1CF

Duties

The Role

This position is responsible, under limited supervision, for the effective and accurate management of both electronic and physical records within the Directorate of Reserve Officer Career Management – Army.

Key Responsibilities include:

- Maintain and manage electronic and physical personnel records in accordance with recordkeeping policies.
- Process a range of HR transactions in the Human Resource Management System (PMKeyS), including updates to service history, career progression, and application tracking.
- Prepare and coordinate application materials and supporting documentation for Reserve officer career actions.

- Ensure data accuracy and compliance across HR systems and documentation.
- Respond to routine HR enquiries and provide administrative support to the team.
- Assist with continuous improvement initiatives related to HR processes and record management.
- The successful candidate will demonstrate strong attention to detail, sound organisational skills, and the ability to work independently while contributing to team outcomes.

About our Team

The Directorate of Reserve Officer Career Management – Army is responsible for the career management of Australian Army Reserve officers. The team provides strategic and operational support to ensure Reserve officers are effectively employed, developed, and retained in alignment with Defence capability needs.

The Directorate of Reserve Officer Career Management – Army oversees personnel administration, career planning, posting coordination, performance reporting, training records and career applications are processed for Reserve officers across all corps. The team works closely with Military Personnel Branch, other Directorates, regional units, and Defence HR systems to deliver consistent, policy-aligned career outcomes.

Our Ideal Candidate

Are you detail-oriented and passionate about supporting Defence personnel? We're looking for a HR Officer to join our team in the Directorate of Reserve Officer Career Management – Army.

The ideal candidate will have a strong commitment to data integrity and administrative precision, ensuring personnel records and transactions are managed with care and compliance.

You’ll be a team player who works effectively within small, collaborative groups, contributing to shared goals and supporting others to achieve outcomes. You’ll demonstrate initiative, take responsibility for your work, and maintain confidentiality and professionalism in all interactions.

To succeed in this role, you will:

- Be highly organised and able to manage competing priorities.
- Apply sound judgement and follow established procedures.
- Demonstrate strong attention to detail and data accuracy.
- Work effectively within small teams.
- Show initiative and uphold high standards of integrity.
- Communicate clearly and professionally.

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	LTCOL Emma Rhule, 07 3022 4645
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3AA75210-75A2-ED63-1426-E46

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Education

Vacancy VN-0764886

Department of Education

Closing Date:Monday 24 November 2025

Job Title	Learning Technology and User Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Perth WA, Adelaide SA
Salary	$75,419 - $78,554
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 3
Position Number	25/0574
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

As a Learning Technology and User Support Officer at the Department of Education, you'll be part of the vibrant and dynamic Strategic Communication and Sector Education Unit. This team manages Geccko, a Learning Management System (LMS) for the Australian Early Childhood Education and Care (ECEC) sector. From February 2026, Geccko will host national child safety training, expanding the user base from 10,000 to over 300,000 users.

In this role, you'll provide frontline helpdesk support, making sure users get the help they need and the system runs smoothly. If you enjoy solving problems, working with technology, and being part of a team that is passionate about service delivery and supporting the Early Childhood Education and Care (ECEC) sector, this is the perfect opportunity for you.

Duties

In this role, your responsibilities will include the following:

- Triaging and resolving common Learning Management System (LMS) user issues – following knowledge articles and procedures; escalating as appropriate.
- Learning Management System (LMS) administration and technical support, such as merging user accounts and certificate reissuance.
- Running reports and data extracts on usage and completions.
- Drafting Frequently Asked Questions (FAQs) and guidance material.
- Logging accurate ticket notes and contributing to post incident reviews.

Eligibility

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

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

Notes

These positions are non-ongoing and offered for a period of up to 12 months to support temporary project work. There may be opportunities for ongoing roles in the future, depending on business needs.

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

About the Department of Education

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

To Apply

Position Contact	Jenelle Pottier, (08) 9464 4247
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

Education

Vacancy VN-0764878

Tertiary Education Quality and Standards Agency

Closing Date:Sunday 30 November 2025

Corporate Services

Job Title	Executive Director, Corporate Services and Regulatory Support
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid and Flexible work options available
Classification	Senior Executive Service Band 1
Position Number	Ref no 1180
Agency Website	www.teqsa.gov.au

Job Description

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

Reporting to, and working closely with the CEO, the **Executive Director** assists in advising the TEQSA Accountable Authority on a range of corporate services matters.

As a key member of the Executive Leadership Team, the Executive Director will share leadership accountability and work collaboratively to support a program of regulatory change and be responsive in a complex and changing operating environment

The **Executive Director** will have demonstrated experience leading a multidisciplinary team that contributes significantly across the agency to help shape organisational culture and capability. The Executive Director will model and promote exemplary behaviours and values consistent with TEQSA's values and the APS Code of Conduct. They will be passionate about building trust and confidence in TEQSA's corporate and regulatory support services functions and exercise good judgement and initiative in leading and representing TEQSA and influencing its strategic direction.

The **Executive Director** will provide leadership and strategic direction to the Corporate Services and Regulatory Support Group to deliver a demanding schedule and volume of core services, within legislative requirements and service level timeframes. They will help shape TEQSA's operational priorities and strategies for the Group to meet the expectations of the agency and stakeholders and will identify and implement process improvements that drive high performance across TEQSA.

The **Executive Director** will provide high-level and timely advice to a variety of internal and external stakeholders, unravel complex problems, and develop solutions in consultation with internal and external stakeholders. They will manage a diverse team of experienced professionals and inspire and lead organisational change and service delivery improvement, working in a fast-paced, dynamic environment. They will work with leaders across the agency.

This position may involve some interstate travel.

Duties

1. Drive the evolution of TEQSA's corporate and enabling services model to ensure alignment with industry best practice and ongoing ability to deliver on Agency objectives and priorities.
2. Lead the Group's work to deliver high quality and timely outcomes that enhance compliance and quality across the sector, driving a positive team culture committed to continuous improvement.
3. Advise and support the CEO in ensuring the effective and efficient administration of TEQSA, specifically across financial and budget management, human resources, corporate performance, project management, funding negotiation, infrastructure, ICT and Business Solutions, including as a key member of TEQSA's Executive Leadership Team.
4. Lead the design, development, and implementation of strategic projects within the Group which impact and influence TEQSA's operations.
5. Lead and contribute to corporate management and related statutory responsibilities including strategic planning, reporting, corporate and budgetary tasks to deliver organisational outcomes.
6. Provide strategic and other high-level advice to the TEQSA Accountable Authority, and where appropriate to the Department.
7. Build and sustain highly effective and collaborative relationships with stakeholders to facilitate cooperation and ensure high quality support and services are delivered, objectives achieved, and future needs addressed.
8. Work closely with Group directors and assistant directors to plan and manage resources, and guide, mentor and develop people and expertise.
9. Build and lead a growing and expert team of professionals, including APS and contract staff.
10. Represent TEQSA on external committees and other representative bodies to achieve agency outcomes.

Our ideal candidate

Our ideal candidate will have an outstanding track record in leading and delivering high quality advice in a complex and sensitive environment, excellent stakeholder management and communication skills, be adept at building relationships in a complex and fast-paced environment and take an innovative approach to difficult issues.

TEQSA is looking for a leader with a proven track record in the following:

- Demonstrated ability to maintain a strategic focus, recognise opportunities and deliver outcomes.
- A proven ability to achieve organisational objectives, build organisational capability and manage risk to ensure agency objectives are achieved.
- Demonstrated ability to lead diverse teams and develop capability and performance through periods of organisational change.
- High-level analytical skills and experience solving complex and high-profile issues.
- Astute judgment and political awareness.
- High-level management and leadership skills and superior people-management skills, including supporting staff learning and capability development.
- Excellent stakeholder management, communication, negotiation and influencing skills, including the ability to represent and negotiate on behalf of the agency.
- The ability to deal with uncertainty, and identify and respond to opportunities as they arise, complemented by a positive and proactive approach to issues resolution and a readiness to engage with risk.
- Demonstrated experience leading and managing multi-disciplinary teams to deliver excellent service and in creating an environment that empowers, mentors, and supports individuals and teams to deliver their best.

Qualifications and experience required

- An understanding of regulatory processes and regulatory risk frameworks.
- Relevant tertiary qualifications.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Negative Vetting Level 1 status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment.

Notes

Once prepared, please submit your completed application to admin@amandaorourke.com.au quoting **Ref No 1180** in the subject line.

Applications close **Sunday 30 November at 11.00 pm** (AEDT).

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

About the Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Amanda O'Rourke, 03 8306 2489
Agency Recruitment Site	https://teqsa.bigredsky.com/page.php?

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Environment and Energy

Vacancy VN-0764788

Clean Energy Regulator

Closing Date:Sunday 23 November 2025

Scheme Support
Digital Services Design and Architecture

Job Title	Senior Designers - Design and Architecture
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,905 - $112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 6
Position Number	CER 096/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cer.gov.au/careers

About the Branch

The Digital Services Branch (DSB) enables the agency to achieve its mission by delivering innovative and adaptive digital and information and communications technology (ICT) capabilities. DSB provides modern tools, platforms, and services to facilitate a highly productive and digitally enabled environment for the agency and its stakeholders. Through digital transformation, DSB innovates and influences the agency in embracing new and emerging technology to remain at the forefront of our sector.

About the Section

The Design and Architecture section supports strategic decision making and design of technology solutions. Working primarily as enabling teams within the agency's SAFe agile delivery framework, its responsibilities include:

- Developing and maintaining architecture design documentation for the agency's technology platforms

- Developing and maintaining digital designs and documentation across the Service Design, Interaction and Interface Design, Content Design and User Research domains
- Developing and maintaining frameworks and setting strategic direction for design and architecture disciplines.
- Oversight and operation of governance bodies and mechanisms to ensure designs are appropriately considered across domains.

Duties

Under limited direction, the APS Level 6 Senior Designers will:

- Develop and improve high-quality design artefacts such as service backbones, blueprints and prototypes that support service delivery.
- Ensure design artefacts align with user needs, technical feasibility and organisational goals.
- Apply best practice design principles, frameworks and standards ensuring consistency and quality.
- Collaborate and facilitate sessions with design and architecture, delivery teams and internal stakeholders to develop and improve design artefacts.
- Provide design support and guidance to delivery teams as required.
- Participate in design team and cross-functional meetings and Agile ceremonies.
- Identify, share and implement opportunities for improvement in design processes, outputs and ways of working.

Qualifications/Experience

- Specialisation or strong experience in one or more of the below:
  - Service design
  - Interaction design
  - User research
  - UX/UI design
  - Content design
  - Component design
  - Design thinking
  - Human-centred design
- Proficiency in design software such as Miro, Figma, Adobe Creative Suite or similar
- Excellent communication and interpersonal skills to effectively collaborate with cross-functional teams and stakeholders
- Ability to manage multiple projects simultaneously and work under tight deadlines
- Experience working in a scaled agile development environment (SAFe or similar) is highly desired
- Qualification(s) in design or a related discipline are highly desired.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Chloe Skafte, 02 6159 3334
Agency Recruitment Site	https://cer.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Environment and Energy

Vacancy VN-0764797

Clean Energy Regulator

Closing Date:Sunday 23 November 2025

Scheme Operations
RET SRES Operations

Job Title	Senior Regulatory Officers - SRES Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,905 - $112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 6
Position Number	CER 102/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

About the Branch

The branch is responsible for the administration of the Renewable Energy Target (RET). The purpose of the RET is to incentivise and encourage the additional generation of electricity from sustainable and renewable sources and reduce electricity sector greenhouse gas emissions.

The branch undertakes a wide range of functions to:

- Facilitate and support the renewable energy certificate market, including the creation of Large-scale Generation Certificates (LGCs) and Small-scale Technology Certificates (STCs)
- Collaborate with academics, industry, state and territory regulators and peak industry bodies on emerging technology, rulings, policy and projects
- Educate and promote voluntary compliance regarding statutory reporting, certificate surrender obligations, proposed exemption calculation methodologies and continued participation under the Small-scale Renewable Energy Scheme (SRES) and Large-scale Renewable Energy Target (LRET).

About the Section

The Small-scale Renewable Energy Scheme (SRES) creates a financial incentive for individuals and small businesses to install eligible small-scale renewable energy systems, such as solar panel

systems and solar water heaters. The SRES Operations section assists in the administration of the SRES by:

- Auditing claims made for small-scale technology certificates (STCs)
- Managing the Solar Panel Validation (SPV) Initiative
- Managing risks and relationships associated with the SRES
- Managing the register of solar water heaters that are eligible for STCs. This includes defining both eligibility and the method to be used to calculate eligible STCs
- Managing the annual inspection program for small generation units that have had STCs applied
- Implementing procedural and technical improvements for the SRES.

Duties

About the Roles

We are seeking candidates for a variety of roles within the SRES Operations section, which may be filled as either ongoing or non-ongoing. Non-ongoing positions will be offered for an initial term of 6 to 12 months, with the possibility of extension.

A merit pool will be established to fill immediate and anticipated vacancies and will remain open for up to 18 months. Suitable candidates may be offered similar roles where there is alignment with the required capabilities.

Role Responsibilities and Duties

Under limited direction, the **APS Level 6 Senior Regulatory Officer** will:

- Provide guidance and support on CER programs – including the ability to interpret and apply legislation, policy and procedures to identify complex situations
- Provide advice and subject matter expertise for CER schemes – including ability to interpret and apply legislation, policy and procedures to complex situations and strategic discussions
- Deliver quality outputs for a team, this may include but not limited to:
    - working collaboratively with cross functional teams on procurement process, strategic planning, evaluations, contract management, project work and
    - the allocation/development of specialist, professional and/or technical resources, undertake regular quality assurance checks, manage any potential/identified risks and provide feedback to peers.
- Contribute to the development and delivery of cross agency compliance programs to prevent, detect and address non-compliance across the schemes the CER administers
- Prepare executive briefing material and analytical reports
- Evaluate and analyse complex information and data, apply research to solve problems and effectively make informed decisions
- Supervise and support development of APS staff as required.

Qualifications/Experience

Essential relevant experience and/or qualifications of the position include:

- Regulatory operations experience
- Experience delivering client services within a regulatory context
- Demonstrated ability to brief on complex information, including accurately summarising data or legislative concepts
- Demonstrated ability to supervise development of APS staff
- Demonstrated experience in achieving results when managing project work.

Tertiary qualifications in one of the following areas are highly desirable, but not required:

- Science or Engineering,
- Environmental Science,
- Mathematics or statistics and
- Economics or Law.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the

community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Amanda Brown, 02 6159 3809
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Environment and Energy

Vacancy VN-0764799

Clean Energy Regulator

Closing Date:Sunday 23 November 2025

Scheme Operations
RET SRES Operations

Job Title	Regulatory Officers - SRES Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$82,926 - $95,099
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 4;APS Level 5
Position Number	CER 101/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

About the Branch

The branch is responsible for the administration of the Renewable Energy Target (RET). The purpose of the RET is to incentivise and encourage the additional generation of electricity from sustainable and renewable sources and reduce electricity sector greenhouse gas emissions.

The branch undertakes a wide range of functions to:

- Facilitate and support the renewable energy certificate market, including the creation of Large-scale Generation Certificates (LGCs) and Small-scale Technology Certificates (STCs)
- Collaborate with academics, industry, state and territory regulators and peak industry bodies on emerging technology, rulings, policy and projects
- Educate and promote voluntary compliance regarding statutory reporting, certificate surrender obligations, proposed exemption calculation methodologies and continued participation under the Small-scale Renewable Energy Scheme (SRES) and Large-scale Renewable Energy Target (LRET).

About the Section

The Small-scale Renewable Energy Scheme (SRES) creates a financial incentive for individuals and small businesses to install eligible small-scale renewable energy systems, such as solar panel

systems and solar water heaters. The SRES Operations section assists in the administration of the SRES by:

- Auditing claims made for small-scale technology certificates (STCs)
- Managing the Solar Panel Validation (SPV) Initiative
- Managing risks and relationships associated with the SRES
- Managing the register of solar water heaters that are eligible for STCs. This includes defining both eligibility and the method to be used to calculate eligible STCs
- Managing the annual inspection program for small generation units that have had STCs applied
- Implementing procedural and technical improvements for the SRES.

Duties

About the Roles

We are seeking candidates for a variety of roles within the SRES Operations section, which may be filled as either ongoing or non-ongoing. Non-ongoing positions will be offered for an initial term of 6 to 12 months, with the possibility of extension.

A merit pool will be established to fill immediate and anticipated vacancies and will remain open for up to 18 months. Suitable candidates may be offered similar roles where there is alignment with the required capabilities.

Role Responsibilities and Duties

Under some direction, **APS Level 4 Regulatory Officer** will:

- Identify and use legislation, instructions, guidelines and procedures to guide assessment of applications and validation of claims relevant to the sections work
- Confidently discuss/escalate complex or difficult issues in a clear, concise and articulate manner with your supervisor as they arise
- Resolve standard enquiries from internal and external stakeholders and provide information and advice as a representative of the work area
- Undertake procedural, clerical, administrative support of operational tasks including research and analysis activities, briefing material and annual reports
- Work independently and collaboratively with relevant teams to support the section to achieve results in a timely manner.

Under limited direction, an **APS Level 5 Regulatory Officer** will also, in addition to the above:

- Contribute new ideas and maximise the benefits of change, including the identification of opportunities to improve the efficiency of business processes

- Think strategically and contribute to the development of plans, strategies and team goals
- Resolve moderately complex enquiries with limited direction and apply judgement and knowledge when dealing with legislation and guidance materials.

Qualifications/Experience

We are seeking candidates with experience in or an understanding of compliance, data analysis, electrical standards, and who have the ability to interpret and apply complex legislation.

Experience of scheme administration in a regulatory environment is highly desirable, but not essential.

Tertiary qualifications in science, engineering, economics, law or an electrical based trade are highly desirable, but not essential.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity

and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Amanda Brown, 02 6159 3809
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Environment and Energy

Vacancy VN-0764870

Clean Energy Regulator

Closing Date:Sunday 23 November 2025

Scheme Support
Digital Services Digital Governance

Job Title	Assistant Manager - Digital Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,724 - $138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation
Classification	Executive Level 1
Position Number	CER 105/25
Agency Website	https://cer.gov.au/about-us/who-we-are

About the Branch

The Digital Services Branch (DSB) enables the agency to achieve its mission by delivering innovative and adaptive digital and information and communications technology (ICT) capabilities. DSB provides modern tools, platforms, and services to facilitate a highly productive and digitally enabled environment for the agency and its stakeholders. Through digital transformation, DSB innovates and influences the agency in embracing new and emerging technology to remain at the forefront of our sector.

About the Section

The Digital Governance Section plays a pivotal role in enabling the Digital Services Branch to deliver high-quality digital services to staff and external users of our schemes. At its core, the section ensures strong governance by setting and upholding standards, supporting compliance, and championing continuous improvement. It drives transparency and accountability through:

- financial oversight and reporting
- management of digital contracts and vendor relationships, as well as ICT assets
- facilitating conversations with business areas to ensure priorities are understood and reflected in governance practices, sustainment activities and continual improvement initiatives.

Duties

As an Assistant Manager you will provide assurance and support for IT governance across the organisation, combining product management principles with service integration practices to ensure digital solutions are user-centred, sustainable, and aligned with business priorities. The role requires strong stakeholder engagement, Agile delivery experience, and a working knowledge of ITIL-based service management. A key focus is on engaging and supporting business teams with the sustainment function for bespoke IT systems.

The ideal candidate will be a problem solver with a strong customer focus.

Key responsibilities:

- Facilitate prioritisation of enhancement work by relevant stakeholder committees, to ensure that the most valuable work is prioritised and work ready with consideration to operational needs and strategic goals
- Proactively engage with business teams to help them articulate work that can be delivered through technology and support them through the process of engaging with the IT teams
- Facilitate engagement between business units and technical teams to ensure incidents and problems are resolved with consideration to operational needs and strategic goals

- Monitor stakeholder expectations and provide transparency ensuring users are kept informed through clear communication of issue status, expected resolution timeframes, and prioritisation rationale
- Advocate for stakeholders for resolution of issues for external facing business systems, through monitoring incidents and tickets, with consideration to user feedback, including monitoring response times, identifying issues, and driving resolution in order to drive continuous improvement
- Work with business teams to understand their business and how IT can support their outcomes
- Provide strategic advice to the Manager, Digital Governance on opportunities to continue to evolve IT governance to better support business outcomes
- Build and maintain relationships with internal stakeholders and service providers to support collaborative problem-solving and delivery
- Lead and mentor a small team or project group to deliver outcomes, including performance feedback and capability development.

Qualifications/Experience

The Assistant Manager will demonstrate:

- Excellent written and verbal communication including development of briefs, executive presentations
- Excellent leadership and interpersonal skills
- Strong problem-solving and decision-making skills
- An understanding of Agile methodologies (ideally SAFe and Scrum)
- Certified qualifications in SAFe Agile or ITIL are beneficial.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Teresa McCreadie, 02 6159 3879
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Environment and Energy

Vacancy VN-0764873

Clean Energy Regulator

Closing Date:Wednesday 19 November 2025

Scheme Support
Digital Services Products and Services

Job Title	IT Service Management Officer - Products and Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,905 - $112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 6
Position Number	CER 100/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cer.gov.au/careers

About the Branch

The Digital Services Branch (DSB) enables the agency to achieve its mission by delivering innovative and adaptive digital and information and communications technology (ICT) capabilities. DSB provides modern tools, platforms, and services to facilitate a highly productive and digitally enabled environment for the agency and its stakeholders. DSB also runs a large-scale IT development and sustainment workstream to support the CER adopting new capabilities.

DSB innovates and influences the agency in embracing new and emerging technology to remain at the forefront of our sector.

About the Section

The Products & Services (P&S) Section is responsible for providing the core ICT products and services that empowers the Agency to deliver its goal of Accelerate Carbon Abatement for Australia, specifically through Secure and Enduring Infrastructure, and Efficient and Effective Administration.

We are a multi-disciplinary team that encompass the ICT disciplines of;

- End user compute
- Cloud operations
- IT Security
- IT Service Management
- Customer Experience
- Development Environment Management.

We deliver the practical, day-to-day business productivity tools and support (such as computers, software, internet, and telephony) that allows business to function. We also manage the third-party contracts that deliver outsourced services, and ensure services are delivered within Agency expectations.

Duties

The APS Level 6 IT Service Management (ITSM) Officer provides technical and operational support for incident and problem management processes aligned with ITIL 4 methodologies. The role focuses on improving service delivery and system reliability across bespoke customer-facing platforms in a small agency environment. The role requires a strong understanding of ITIL practices, stakeholder engagement and technical configuration.

Under limited direction, IT Service Management Officer will:

- Contribute to the coordination and resolution of complex incidents and problems, ensuring timely and effective outcomes, with a particular focus on requests and incidents with high severity business impacts
- Apply ITIL 4 best practices across the branch to support continual service improvement and root cause analysis
- Develop and maintain incident and problem management procedures, documentation, and reporting tools
- Collaborate with internal stakeholders and vendors to ensure service quality and alignment with business needs
- Monitor and analyse operational data to identify trends, risks, and improvement opportunities
- Provide advice and insights to support strategic planning and system enhancements
- Technical configuration and maintenance of ServiceNow modules
- Provide training and support to users of the ServiceNow platform
- Assist in testing and deployment activities
- Contribute to the development of dashboards and metrics to track performance and support decision-making.

Qualifications/Experience

Essential:

- Over 12 months experience in a ServiceNow administrative role (or equivalent ITSM product)
- Strong analytical and reporting skills, including use of tools like Power BI or ServiceNow
- Ability to work independently and exercise sound judgement
- Highly developed communication and stakeholder engagement skills
- Demonstrated experience in ITIL-based incident and problem management.

Desirable:

- 2-3 years' experience working in an ITSM role
- Tertiary qualifications or experience with delivery frameworks such as ITIL and/or Agile.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and

perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Danny Prime, 02 6159 3213
Agency Recruitment Site	https://cer.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Environment and Energy

Vacancy VN-0764930

Clean Energy Regulator

Closing Date:Monday 24 November 2025

Scheme Support
Artificial Intelligence (AI) AI Adoption

Job Title	Assistant Manager – AI Adoption
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,724 - $138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	Executive Level 1
Position Number	CER 106/25
Agency Website	https://cer.gov.au/about-us/who-we-are

About the Business Unit

The Artificial Intelligence (AI) function will be a key enabler to the Clean Energy Regulator's (CER) digital transformation, driving the responsible, ethical, and effective use of AI to enhance regulatory, operational efficiencies and policy outcomes. Under the leadership of the Chief AI Officer, the team will support AI usage across the Agency, aligned with the Agency's strategic objectives and whole-of-government digital priorities.

With expertise in artificial intelligence principles, practices, and technologies, the team ensures AI initiatives are designed and deployed in ways that are scalable, secure, and aligned with the Agency's values and operational goals. This includes applying robust AI governance frameworks, ensuring model integrity and performance, and integrating AI capabilities into core business processes to support sustainable and responsible innovation. The team operates in alignment with Agency program and BAU investment prioritisation and IT and data architecture governance arrangements.

The AI Team is structured around two teams:

AI Technical Capability Development

This section leads the design, development, and deployment of AI solutions across the Agency. It provides technical leadership, supports pilot programs, and ensures alignment with IT architecture and data governance. The team is responsible for delivering robust solutions, developing and refining AI models, and integrating AI platforms into the Agency's digital environment. Their work ensures that AI systems are secure, scalable, and aligned with CER architecture standards, supporting both operational efficiency and innovation.

AI Adoption

This section focuses on enabling the workforce to confidently and ethically engage with AI technologies. It delivers training, builds communities of practice, and supports the development of AI use cases through business analysis and stakeholder engagement. This section ensures AI is adopted in a way that is inclusive, people-centric, and aligned with the Agency's values and operational goals.

Together, these teams support the Chief AI Officer in delivering strategic leadership, uplifting AI literacy, managing risk, and ensuring the Agency remains adaptive and innovative.

About the Section

This section focuses on enabling the workforce to confidently and ethically engage with AI technologies. It delivers training, builds communities of practice, and supports the development of

AI use cases through business analysis and stakeholder engagement. This section ensures AI is adopted in a way that is inclusive, people-centric, and aligned with the Agency's values and operational goals.

The AI Adoption Section plays a key role in embedding artificial intelligence into the Clean Energy Regulator's culture, systems, and services. Focused on people and purpose, the section supports the Agency's transition to smarter, more responsive ways of working by making AI accessible, trusted, and impactful.

Focus:

- Empowering Staff: Building confidence and capability across the Agency by supporting staff to understand, engage with, and benefit from AI tools in their daily work.
- Collaborative Delivery: Working closely with business areas to co-design AI solutions that meet real operational needs, improve decision-making, and reduce manual effort.
- Inclusive Innovation: Bringing together a multidisciplinary team of professionals and domain experts to ensure solutions are practical, ethical, and aligned with the Agency's values and strategic direction.
- Partnerships Across Government: Collaborating with other Australian Government agencies to share insights, align approaches, and contribute to a coordinated public sector AI strategy.
- Supporting Change: Leading change management efforts to ensure AI adoption is smooth, supported, and sustainable, fostering a culture of curiosity, learning, and innovation.

Duties

The Assistant Manager AI Adoption supports the implementation of strategic initiatives to integrate artificial intelligence (AI) technologies across the agency, ensuring alignment with government priorities, ethical standards, and operational goals. This role involves stakeholder engagement, change management, and cross-functional coordination to harness AI opportunities and drive innovation. It also has a focus on managing the lifecycle of AI initiatives and ensuring business process re-engineering work informs efficiency or quality improvements for existing Agency processes.

- Lead the development and execution of agency-wide strategies to integrate AI technologies, ensuring alignment with government priorities, ethical standards, and operational objectives.
- Initiate, foster, and manage effective relationships with a diverse range of stakeholders, including senior executives, technical specialists, business areas, policy makers, and external partners, to facilitate successful AI adoption and integration for quality or efficiency improvements.
- Oversee and coordinate complex AI-related projects and programs, including pilot initiatives, procurement processes, and capability development activities, ensuring delivery within agreed timeframes and budgets.
- Develop, implement, and maintain frameworks for ethical AI use, governance, and risk management in accordance with APS values, legislative requirements, and best practice standards.

- Lead workforce capability uplift by designing and delivering training, facilitating knowledge sharing, and driving change management initiatives to support AI literacy and sustainable adoption across the agency.
- Establish and monitor performance metrics, providing regular reporting and analysis to evaluate the effectiveness and impact of AI initiatives and inform continuous improvement.
- Supervise, mentor, and develop team members, including managing performance, supporting professional growth, and fostering a collaborative, high-performing work environment.

Qualifications/Experience

- Demonstrated capability in leading and delivering digital transformation or AI-focused initiatives within complex organisational settings, exercising the autonomy and judgement.
- Understanding of artificial intelligence technologies, emerging trends, and their strategic relevance to public sector service delivery, with the ability to provide authoritative advice to senior stakeholders.
- Proven track record in managing and influencing high-level stakeholder relationships, facilitating collaboration across business areas and driving agency-wide strategic outcomes.
- Highly developed communication, negotiation, and leadership skills, enabling effective engagement with senior executives, technical specialists, policy makers, and external partners.
- Ability to navigate ambiguity, apply sound decision-making, and drive innovation while ensuring compliance with legislative, ethical, and regulatory requirements.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse

and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Jessica Edwards, 02 6159 3761
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Environment and Energy

Vacancy VN-0764932

Clean Energy Regulator

Closing Date:Monday 24 November 2025

Scheme Support
Artificial Intelligence (AI) AI Technical Capability Development

Job Title	Assistant Manager - AI Technical Implementation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$121,724 - $138,463
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	Executive Level 1
Position Number	CER 107/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

About the Business Unit

The Artificial Intelligence (AI) function will be a key enabler to the Clean Energy Regulator's (CER) digital transformation, driving the responsible, ethical, and effective use of AI to enhance regulatory, operational efficiencies and policy outcomes. Under the leadership of the Chief AI Officer, the team will support AI usage across the Agency, aligned with the Agency's strategic objectives and whole-of-government digital priorities.

With expertise in artificial intelligence principles, practices, and technologies, the team ensures AI initiatives are designed and deployed in ways that are scalable, secure, and aligned with the Agency's values and operational goals. This includes applying robust AI governance frameworks, ensuring model integrity and performance, and integrating AI capabilities into core business processes to support sustainable and responsible innovation. The team operates in alignment with Agency program and BAU investment prioritisation and IT and data architecture governance arrangements.

The AI Team is structured around two teams:

AI Technical Capability Development

This section leads the design, development, and deployment of AI solutions across the Agency. It provides technical leadership, supports pilot programs, and ensures alignment with IT architecture and data governance. The team is responsible for delivering robust solutions, developing and refining AI models, and integrating AI platforms into the Agency's digital environment. Their work ensures that AI systems are secure, scalable, and aligned with CER architecture standards, supporting both operational efficiency and innovation.

AI Adoption

This section focuses on enabling the workforce to confidently and ethically engage with AI technologies. It delivers training, builds communities of practice, and supports the development of AI use cases through business analysis and stakeholder engagement. This section ensures AI is adopted in a way that is inclusive, people-centric, and aligned with the Agency's values and operational goals.

Together, these teams support the Chief AI Officer in delivering strategic leadership, uplifting AI literacy, managing risk, and ensuring the Agency remains adaptive and innovative.

About the Section

The AI Technical Team plays a pivotal role in shaping the Agency's approach to artificial intelligence by overseeing the complete lifecycle of AI solution development. This includes the initial design phase, where the team collaborates to identify business requirements and suitable AI technologies. This is through the development, deployment, and ongoing optimisation lifecycle of these solutions. Their remit extends to providing expert technical leadership, ensuring that all AI initiatives are grounded in best practice and adhere to the Agency's overarching enterprise IT architecture and data governance frameworks.

In addition to delivering secure, scalable, and robust AI systems that enhance operational efficiency and drive innovation, the AI Technical Team actively supports pilot projects. This involves coordinating logistics, preparing user guides, and working closely with the AI adoption section. This is achieved though gathering feedback from stakeholders for further analysis and refinement of AI tools.

The team is also responsible for maintaining technical documentation, updating system registers, creating architectural artefacts, and managing the backlog of AI items.

Duties

The Assistant Manager, AI Technology Implementation supports the AI Business Unit and AI Technical Manager. This involves providing technical oversight and ensuring all AI initiatives are fit for purpose, align with the Agency's IT architecture and data governance frameworks.

- Oversee the design, build, development, deployment, and optimisation of AI solutions across the Agency, ensuring alignment with enterprise IT architecture and data governance

frameworks. Provide technical leadership and support for pilot programs, including logistics coordination and preparation of user guides.
- Manage and influence high-level stakeholder relationships, facilitating collaboration across business areas to drive strategic agency-wide outcomes. Engage effectively with senior executives, technical specialists, policy makers, and external partners.
- Apply robust AI technical governance frameworks and deployment methodologies, ensuring model integrity, performance, and compliance with legislative, ethical, and regulatory requirements. Maintain technical documentation, update system registers, and create architectural artefacts.
- Deliver training and support communities of practice to uplift AI literacy across the technical practitioners and support the development of AI use cases through business analysis and stakeholder engagement. Enable the workforce to confidently and ethically engage with AI technologies.
- Navigate ambiguity, apply sound decision-making, and drive innovation while managing risk. Ensure AI systems are secure, scalable, and aligned with CER architecture standards to support operational efficiency and sustainable, responsible innovation.
- Manage individual and team performance, coach and develop people, and lead teams through change. Support the AI Technical Manager in delivering strategic leadership and ensuring the Agency remains adaptive and innovative.

Qualifications/Experience

Essential:

- Relevant tertiary qualifications in computer science, information technology, engineering, or demonstrated experience.
- Ability to design, configure, and deploy Copilot agents tailored to business needs (e.g., summarisation, document drafting, decision support).
- Practical experience with generative AI models, prompt engineering, and usage of enterprise-scale AI applications.
- Skills in architectural review, transition-to-service planning, and benchmarking model performance.
- Experience with Office 365/Copilot administration, including configuration and secure deployment of Copilot agents.

Highly Desirable:

- Certifications in Azure-related skills (e.g., Azure AI Engineer, Azure Data Scientist, Azure Solutions Architect).
- Demonstrated experience in designing, developing, and deploying AI/ML systems in complex enterprise environments.
- Experience in maintaining and iterating agent prompts, workflows, and templates to improve relevance and usability.
- Knowledge of integrating Copilot with enterprise data sources (SharePoint, Outlook, Teams).
- Experience configuring and deploying Azure Large Language Models (LLMs) and Small Language Models (SLMs) for business use cases.

- Ability to integrate Azure AI solutions for scalable, secure, and compliant performance.

Eligibility

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this 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 Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Toby Wright, 02 6159 3234
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

Finance

Vacancy VN-0764967

Digital Transformation Agency (DTA)

Closing Date:Wednesday 26 November 2025

NA
Corporate People and Culture

Job Title	Assistant Director, People Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - WA WA, Canberra ACT, Sydney NSW, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS
Salary	$124,015 - $137,475
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	208_11/25
Agency Website	https://www.dta.gov.au/

Job Description

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

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

This position sits within the People and Culture team and is part of the Corporate Branch.

The Assistant Director, People Support is responsible for leading and overseeing key support functions that contribute to a safe, respectful and high performing workplace. The role provides strategic and operational guidance across work health and safety, wellbeing initiatives, early intervention, rehabilitation case management, performance management and conduct and behaviour matters. The position works collaboratively across the agency to ensure appropriate frameworks, processes and supports are in place to enable our people to thrive.

Please note: This role may require interstate travel from time to time.

Key duties:

- Lead a small team responsible for providing expert advice and support on complex and sensitive staffing matters, including performance management, APS Code of Conduct matters, reviews of employment-related actions, work health and safety (WHS), and rehabilitation case management (compensation and non-compensation).
- Provide hands-on case management support, particularly in the areas of performance and rehabilitation.
- Manage and oversee the DTA’s Performance and Development Framework, including reviewing policies, procedures, templates and guidance material with a view of continuous improvement.
- Manage and oversee the DTA’s integrity framework to promote and embed high standards of ethical behaviour across the agency.
- Review and maintain workplace policies and procedures under the People Support remit, ensuring alignment with the DTA Enterprise Agreement 2024-2027, legislation, and best practice.
- Provide leadership, coaching and support to team members, fostering a collaborative, high-performing and inclusive team environment.
- Build strong relationships and partner proactively with SES and senior leaders to understand business needs and deliver people-focused solutions.
- Lead and monitor the development and delivery of People and Culture work plan priorities, contributing to strategic workforce outcomes.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

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

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner’s Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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 Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Adam Gutteridge, 0418 963 527
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764772

Austrade

Closing Date:Sunday 23 November 2025

Corporate Services
Digital & Technology Services Information Technology Services

Job Title	Cybersecurity Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$101,322 - $110,006
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 6
Position Number	6054_11/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking two skilled specialists to join the Cybersecurity and Risk team as Cybersecurity Analysts. As a small, high performing team, our staff are responsible for cybersecurity in Austrade's complex global environment.

These roles present a fantastic opportunity to take your cybersecurity career to the next level, providing exposure to many cybersecurity lines of work:

- Cyber threat intelligence and vulnerability management
- Threat hunting and investigations
- Security operations
- Security Incident and Event Management (SIEM) platform operation and management
- Governance, risk and compliance including security risk assessments

The successful candidates will be self-starters with a strong aptitude for learning who are willing to apply their skills across the team's deliverables. They will be willing to work closely with the cybersecurity team and other technical staff from across Austrade to deliver quality outcomes.

Duties

- Analysing technology service systems and preparing risk assessments in line with Australian government requirements
- Monitoring cybersecurity threat feeds and incident notifications and responding appropriately
- Auditing security measures and providing recommendations to optimise efficiency
- Conducting independent research, analysis and reporting on security vulnerabilities
- Preparing and maintaining policies, procedures and documentation
- Engaging with internal stakeholders and vendor representatives
- Working collaboratively as part of a small, high performing team
- Taking responsibility for the achievement of your outcomes, monitoring progress and following through in order to deliver quality results
- Other duties as required to support the delivery of cybersecurity and technology outcomes for Austrade
- Upholding the Australian Public Service Values, Employment Principles and Code of Conduct and Work Health and Safety (WHS) principles

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting Level 1 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	Michael Brassington, +61 (02) 6201 8348
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764827

Austrade

Closing Date:Sunday 23 November 2025

Corporate Services
Digital & Technology Services Digital Architecture and Platforms

Job Title	CRM Solution Architect
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$117,157 - $131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6059_11/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking a CRM Solution Architect to join its Strategy and Architecture team. The CRM Solution Architect will be supporting the Digital Programs and Products Branch (DPP) with several in-progress programs of work with Microsoft Dynamics CRM, which support the delivery of digital services to our clients, who include Australian exporters and international students. The Solution Architect will work closely with various teams to help develop our future digital architecture and work across a number of multifunctional teams to help it come to fruition. The successful candidate will be working with a group of talented and motivated developers, architects and other roles using agile delivery and DevOps principles.

Duties

- Coordinate the development of agreed solution architectures within Microsoft Dynamics CRM across multiple business, infrastructure or functional areas.
- Ensure that appropriate tools and methods are available, understood and employed in architecture development.
- Oversee the enterprise ICT landscape, accurately recording current state applications and platforms. Shape the development of Austrade’s future state architecture in alignment with agreed strategies and roadmaps.
- Within a change program, liaises with Enterprise and Business architects, project staff and other key stakeholders to lead preparation of technical plans and architectures, and ensures that appropriate technical resources are made available.
- Lead and provide advice on technical aspects of solution development and ensures relevant technical strategies, polices, patterns and standards are applied

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	Dion Neggers, +61 (7) 3364 7780
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764839

Austrade

Closing Date:Sunday 23 November 2025

Corporate Services
Digital and Technology Services Digital Architecture and Platforms

Job Title	Solution Developer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$117,157 - $131,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6058_11/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is looking for a Solution Developer to implement new business solutions as part of its digital transformation program. The program will deliver new services using cloud platforms such as Azure, Dynamics 365 and bespoke web apps.

The successful candidate will be working within a multi-disciplinary team using agile principles and practices to deliver client-centred solutions, as well as working closely with other developers and the platform architect to build technical capability to a high standard, using agile delivery and DevOps principles.

Duties

- Undertake software development with a particular focus on Dynamics CRM and C#.Net
- Perform system analysis, investigate technical problems, document relevant issues and provide recommendations
- Liaise with business users and project stakeholders on technical and non-technical matters as required
- Work closely with team members and contribute to team process and skill improvements
- Provide guidance and review work of other junior team members

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	Ethan Weatherfield, +61 (2) 6201 7446
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764986

Austrade

Closing Date:Sunday 30 November 2025

Job Title	Management Accountant
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$101,322 - $110,006
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 6
Position Number	6067_11/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Finance Branch is looking for talented individuals to fill an APS 6 Management Accountant role within the Finance Business Partnering team. You will provide financial support and advice to business areas and assist with the Group level internal budget processes.

Your strengths will be your strong client focus and commitment to providing effective, professional service to your Austrade colleagues. You will have highly developed organisational skills, ability to manage competing priorities, meet deadlines and have excellent attention to detail. Your capacity to respond positively to change will ensure you can operate in our fast- paced work environment. If you are motivated to achieve results and enjoy working collaboratively in a small team environment – this role could be for you.

Duties

- Supporting the Finance Business Partner in collaborating with business areas to maintain financial forecasting, budgets and reporting in support of comprehensive financial management.
- Assist in the preparation of financial forecasts and annual budget allocations.
- Support the month end financial processes including undertaking analysis, posting journals and running reports.
- Update cost centres, reporting structures and internal order numbers.
- Prepare and present budget reports to senior management and external stakeholders.

- Be a liaison point for engagement with the business to provide support from the broader Finance team.

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	Chris Weenink, +61 (2) 939 22029
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764820

Australian Secret Intelligence Service

Closing Date:Monday 24 November 2025

Not specified
Not specified

Job Title	Manager, Change and Transition
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$145,137 - $169,572
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite Canberra based role
Classification	Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ABOUT US

ASIS is Australia’s overseas secret intelligence collection agency. Its mission is to protect and promote Australia’s vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia’s coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

WHAT WE OFFER

• A competitive salary

• A career with a difference making a direct contribution to Australia’s national security

• A unique working environment where the work is stimulating and our people matter

• Ongoing training and personal development opportunities

• Ongoing employment with opportunity for part-time or flexible work hours

• Generous leave provisions

ROLE

The Manager, Change and Transition plays a pivotal role in leading and coordinating change initiatives that prepare ASIS people, workplace and systems for major transformation. This includes the governance and assurance around modernising ways of working, updating policy and processes and aligning technology strategy with future organisational goals. The role requires strategic foresight, stakeholder engagement and the ability to drive cultural and operational readiness across the Service.

This role is office based in Canberra.

Duties

The following is an overview of key responsibilities and tasks:

• Strategic Change Leadership

o Shape and implement a multi-year change and transition roadmap aligned with ASIS’s corporate plan and transformation strategy.

o Lead initiatives that develop people capability and confidence through the evolution of workplace culture, digital capability, and operational agility.

• Workplace and People Readiness

o Facilitate people capability uplift through training, communication, and engagement strategies.

o Oversee readiness planning for physical infrastructure changes, including building upgrades and logistics staging planning points.

• Policy, Process and Technology Alignment

o Collaborate with policy, information management, HR and ICT teams to modernise internal processes, records management and system alignment.

o Support the development of a future-focused technology strategy that enables transformation goals.

• **Stakeholder Engagement and Communication**

o Build and sustain productive relationships across divisions, external partners and transformation offices.

o Develop and deliver targeted communication and change management plans to support staff through transition phases.

• **Monitoring and Evaluation**

o Establish metrics and feedback loops to assess change, transition and logistics readiness and change-related risks.

o Adjust plans based on stakeholder input and evolving organisational needs.

o Track and assess benefits realisation by creating clear metrics aligned to change objectives.

CORE SKILLS, EDUCATION, QUALIFICATION AND EXPERIENCE REQUIREMENTS

The following is an overview of skills and experience required to succeed in the role:

• Proven experience in organisational change management or large-scale transformation programs.

• Experience in designing and implementing innovative workplace solutions that prioritises employee needs and enhances the overall work experience.

• Strong communication and interpersonal skills, with the ability to collaborate with stakeholders at various levels.

• Demonstrated ability to apply structured project and/or change management frameworks to successfully implement initiatives.

• Qualifications in change management, project management or related fields.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn’t align perfectly, we encourage you to apply.

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764822

Australian Secret Intelligence Service

Closing Date:Monday 24 November 2025

Not provided
Not provided

Job Title	Security Specialists
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$116,245 - $169,572
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite Canberra based role and involves travel
Classification	APS Level 6;Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ABOUT US

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

WHAT WE OFFER

•A competitive salary

•A career with a difference making a direct contribution to Australia's national security

•A unique working environment where the work is stimulating and our people matter

•Ongoing training and personal development opportunities

•Ongoing employment with opportunity for part-time or flexible work hours

•Generous leave provisions

THE OPPORTUNITY

Security is a key part of ASIS business and we employ a range of security specialists. ASIS is currently looking for Security Specialists to fill a range of current and future vacancies across the following areas:

•Physical Security (Level 6 and Executive Level 1)

•Technical Security (Level 6)

•Electronic Security Systems (Level 6)

The roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects and will be able to meet tight deadlines and work to support ASIS priorities.

Whilst Canberra based, these positions involve travel to a broad range of domestic and overseas locations and sometimes at short notice.

Duties

Physical Security - Level 6

The Physical Security Supervisor – Projects will lead their team in managing site security assurance activities and implementing strategies to manage construction security risks including developing policies, procedures and training modules for successful delivery of projects. They will provide advice on security matters throughout the project life cycle, including planning, design, construction and possession of ASIS facilities. The role involves establishing and enhancing stakeholder relationships while aligning with

organisational priorities and managing and making effective use of individual and team capabilities to provide specialised security service. They will also be responsible for ensuring that security elements meet the physical security requirements and do not compromise the ability to achieve SCIF accreditation.

SKILLS / QUALIFICATIONS / EXPERIENCE

•Ability to lead and work as part of a team, make sound decisions under limited direction, and provide advice and support to staff and project managers, in accordance with relevant security policy and guidelines;

•Demonstrated ability to establish, enhance and promote effective stakeholder relationships to achieve operational outcomes;

•Proven WHS experience in site safety and risk management, including ability to identify security incidents, investigate and manage the response as required;

•Expertise and in-depth knowledge of Physical security, Construction security and construction documentation;

•Demonstrated current knowledge of physical and technical security policies and practices including the Protective Security Policy Framework (PSPF);

•A Diploma in Security, a Cert IV in Government Security, or other security qualification training

Physical Security – Executive Level 1

The Manager, Physical Security will provide high quality physical security advice in accordance with Government standards, policy and procedures. The Manager will deliver specialist security risk management services and conduct activities in support of security outcomes. They will lead the management of physical security projects, overseeing the construction security of large projects, including documentation, staffing and risk management. In addition, they will lead the planning and implementation of the construction security assurance program ensuring compliance with accrediting organisations. The role also involves managing the Physical security teams and its resources.

SKILLS / QUALIFICATIONS / EXPERIENCE

•Demonstrated skills and expertise in security risk management, in particular security risk assessment and physical security;

•Highly developed verbal and written communication skills, including the demonstrated ability to produce detailed technical reports, make formal presentations to large groups as well as one-on-one briefings and represent the team/organisation;

•Relevant qualifications in management and knowledge of the Protective Security Policy Framework (PSPF) and associated policies and procedures will be preferred.

Technical Security - Level 6

As a Technical Security Specialist, you will assist with management and delivery of technical security risk services in support of projects. Working as part of a team they will undertake day to day inspections to ensure compliance with security assurance activities. In addition, the Specialist will undertake planning, design, management, execution and reporting of test plans and procedures using appropriate testing tools and techniques. Work undertaken will be complex in nature and will require guiding others and exercising autonomy in managing key areas of responsibility. They will exercise initiative and judgement in the interpretation of policy and the application of practices and procedures. The role also involves supporting the Manager in strategic policy and decision making to enhance ASIS’s robust technical security culture and contributing to formal reporting including reporting for key internal and external stakeholders.

SKILLS / QUALIFICATIONS / EXPERIENCE

•High level knowledge and understanding of current Australian Government security arrangements, including the Australian Protective Security Policy Framework and demonstrated ability to implement security policies;

•Diploma or Certificate in Government Security and/or Risk Management;

•Technical Surveillance Countermeasure (TSCM) qualification or relevant experience;

•Degree/Certificate 3 or 4 in Electronics or Technical trade or Defence Electronic or Technical training;

•Qualification in RF communications or related discipline;

•Qualification in ESS or related discipline;

•Effective written and verbal communication skills including demonstrated ability to produce technical documentation to support capability acquisition and sustainment activities;

•Ability to contribute to continuous process improvement.

Electronic Security Systems - Level 6

As an Electronic Security System specialist, you will assist with the management and delivery of electronic security services in support of projects. The team is responsible for undertaking work that is complex and technical in nature such as installation, configuration, and management of security systems domestically and internationally. The role involves exercising initiative and judgement in the interpretation of policy, standards and in the application of practices and procedures within a high security environment. In addition, they will provide detailed technical, professional and/or policy advice in relation to complex security systems and facilities. They will deliver strategic planning, program and project management and policy development.

SKILLS / QUALIFICATIONS / EXPERIENCE

•Qualifications and/or equivalent experience in either Electrical, Security or Information Technology.

•Previous experience in the provision and maintenance of security systems, including Type 1(A), Access Control and CCTV systems.

•A demonstrated experience in supporting and configuring Microsoft Windows installations.

•Demonstrated experience in working within a client services area to provide technical support to end user clients.

•An understanding of the PSPF and ISM as they relate to electronic security systems

•Ability / willingness to travel for extended periods both domestically and internationally.

•Ability to obtain, or currently hold qualifications such as White Card, Working at Heights, Asbestos Awareness Card.

We are dedicated to building a diverse and inclusive workforce, so if you are excited about this role but your past experience doesn't align perfectly, we encourage you to apply.

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764859

Australian Secret Intelligence Service

Closing Date:Monday 24 November 2025

Job Title	Network Engineer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$171,497 - $202,365
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Australian Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS employs people in a wide range of roles, including technologists. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people who will be able to meet tight deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination, administration and technical skills, excellent verbal and written communication skills; and, strong stakeholder engagement and influencing skills. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Years Day, 15% employer superannuation contribution and generous paid maternity/paternity leave. Full and part time positions as well as flexible work hours can be negotiated.

All positions are office-based and located in Canberra.

ASIS is seeking innovative EL2 Network Engineers who are passionate about delivering cutting edge technology.

Duties

Key Responsibilities and Tasks

Outlined below are the key areas of responsibility for EL2 Network Engineer:

· Provide operational support and improvements to ICT Infrastructure, which may include:

o Conduct research, analysis, planning, monitoring and maintenance of ICT systems

o Undertake installation work, both in Australia and Overseas

o Provide after-hours support to users as part of rostered On-call arrangements.

· Lead development or support activities within a team environment

· Review, design, update and build documentation

· Support and manage organisation priorities and effort

· Support and mentor Infrastructure Engineers with technical design planning and implementation

· Use monitoring and management tools to support performance, availability and capacity planning

· Provide subject matter expertise to team members and advice to senior management and other staff in the development of new capabilities

Core Skills / Education, qualification and experience requirements

We are looking for knowledgeable IT professionals with a background/experience in a range of ICT disciplines with **one or more** of the following:

Network Engineering

Experience in **one or more** of the following:

· Cisco software defined environments (SDWAN), containerisation, hyper-converged Datacentres, and global WANs

- Detailed knowledge of networking, telecommunications infrastructure, wireless communication standards and associated security standards and considerations

· Experience supporting and designing network systems using hardware such as Cisco/Juniper routers, switches and firewalls

· Experience supporting and designing unified Voice and Video systems using Cisco technologies

· Experience in Datacentre networking technologies such as Cisco ACI or NSX-T

· Experience in deploying system monitoring, performance optimisation and process improvements

· WAN acceleration, ideally using Riverbed equipment

· Exposure / skills / experience in supporting internet and cloud-based technologies, principles and environments

· Experience in the design and operations of Satellite communications systems

Experience in the following would be beneficial, but not essential:

· Exposure to networks using commercial and government grade cryptographic equipment

· Multiple Cisco Certified Network Professional (CCNP) certifications

· Cisco Certified Internetwork Expert (CCIE) certification

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764861

Australian Secret Intelligence Service

Closing Date:Monday 24 November 2025

Job Title	Server Engineers
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$105,013 - $133,968
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Australian Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS employs people in a wide range of roles, including technologists. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people who will be able to meet strict deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination and self-administration skills and excellent verbal and written communication skills. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Year's Day, 15.4% employer superannuation contribution, access to flex time (up to Level 6 only) and generous paid parental leave. Full and part time positions as well as flexible work hours can be negotiated.

All positions are office-based and located in Canberra.

These roles require the successful applicant to obtain and maintain a Security Clearance.

Role: Server Engineers – (L5-L6)

We are seeking Server Engineers with the requisite skills and experience who are excited about applying their skills across a variety of operational and corporate technology areas in a fast-paced and complex global environment. These roles will see you providing essential services to ASIS as you work within highly experienced teams.

You will be provided with training, support and mentorship required to develop and grow your skills to further your career. These roles will include an on-call roster for out-of-hours technical response and the opportunity for domestic and overseas travel.

Duties

Key Responsibilities and Tasks

Outlined below are the key areas of responsibility for L5-L6 Server Engineers:

· Sustain, enhance and manage critical infrastructure in LAN/WAN, internet, desktop, SOE, server, virtualization and cloud environments

· Diagnose and resolve problems quickly and be able to communicate outcomes with technical and non-technical users.

· Be willing to learn new technologies and work collaboratively in a team environment.

· Support senior engineers with design, build and test of network components.

· Assess, automate and simplify workloads where possible.

· You will be provided with training, support and mentorship to develop and grow your skills to further your career. Both roles include an on-call roster for out-of-hours technical response and the opportunity for domestic and overseas travel.

We have positions open at Level 5 and Level 6.

A candidate at Level 5 would be expected to have one to two years real work experience and will be working under some supervision.

A Level 6 candidate would be expected to have four or more years' experience and operate with limited supervision from a senior officer.

Core Skills / Education, qualification and experience requirements

For Server Engineers, experience in **one or more** of the following:

- VMWare Virtualized software defined environments, containerisation and hyper-converged Datacentres.
- Enterprise Microsoft Active Directory forests, messaging, file services, and remote branch office solutions
- Cloud administration with experience supporting IaaS, PaaS and SaaS platforms (Google, Amazon, Microsoft)
- Environment patching, firmware upgrades, monitoring systems for capacity consumption and planning, and environment trending
- Virtual Desktop Infrastructure Including Horizon VDI and Citrix
- Automation and scripting using tools such as PowerShell

Experience in the following would be beneficial, but not essential:

- Microsoft Exchange
- Desktop and SOE support and development

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764863

Australian Secret Intelligence Service

Closing Date:Monday 24 November 2025

Job Title	Network Engineers
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$116,245 - $169,572
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 6;Executive Level 1
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Australian Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS employs people in a wide range of roles, including technologists. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people who will be able to meet strict deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination and self-administration skills and excellent verbal and written communication skills. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

We offer a competitive salary package, including 22 days annual leave, shutdown between Christmas and New Year's Day, 15.4% employer superannuation contribution and generous paid maternity/paternity leave. Full and part time positions as well as flexible work hours can be negotiated.

All positions are office-based and located in Canberra.

This role requires the successful applicant to obtain and maintain a Security Clearance.

Role: ICT Network Engineers (L6-EL1)

We are seeking experienced Network Engineers with the requisite skills and experience who are excited about applying their skills across a variety of operational and corporate technology areas in a fast-paced and complex global environment. These roles will see you providing essential services to ASIS as you work within highly experienced teams.

You will be provided with training, support and mentorship required to develop and grow your skills to further your career. These roles will include an on-call roster for out-of-hours technical response and the opportunity for domestic and overseas travel.

Duties

Key Responsibilities and Tasks EL1

Outlined below are the key areas of responsibility for EL1 Network Engineer:

· Provide operational support and improvements to ICT Infrastructure, which may include:

o Conduct research, analysis, planning, monitoring and maintenance of ICT systems

o Undertake installation work, both in Australia and Overseas

o Provide after-hours support to users as part of rostered On-call arrangements.

· Lead development or support activities within a team environment

· Review, design, update and build documentation

· Support and manage organisation priorities and effort

· Support Senior Infrastructure Engineers with technical design planning and implementation

· Use monitoring and management tools to support performance, availability and capacity planning

· Provide subject matter expertise to team members and advice to senior management and other staff in the development of new capabilities

Key Responsibilities and Tasks L6

Outlined below are the key areas of responsibility for L6 Network Engineers:

· Sustain, enhance and manage critical infrastructure in LAN/WAN, internet, cloud environments and data communications network environments.

· Diagnose and resolve problems quickly and be able to communicate outcomes with technical and non-technical users.

· Be willing to learn new technologies and work collaboratively in a team environment.

· Support senior engineers with design, build and test of network components.

· Assess, automate and simplify workloads where possible.

· You will be provided with training, support and mentorship to develop and grow your skills to further your career. Both roles include an on-call roster for out-of-hours technical response and the opportunity for domestic and overseas travel.

A Level 6 candidate would be expected to have four or more years' experience and operate with limited supervision from a senior officer.

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to

national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764864

Australian Secret Intelligence Service

Closing Date:Monday 24 November 2025

Job Title	Manufacturing Specialists
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$97,148 - $133,968
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

Job Description

https://www.asis.gov.au/Careers/Current-Vacancies/

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Australian Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS employs people in a wide range of roles, including technologists. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people who will be able to meet tight deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination and administration skills, excellent verbal and written communication skills; and, strong stakeholder engagement and influencing skills. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Year's Day, 15.4% employer superannuation contribution, access to flex time (up to Level 6 only) and generous paid parental leave. Full and part time positions as well as flexible work hours can be negotiated.

All positions are located in Canberra.

Role: Manufacturing specialists - assorted Trades (L4-L6)

ASIS is seeking manufacturing specialists to join a small team that provides a variety of bespoke capabilities to support ASIS operations. We are seeking CNC machinists, tool makers, textiles specialists, special effects silicone artists and other professions and trades who can contribute to the manufacture of highly sensitive and unique capabilities that provide ASIS with an operational advantage.

This is an exceptional opportunity to apply your expertise and creativity to help further Australia's interests and security. Working for ASIS Operational Engineering, you will engage with highly trained and experienced Operational Officer Cadres to solve complex operational problems. You will have access to a large variety of technologies, tooling and techniques, and the unique potential to engage with the National and 5EYES intelligence community on cutting edge training and methodologies. We will help you to further develop your expertise in your chosen field, as well as provide extensive opportunities to broaden your knowledge and skillsets across a wide range of manufacturing techniques.

We build our products with leading edge technologies in a well-equipped and maintained modern facility. As a member of a small motivated team within ASIS, the successful applicant will be involved in the design, manufacture, testing and integration of bespoke operational solutions to support ASIS's mission.

Duties

What we are looking for:

The successful applicant would demonstrate an ability to:

· Work well within a small team

· Engage with operational officers and other stakeholders to identify requirements and scope tasking

· Lead or contribute to the design of operational solutions

· Lead or contribute to the development and manufacture of operational solutions

· Lead or contribute to assembly and testing of operational solutions

· Contribute to the operation of a modern manufacturing workshop, including machine/equipment maintenance, stock management and purchasing, and assisting with new procurements

· Maintain industry awareness and contribute to strategic capability planning

Core Qualifications and experience that would be beneficial:

· Trade Certificate or Degree from an approved institution, including but not limited to:

o CNC Machinist

o Fitter Turner

o Boiler Maker

o Tool maker

o Dress/Pattern Maker

o Saddlemaker

o Cobbler

o Cabinet/furniture maker

o Composite Technician

o Casting and Moulding Engineer / Artist

o Fine Arts

o Jeweller

· Demonstrated industry experience in one or more of the following:

o CNC and manual machining

o Sheet metal work, metal forming, and welding

o Textiles and leatherwork

o Woodwork

o Design & Modelling

o Fibreglass, plastics and composites

o Moulding and casting (metal/plastics/other)

o Painting and finishing

o Film special effects, hair and make-up

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764865

Australian Secret Intelligence Service

Closing Date:Monday 24 November 2025

Job Title	Electronics Specialists
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	$97,148 - $133,968
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	.
Agency Website	https://www.asis.gov.au

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Australian Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

ASIS employs people in a wide range of roles, including technologists. These roles require dynamic team players who enjoy working with stakeholders, team members and individually on projects. ASIS is looking for people who will be able to meet tight deadlines and work to support ASIS priorities. Successful candidates will have excellent coordination and administration skills, excellent verbal and written communication skills; and, strong stakeholder engagement and influencing skills. Relevant tertiary qualifications and demonstrable experience will be highly regarded.

ASIS is a diverse and inclusive workplace, where our people are empowered through authenticity and a sense of belonging to achieve their potential and contribute to a shared purpose and mission. We seek to reflect the community we serve, and welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with a disability, neurodiverse, people from culturally and linguistically diverse backgrounds and those who identify as LGBTIQA+.

We offer a competitive salary package including 22 days annual leave, shutdown between Christmas and New Year's Day, 15.4% employer superannuation contribution, access to flex time (up to Level 6 only) and generous paid parental leave. Full and part time positions as well as flexible work hours can be negotiated.

All positions are located in Canberra.

Role: Electronics specialists (L4-L6)

ASIS is seeking specialists to join a small team that provides a variety of bespoke capabilities to support ASIS operations. We are seeking electronics technicians and related trades who can contribute to the manufacture of highly sensitive and unique capabilities that provide ASIS with an operational advantage.

This is an exceptional opportunity to apply your expertise and creativity to help further Australia's interests and security. Working for ASIS Operational Engineering, you will engage with highly trained and experienced Operational Officer Cadres to solve complex operational problems. You will have access to a large variety of technologies, tooling and techniques, and the unique potential to engage with the National and 5EYES intelligence community on cutting edge training and methodologies. We will help you to further develop your expertise in your chosen field, as well as provide extensive opportunities to broaden your knowledge and skillsets across a wide range of manufacturing techniques.

We build our products with leading edge technologies in a well-equipped and maintained modern facility. As a member of a small motivated team within ASIS, the successful applicant will be involved in the design, manufacture, testing and integration of bespoke operational solutions to support ASIS's mission.

Duties

What we are looking for:

The successful applicant would demonstrate an ability to:

· Work well within a small team

· Engage with operational officers and other stakeholders to identify requirements and scope tasking

· Lead or contribute to the design of operational solutions

· Lead or contribute to the development and manufacture of operational solutions

· Lead or contribute to assembly and testing of operational solutions

· Contribute to the operation and maintenance of modern manufacturing workshop and laboratory environments, including machine/equipment maintenance, stock management and purchasing, and assisting with new procurements

· Maintain industry awareness and contribute to strategic capability planning

Core Qualifications and experience that would be beneficial:

We are particularly interested in candidates with a versatile skillset demonstrating proficiency in the design, fabrication, testing and integration of electronic systems.

· Desirable – formal qualifications from an approved institution, including, but not limited to the following fields:

o Electronics Trades

o Electrical Trades

o Automotive Electrical

o Telecommunications

o Avionics / Marine

· Highly Desirable – experience with:

o Integration of electronics in complex builds

o CAD software (particularly Solidworks) and detailed design prototyping

o Radio Frequency (RF) principles and application

o Micro Soldering and Component Assembly

o Microcontrollers, for example Arduino / RPi / STM / PIC

Eligibility

Candidates must be Australian citizens.

The successful candidate will be required to obtain and maintain the highest-level security clearance.

Notes

REASONABLE ADJUSTMENTS

All requests for reasonable adjustments will be considered and managed in consultation with you. We will continue to ask you if you require reasonable adjustments at each stage of the process. If you are successful in gaining employment, reasonable adjustments can also be made available to you in performing your role.

About the Australian Secret Intelligence Service

ASIS is Australia's overseas secret intelligence collection agency. Its mission is to protect and promote Australia's vital interests through the provision of intelligence services as directed by the Government. Its work can involve collecting intelligence relating to national security, international relations and economic issues. It also contributes to Australia's coordinated national efforts against terrorism, proliferation of weapons of mass destruction, and trans-national issues such as people smuggling.

To Apply

Position Contact	Not provided, Not provided
Agency Recruitment Site	https://www.asis.gov.au/Careers/Current-Vacancies/

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

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

Foreign Affairs and Trade

Vacancy VN-0764803

Department of Foreign Affairs and Trade

Closing Date:Sunday 23 November 2025

Overseas Property Office and Services

Job Title	Property Officers (various roles)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$98,903 - $111,207
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	On site in Canberra however flexible and work-from-home arrangements can be negotiated on a case-by-case basis.
Classification	APS Level 6
Position Number	0635/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=E036033F-35E1-C223-9D51-E460BE95043A

Applications for this position close at 11.30pm AEDT on Sunday 23 November 2025.

The Opportunities

We are recruiting for APS6 roles within the **Overseas Property Office and Services Division (OPO),** across **Property Planning, Estate and Facilities Management**, and **Project and Program Support**. These roles support the planning, coordination, and delivery of property-related activities across DFAT's global estate, which includes over 1,000 owned and leased properties in 121 overseas locations and a national domestic estate.

Successful candidates may contribute to property management frameworks, property leasing and investment planning or governance processes that ensure the department's overseas property portfolio is fit-for-purpose, sustainable, and aligned with whole-of-government priorities. They may also support the operational management of facilities, ensuring safe, compliant, and efficient environments across the estate.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Our Ideal Candidate

We're looking for high-performing people with skills and experience relevant to property planning and estate management.

Our ideal candidates will possess some or all of the following **Property Officer, Estate and Facilities Management**, or **Project and Program Support** skills and experience:

•Experience in property planning, asset management, commercial property leasing, investment planning or facilities coordination.

•Experience in procurement and contract management in private or public sectors.

•Supporting planning, scheduling, and tracking to ensure timely delivery of projects.

•Be capable of interpreting and applying property-related policies, guidelines, and legislation.

•Able to liaise with internal and external stakeholders, including posts, contractors, partner agencies and service providers.

•Possess strong analytical skills, including the ability to assess property data and actively contribute to planning.

•Preparing high quality reports, briefings, and documentation for senior stakeholders.

•Show initiative and sound judgment in managing competing priorities and delivering outcomes.

•Be comfortable working independently and collaboratively in a team environment.

•Be familiar with risk management frameworks and project reporting tools.

All employees of the department are expected to abide by the APS Values and Code of Conduct and the DFAT Values Statement.

Duties

Your duties and responsibilities will be aligned to the relevant APS Work Level Standards.

Depending on the role being filled, your key duties may include:

Property Officers

•Support the development and maintenance of property plans for DFAT's overseas estate.

•Contribute to asset management plans and leased property reports.

•Assist in inception analysis and prioritisation of property initiatives.

•Monitor performance indicators and contribute to continuous improvement of planning frameworks.

•Draft and review documentation such as business cases, contracts, briefings, and reports.

Estate and Facilities Managers

•Coordinate operational management of facilities across the overseas estate.

•Monitor service provider performance and ensure compliance with contractual obligations.

•Conduct inspections, review and probe systems and records to ensure operational and compliance requirements are met.

•Manage project and/or property related databases and maintain accurate records.

•Support workplace health and safety initiatives and respond to facility-related issues.

•Assist with property lease negotiations, acquisitions and divestments of property (including defining deliverables, analysis of options, milestones and risks).

•Assist in managing leases, operating expenses, and maintenance activities.

Project and Program Support Officers

•Assist in planning and delivery of capital works and property projects.

•Track project progress, budgets, and timelines, and provide updates to senior management.

•Coordinate resources and support procurement processes in line with government policy.

•Document lessons learned and contribute to post-project evaluations.

•Coordinate meetings, prepare agendas and minutes, and follow up on action items.

Eligibility

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

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 Foreign Affairs and Trade

To Apply

Position Contact	Volkan Alasya, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=E036033F-35E1-C223-9D51-E460BE

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Foreign Affairs and Trade

Vacancy VN-0764807

Department of Foreign Affairs and Trade

Closing Date:Sunday 23 November 2025

Overseas Property Office and Services

Job Title	Assistant Director - Property (various roles)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$123,163 - $137,768
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	On site in Canberra however flexible and work-from-home arrangements can be negotiated on a case-by-case basis.
Classification	Executive Level 1
Position Number	0636/2025
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=F9ECBB68-44E7-F4A1-EC5A-E460BEE79ED1

Applications for this position close at 11.30pm AEDT on Sunday 23 November 2025

The Opportunities

We are recruiting for EL1 roles within the **Overseas Property Office and Services Division (OPO)**, focusing on **Project Management, Property Leasing** and **Strategic Property Management**. These roles contribute to the strategic planning, delivery, and management of DFAT's overseas property portfolio, which includes over 1,000 owned and leased properties across 121 overseas locations. These roles ensure fit-for-purpose office spaces, residences and facilities that support Australia's diplomatic missions.

The successful candidates will play a key role in framing and managing capital works projects, lease negotiations, strategic portfolio planning, and governance activities that support Australia's diplomatic missions.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

Our Ideal Candidates

We're looking for high-performing people with skills and experience relevant to the department's enabling services operations.

Our ideal candidates possess some or all of the following **Project Management, Property Leasing** and **Strategic Property Management** skills and experience:

•Possess strong project management capabilities, including planning, procurement, delivery, and reporting of capital works.

•Experience in commercial property leasing, including new leases, renewals, rent reviews, make-good negotiations, acquisitions and divestments.

•Provide strategic property advice to senior management and contribute to long-term portfolio planning.

•Be skilled in financial analysis, budgeting, and cost modelling related to property assets.

•Have well developed stakeholder engagement skills, including with international partners, government agencies, and outsourced service providers.

•Be capable of managing competing priorities and delivering outcomes in complex and sensitive environments.

•Show leadership and initiative in driving strategic property outcomes aligned with departmental and whole-of-government goals.

•Understand government procurement frameworks, property legislation, and compliance requirements.

All employees of the department are expected to abide by the APS Values and Code of Conduct and the DFAT Values Statement.

Duties

Your duties and responsibilities will be aligned to the relevant APS Work Level Standards.

Depending on the role being filled, your key duties may include:

Project Management

•Lead and manage overseas capital works projects, including refurbishment, construction, and relocations.

•Prepare documentation across the project life cycle such as business cases, procurement plans, and risk assessments.

•Monitor and manage project budgets, timelines, and deliverables, ensuring alignment with strategic objectives.

•Provide high-level advice on property investment planning and financial sustainability.

Property Leasing

•Negotiate and manage overseas property leases, including execution, renewals, rent reviews, and make-good obligations.

•Conduct market scans and provide strategic leasing advice for overseas properties.

•Maintain critical dates registers and support property selection and due diligence for new post openings or relocations.

•Provide input into leasing feasibility assessments and compliance with legislation and policy frameworks.

•Undertake acquisition and divestment of overseas properties, delivering efficiencies through reduction of footprint and/or lease savings.

Strategic Property Management

•Contribute to the development of Portfolio Strategic Plans for both owned and leased estates.

•Analyse property data, budgets, and reporting to inform strategic direction and prioritisation.

•Support the development of asset management plans and leased property plans.

•Strengthen governance frameworks and improve portfolio data analytics and reporting.

•Develop and review property-related policies including residential housing, shared space, environmental and heritage guidelines.

•Engage with international partners and DFAT agencies to benchmark and align property policies.

Eligibility

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

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 Foreign Affairs and Trade

To Apply

Position Contact	Bina Chandra, N/A
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=F9ECBB68-44E7-F4A1-EC5A-E460B

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764606

Aged Care Quality and Safety Commission

Closing Date:Monday 24 November 2025

Regulatory Operations Division
ROD Registrar ROD Enabling Services - Quality Assurance, Systems and Process

Job Title	Senior Quality Assurance Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Perth WA, Paramatta SA, Surry Hills NSW
Salary	$96,503 - $108,869
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible work arrangements can be negotiated
Classification	APS Level 6
Position Number	20046250
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=E2C1A6BF-AF20-A2C7-83EC-E44F80BB37C2

The Quality Assurance, Systems and Process team plays a critical role in supporting the Regulatory Operations Division (ROD) by undertaking quality assurance activities of ROD functions and providing recommendations for improvements to policies, processes, systems and training. The team also prepares and maintains process documents and is responsible for providing division-specific system support and managing ROD system improvement requirements and data integrity.

Purpose of position:

The position will be responsible for undertaking internal quality assurance reviews of Regulatory Operations Division functions. Under limited direction, the position will analyse processes, identify system issues and deliver clear, evidence-based findings and recommendations that drive improvements to regulatory operations. The position is also responsible for tracking and monitoring the implementation of accepted recommendations and supports the division’s regulatory objectives by driving improvement in efficiency, consistency, and compliance. The Senior Quality Assurance Officer will take a proactive approach in continuously evaluating the practices and procedures within the Regulatory Operations Division.

Duties

- Lead, coordinate and conduct quality assurance reviews in accordance with applicable legislation, policies and procedures.

- Accurately interpret complex legislation, policies and procedures and effectively apply them to quality assurance activities and outputs.
- Accurately interpret and present qualitative and quantitative data to support findings and recommendations.
- Develop and drive implementation of practical recommendations that align with applicable legislation and policies to address issues identified during quality assurance activities and monitor their implementation.
- Draft high-quality evidence-based reports accurately detailing quality assurance findings and recommendations.
- Communicate quality assurance findings, recommendations and initiatives and influence stakeholders through presentations, meetings and workshops.
- Contribute to the development and maintenance of quality assurance tools, guidance and procedures, including comprehensive frameworks and work instructions.
- Build strong relationships with key stakeholders and collaborate in the planning, execution and ongoing monitoring of quality assurance and continuous improvement activities.
- Provide guidance and support to less experienced/new staff to build capability in quality assurance projects.
- Foster a culture of continuous improvement by proactively identifying opportunities to enhance quality assurance processes and outcomes.

Eligibility

- Strong understanding of legislative, policy and regulatory frameworks, in particular the Aged Care Quality and Safety Commission Act 2018, Aged Care Quality and Safety Commission Rules 2018, Aged Care Quality Standards and Aged Care Act 2024.
- Demonstrated ability to apply administrative decision-making principals or the ability to quickly acquire this knowledge to assess practices, inform decision making, and ensure alignment with the divisional regulatory requirements.
- Demonstrated ability to research, interpret and apply complex procedures under limited supervision.
- Highly developed quality assurance, critical analysis, data interpretation and conceptual skills with the ability to translate complex information for a range of audiences.
- Strong professional written communication skills with the ability to producing high quality, accurate, evidence-based reports and guidance materials that align with relevant legislation, policies and procedures.
- Highly developed oral communication skills including the ability to present complex data in a clear and concise manner in presentations, meetings and workshops.
- Demonstrated experience in process development and refinement, including the ability to identify areas for business improvement and implement practical solutions.
- Demonstrated ability to work autonomously utilising planning and organisational skills to effectively manage multiple projects and tasks to meet strict deadlines.
- Excellent interpersonal skills with the ability to work collaboratively and engage effectively with stakeholders, including the ability to persuade, negotiate and influence stakeholders to support continuous improvement initiatives.
- Ability to provide guidance and support to staff to contribute to team capability and knowledge sharing.
- Demonstrated intermediate skills with Microsoft Office suite including Excel, PowerPoint and Word.

Notes

- Non-ongoing opportunities will be offered for a specified term. Opportunities will be offered for varying periods up to 12 months with the possibility of extension to a maximum of 24 months.
- Merit Pool may be established through this selection process which may be used to fill this or future similar vacancies.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Michael Williams, 07 3569 5203
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=E2C1A6BF-AF20-A2C7-8

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764831

Aged Care Quality and Safety Commission

Closing Date:Sunday 23 November 2025

Corporate
Finance and Property Internal Budgets and Partnerships

Job Title	Finance Business Partner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Parramatta NSW, Adelaide SA
Salary	$96,503 - $108,869
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 office arrangements are approved on a case by case basis
Classification	APS Level 6
Position Number	980_11/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Team

The Internal Budgets and Partnerships Section, part of the Finance & Property Branch in the Corporate Division, supports the Commission's broader internal budget management through the development and management of budgets aligned with the Commission's strategic priorities, risks and outcomes. The team is responsible for supporting business areas manage their finances, through the provision of strategic and operational advice, as well as the delivery of a number of high-quality services including budget development, forecast management, and analysis, insights and reporting.

About the Role

The Finance Business Partner (FBP) will support one of the Commission's Business Divisions through the provision of strategic and operational advice to enable efficient and effective financial management and delivery of business outcomes. Reporting to a Senior Finance Business Partner, the FBP will lead budgeting, forecasting and reporting activities, provide timely and accurate reporting, analysis, insights and advice to assist with decision-making, and provide initial guidance and direction on other financial elements including financial policies, delegations and procurement.

This role involves exercising initiative and judgement to develop high quality financial advice and build the financial literacy across the business area, specific to the unique business requirements. FBPs are responsible for developing and maintaining effective partnerships with business unit leaders, in conjunction with their Senior FBP and the broader Financial & Property Branch.

It is likely that one of these positions will be dedicated to supporting the Digital Branch within the Commission.

Duties

- Supporting the CFO and Director to allocate and manage the Commission's budget, in line with strategic priorities, risks and outcomes.
- Supporting the Senior FBP to inform and develop strategic advice for managing financial performance, budget, and resources across business areas.
- Supporting the Senior FBP in collaboration with business areas to undertake budget development, integrated and aligned with operational plans, and within-year forecast management in support of comprehensive financial management.
- Leading budgeting, forecasting and reporting activities with business areas with the Commission's financial management information system (TechnologyOne).
- Performing other end of month activities, including journals preparation, transaction analysis, variance analysis, explanations and insights, and ad hoc reports production.
- Supporting the Senior FBP in monthly discussions and other ad-hoc financial briefings to senior leaders of business areas.
- Supporting the Senior FBP in providing initial guidance and direction on other financial elements, including financial policies, delegations and procurement, acting as a conduit for business areas to other teams within Finance & Property Branch or broader commission for the services and support they need.
- Contribute to the ongoing continuous improvement activities within the section.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Experience building and sustaining relationships with stakeholders and subject matter experts, both internal and external, to deliver financial outcomes.
- Experience in analysing data/information and providing timely and accurate advice to business areas to support decision making.
- Ability to communicate financial information in a compelling way and appropriately to the needs of different audiences.
- Ability to work effectively in a team to support shared goals and support others to enhance their work.
- Experience working in government and knowledge of PGPA Act and related frameworks and policies, ideally in a financial management and ICT / digital context, is desirable.
- Tertiary qualifications and membership of a relevant professional body (e.g. CA / CPA) is desirable.
- Experience in using the TechnologyOne finance system is desirable.
- Ability to obtain a minimum baseline security clearance.

Notes

- Salary offered will be between $96,503 - $108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:30pm AEDT, 23rd November 2025**.

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Lauren Scott by emailing lauren.scott@agedcarequality.gov.au with Position title in the subject line.

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 Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Lauren Scott, 02 8623 6279
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764879

Aged Care Quality and Safety Commission

Closing Date:Monday 24 November 2025

Corporate
Finance and Property Procurement

Job Title	Assistant Director Procurement & Commercial Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Hobart TAS, Adelaide SA, Melbourne VIC, Perth WA
Salary	$118,588 - $135,251
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 such as part time hours/working from home days may be considered
Classification	Executive Level 1
Position Number	Various
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=E96D19D5-4684-2D9F-808B-E4616EFA0AB1

Finance and Property Group

The Finance and Property Group provides Finance and Property services across the Commission, including the provision of procurement and contract management services and advice. The Procurement and Commercial Services Section takes ownership of the Commission's procurement and contract management framework ensuring we meet our compliance obligations with the Commonwealth Procurement Rules and associated Whole of Australian Government policies.

The Commission is looking for opportunities to optimise existing system and procurement and contract management practices to deliver the best practice and cost-effective solutions. The role supports the group with oversight of governance processes of procurements and contracts, whilst contributing to the development of the Commission's strategic procurement plan and providing specialist advice.

About the Team

Join our supportive team, where your contribution is truly valued. We are part of a dynamic and innovative group that is rapidly growing, filled with passionate individuals who want to make a positive difference in Commission culture and service delivery.

We are seeking talented and motivated people to assist us in progressing key priorities of the group, which includes uplifting contract management and procurement practices within the Commission.

About the Role

As an Assistant Director within the Procurement and Commercial Services section, you will lead a small team of procurement professionals to support the Director, Procurement and Commercial Services, the Chief Financial Officer and the Commission through the delivery of procurement and contract management services and advice.

The role may have a primary focus on either Goods and Services or ICT procurements depending on relevant skills and experience. A broad knowledge in managing various procurement and contract types and approaches (for example RFT, panel, collaborative procurements and Limited Tenders) will be of significant advantage. The role will also provide support to the other procurement streams within the section depending on operational requirements.

You will exercise a significant degree of independence (under the support of the Director of Procurement) and perform an important team leadership role in managing and advising on complex Commission-wide procurement activities as well as supporting and advising on contract

management across the Commission, ensuring these activities are undertaken in a manner that is compliant with the relevant Commission and Australian Government requirements.

Duties

- Act as a key point of contact, and escalation, for the Commission's business areas to engage where required Corporate Division input (Legal Services, People and Culture, Governance and Risk), and ensure business areas efficiently and effectively navigate Consultancy, ICT and other procurements, and enterprise labour hire procurement processes in line with Commission policy and procedures.
- Manage and lead a team of procurement professionals, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Drive continuous business improvement. You will have an eye for opportunity and driving efficiencies particularly strengthening the Commissions internal procurement processes to align and be compliant with the CPRs and associated Whole of Australian Government policies and working collaboratively with the Assistant Director Reporting and Governance to develop and implement new process and procedures.
- Manage, lead and be accountable for procurement planning, tendering and contract formation and initial contract management activities, while ensuring compliance with legislation, procurement policies, processes and procedures.
- Develop and implement procurement related documentation including plans and strategies, risk and performance reviews and other contract documentation in collaboration with other Section and Commission staff.
- Provide input into Procurement and contract reporting in conjunction with the Reporting and Governance team
- Manage, lead and provide expert advice, assistance and services for procurement policy, technical, commercial, legal, financial investigation and other requirements as applicable in order to support procurement and contract management outcomes.
- Translate and apply legal principles, legislative and mandatory policy compliance obligations and critical commercial procurement risk and performance requirements related to procurement and contract management.
- Ensuring that procurement artefacts are recorded and stored appropriately within Commission tools and applications, for example Sharepoint and TechnologyOne.
- Other duties in line with the APS ILS Framework that applies to this position (refer to EL1 Capability Summary).

Eligibility

To be successful in this role you will need to demonstrate the following:

- Provide procurement and contract advice as a trusted specialist to enable effective engagement in tendering processes, including value for money / quality outcomes, contracts, and delivery.
- You will be a motivated and a strong collaborative partner, with extensive experience delivering and advising on complex procurement and contract management activities within the Australian Government environment.
- You must be able to apply practical, sound judgement in achieving procurement and commercial outcomes, understand opportunities and challenges that come from working within a large entity, and contribute to the broader effective operation of the Finance and Property Group, Corporate Division and Commission.
- You will engage in complex problem-solving and identify and manage complex and time-sensitive risks as part of delivering complex procurement and contract management

services and advice that will impact the Commission's strategic, political, financial, and operational outcomes.
- You will also be responsible for building and actively managing key stakeholder relationships within and outside the Agency.
- Demonstrated experience within the Commonwealth government in a similar role is essential, and a formal qualification, or significant experience, in procurement and/or contract management, or other relevant professional qualifications is highly desirable.
- Other duties as assigned
- Be willing to obtain and maintain a minimum of a baseline security clearance

Notes

- Salary offered will be between $118,588 - $135,251 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11.30pm (AEDT) Monday 24 November 2025.**

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to David Hall by emailing david.hall@agedcarequality.gov.au with Position title in the subject line.

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 Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government

aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	David Hall, 02 8831 1113
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=E96D19D5-4684-2D9F-8

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764953

Aged Care Quality and Safety Commission

Closing Date:Wednesday 26 November 2025

Corporate
Digital Digital Enablement Services

Job Title	Technology Sourcing Specialist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$86,204 - $93,226
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible work arrangements including work from home arrangements are negotiated on a case by case basis.
Classification	APS Level 5
Position Number	20043604
Agency Website	

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system.

As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities.

It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

About the Team

The purpose of the Technology Sourcing Team, within the Digital Enablement Services Section of the Digital Group, is to manage and optimise the procurement, deployment, and lifecycle management of digital assets and resources essential for the Commission’s operations, by maintaining accurate inventories, tracking usage, and optimising asset utilisation.

About the Role

This role will play a key role in the development of the technology landscape within the commission. Focussed on hardware devices like computers and infrastructure, this role will take ownership to sourcing and delivering technology to the digital group. Ensuring that the commission remains compliant in its digital requirements and enables its workforce to get the best out of their technology, this role will ensure that procurements are well informed and have a solid value for money proposition. Leading the digital groups technology landscape into the future through a continuous improvement methodology, analytical assessment and reporting functions. This sourcing approach will ensure a robust and secure process of onboarding many types of technology hardware that is compatible with the current architecture. The role will be primarily onsite with the ability to work from home.

Duties

- End to End lifecycle management of the hardware technology landscape at the commission.
- Sourcing devices from a variety of channels and completing assessments, testing, and reporting.

- Logistical and stock management reporting and scheduling.
- Maintaining an accurate repository of devices and related artifacts including but not limited to, user manuals, governance, licensing and process documents.
- Maintain currency of knowledge on current and emerging technologies by monitoring the industry for impacts to the current and future suite.
- Participate and play a key role in procurement exercises and decommissioning activities related to digital hardware.
- Act as an escalation point between the end user service support team and the vendor to resolve technical and sourcing issues.
- Contribute to a continuous improvement system of process development for hardware lifecycle management.

Eligibility

- Demonstrated experience in a technical digital role that has provided exposure to technology and a wide variety of devices.
- ITIL v3 or higher-level qualification and experience utilising a service management system.
- High quality data capture and reporting including generating governance documentation.
- Highly developed skills in Microsoft Office/Teams and other professional applications.
- Problem solving skills, including the capacity to interpret procedures, and exercise initiative, judgement and discretion, when appropriate.
- Sound analytical, interpretive and problem-solving and dispute resolution skills.
- Demonstrated verbal, written, time management and interpersonal communication skills.
- Demonstrated ability to work effectively both independently and collaboratively as part of a team with limited supervision.

Notes

- Salary offered will be between $86,204 - $93,226 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:30pm on 26 November 2025.**

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Tyson Smith by emailing Tyson.Smith@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

For further information about the Quality Commission, office locations and other related resources, please visit https://www.agedcarequality.gov.au

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

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 Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Tyson Smith, 02 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764923

Australian Digital Health Agency

Closing Date:Sunday 23 November 2025

Digital Solutions
Connected Care Conformance and Assurance

Job Title	Director, Conformance Compliance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$143,753 - $170,194
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 arrangements available
Classification	Executive Level 2
Position Number	0632_11/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Role

The Connected Care Branch is seeking a Director, Conformance Compliance (EL2) for a full-time ongoing position. This role leads a team of professionals to deliver high-quality conformance and assurance services in a fast-paced, evolving environment. Reporting to the Branch Manager, the Director works both independently and collaboratively with branch leaders, providing strategic advice and regular briefings to senior management on all matters relating to conformance and assurance. The position requires exceptional communication skills to build and maintain strong relationships with internal and external stakeholders. As a proactive leader, the Director will optimise resources through effective planning and scheduling, manage performance appropriately, and foster a culture of continuous improvement to ensure services remain sustainable and responsive to changing business needs.

Duties

Skills and Experience (Essential Criteria)

- Previous compliance, conformance, or enforcement experience in government.
- Proven ability to lead teams and deliver complex, time-sensitive outcomes in a dynamic environment.
- Strong understanding of conformance and assurance frameworks, with experience implementing continuous improvement initiatives.
- Exceptional communication and stakeholder engagement skills, with the ability to provide strategic advice and manage relationships effectively.

- In-depth knowledge of the Australian digital health sector, particularly the software developer landscape.
- Technical expertise or equivalent experience in information technology, clinical information systems, digital health, computer science, testing, or related fields.

Eligibility

- Ability to obtain and maintain a Negative Vetting 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.
- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.

Notes

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

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 Digital Health Agency

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

To Apply

Position Contact	Sandra Cook, Sandra.Cook@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764939

Australian Digital Health Agency

Closing Date:Sunday 23 November 2025

Digital Solutions
Connected Care Connections

Job Title	Connections Support Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$98,045 - $110,612
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements available
Classification	APS Level 6
Position Number	0629_11/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Connected Care Branch is seeking a **Connection Support Lead (APS6)** for a Full-time ongoing position. The Connections team provides end-to-end implementation support for software developers, healthcare provider organisations, and mobile applications integrating with national infrastructure. The team also develops and supports service model options and requirements for national data hubs. As the Connection Support Lead, you will act as the central coordination point between software developers, internal Agency teams, and external technical partners. This role involves assisting software developers to implement Agency conformance criteria and technical standards, including security requirements. You will also contribute to project and program initiatives, driving process redesign and continuous improvement through active participation in working groups and collaboration across multiple Agency teams.

Duties

Skills and Experience (Essential Criteria)

- Proficiency in implementing conformance criteria, technical standards, and security requirements.
- Strong stakeholder engagement and exceptional communication skills to manage relationships effectively.

- Experience with process redesign, continuous improvement initiatives, and contributing to project and program delivery within digital health setting.
- Knowledge of quality assurance practices, including content QA and proofing to ensure a high standard of user experience.
- Ability to develop and maintain written guidelines and procedures to ensure consistency and accuracy in publication processes.
- Proven experience providing technical support and coordinating with software developers, internal teams, and external partners.

Eligibility

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

Notes

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

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 Digital Health Agency

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

To Apply

Position Contact	Samar Omar, Samar.omar@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764965

Australian Digital Health Agency

Closing Date:Tuesday 25 November 2025

Digital Solutions
Research Analytics and Data Data Strategy and Governance

Job Title	Director, Data Strategy and Governance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$143,753 - $170,194
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 arrangements available
Classification	Executive Level 2
Position Number	0634_11/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

The Research, Analytics and Data Branch is seeking a Director, Data Strategy and Governance (EL2) for a full-time ongoing position. Reporting to the Chief Data & Analytics Officer, this role is responsible for developing and managing the Agency's data policy, strategy and data governance framework as aligned to the Agency's work program; and managing the delivery of the Agency's scope of the My Health Record Research for Public Health Program.

This role will work closely with various business areas across the Agency to provide leadership, subject matter expertise and support to various business areas across the Agency, particularly as related to data strategy and governance. The role is responsible for defining and implementing data maturity uplift, including agency data literacy programs, to address strategic data-related risks throughout the data asset lifecycle. The position supports branches across the agency to ensure that all data held is trusted, secure, and safely accessible, supporting informed decision-making throughout the agency.

Duties

Skills and Experience

- Demonstrated leadership in reform programs, with the capability to design, implement, and embed policy frameworks within complex, multi-stakeholder environments.
- Extensive experience developing and executing data strategies, including spearheading maturity and literacy uplift initiatives, and building persuasive cases for organisational change to enhance data capabilities.
- Thorough knowledge of industry best practices in data strategy, policy, and governance.
- Strong understanding of project management frameworks and methodologies.
- Excellent verbal and written communication skills, with a proven background in providing expert guidance on policy, navigating complex problem-solving, and managing issues for both internal and external stakeholders.

Eligibility

- Ability to obtain and maintain a Negative Vetting 1 security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.
- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.

Notes

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

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 Digital Health Agency

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

To Apply

Position Contact	Mike Lau, Mike.Lau@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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

Health

Vacancy VN-0764933

Australian Institute of Health and Welfare

Closing Date:Sunday 23 November 2025

Chief Information Technology Office
Business and Technology Group

Job Title	ICT Finance and Procurement Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$119,501 - $133,305
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	161_11/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/?jati=9AACDBD9-D245-A915-D255-E462236EF1B7

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

From 1 December 2025 AIHW's organisational structure will change. The Corporate Strategy and Performance Division will be home to all AIHW corporate services. The Information and Communications Technology Group (ICTG) will be part of the Corporate Strategy and Performance Division.

The ICTG is looking for an EL1 ICT Finance and Procurement Manager who will be responsible for managing the ICT budget and procurement practice. This is an important role that will help establish proactive budgeting practices and provide specialised ICT procurement advice. The role also has responsibility for ICT asset management, ensuring the management of our ICT assets is aligned to the AIHW strategic directions.

Under general direction you will:

- Manage the ICT budget, procurement and asset management functions.
- Ensure proactive management of spend against budget, providing updated forecasts and guidance.
- Develop and implement financial reporting processes, tracking plan budgets against actual costs.
- Proactively monitor and track assets and contracts to facilitate
- Conduct complex procurement activities with a focus on ICT and use significant judgement to support compliance, technical advisory services, planning, approaching the market, evaluation and contract negotiations with internal and external stakeholders.
- Provide expert, practical and timely ICT procurement and contract management advice to projects and ICTG unit heads.

- Ensuring high levels of compliance with legislative, financial and administrative frameworks, in particular the Commonwealth Procurement Rules and Public Governance, Performance and Accountability Act 2013.
- Consider and effectively manage competing priorities and strategic directions in line with AIHW goals and objectives.
- Supervise and manage staff and provide expert advice and assistance to team members to ensure that asset management and procurement and commercial policies and procedures are designed and applied to achieve the best possible outcomes.
- Develop and maintain proactive vendor management practices to ensure we continue to achieve value for money and meet AIHW goals and objectives.

Eligibility

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address. Your application must include:

- A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
- Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Kim Riley, 02 6249 5262
Agency Recruitment Site	https://aihwcareers.nga.net.au/?jati=9AACDBD9-D245-A915-D255-E462

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

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

Health

Vacancy VN-0764320

Department of Health, Disability and Ageing

Closing Date:Thursday 20 November 2025

Legal Division
Legal Advice and Legislation Branch Legislation Support Section

Job Title	Principal Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$144,175 - $170,695
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements
Classification	Executive Level 2
Position Number	25-LDIV-30265
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

An opportunity is available at the Legal 2 level within the Legislation Support Section of the Legal Advice and Legislation Branch. The role involves providing specialised legal input and coordination to ensure the successful delivery of these initiatives.

Duties

- Lead and manage legal staff and build team capacity through coaching and performance feedback as well as encouraging career development.
- Contribute to building the capacity and culture of the branch.
- Provide accurate and specialised legal advice including anticipating problems and contributing to issues management in consultation with supervisors.
- Ensure knowledge of and compliance with legislative, financial and administrative frameworks, government decision-making processes and agency guidelines and regulations.

- Liaise with and instruct external legal service providers.
- Strategic planning for longer-term initiatives and monitoring changes in the broader work environment that may impact on work objectives.
- Develop and support complex relationships with internal and external stakeholders.
- Manage customer expectations in relation to timeframes and outcomes.
- Implement work plans for the work area including setting tasks and priorities, managing workflow and allocating resources.
- Comply with Legal Services Directions; all Commonwealth laws and policies; and all Department, Division and Branch policies in the performance of day-to-day work and delivery of legal services and make junior staff aware of their similar obligations.
- Keep accurate records of meetings and oral communications with clients and service providers.
- Effective use of the Content Manager (TRIM) records management system, including ensuring that all files are complete and up to date and easily searchable.

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, Disability and Ageing 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 Baseline security clearance, or hold a current security clearance at an appropriate level.

To be eligible for this position applicants must hold a Bachelor of Law degree or equivalent; Admission as a legal practitioner in an Australian Court; and Eligibility to hold a restricted Government practising certificate.

Notes

Applications close 11:30pm AEDT

Applicants are asked to quote reference number 25-LDIV-30265 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health, Disability and Ageing (DoHDA) 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 by an additional 12 months (cannot exceed 24 months in total).

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	Chris Johnston, 02 5132 1386
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764369

Department of Health, Disability and Ageing

Closing Date:Thursday 27 November 2025

National Mental Health Commission Division
Executive Branch Office of the CEO Section

Job Title	APS Level 6 - Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$98,336 - $110,937
Future Merit Locations	Sydney, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Based in Canberra or Sydney
Classification	APS Level 6
Position Number	25-NMHCDIV-30291
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

The Executive Assistant provides high-level executive support to the CEO and Deputy CEO of the National Mental Health Commission (the Commission). Reporting to the Director of the Office of the CEO, the Executive Assistant coordinates comprehensive executive and administrative support to assist the CEO and Deputy CEO to meet their responsibilities, achieve organisational goals and ensure the efficient operation of the Commission.

Duties

- Managing and prioritising commitments for the CEO and Deputy CEO and providing support with diary management and meeting preparation.
- Providing administrative assistance to the CEO and Deputy CEO, including coordinating travel arrangements, managing expenses and supporting compliance with administrative policies and procedures.
- Acting as a key point of contact for the CEO and Deputy CEO and liaising with internal and external stakeholders, including staff, government stakeholders, corporate support services and mental health sector stakeholders.
- Preparing correspondence, briefing materials and other documents.
- Providing secretariat support for internal and external meetings, including preparing agendas and papers, coordinating meeting logistics and taking minutes.
- Working with the Office of the CEO team to maintain efficient and effective administrative systems, including records and information management processes.
- Supporting the Director of the Office of the CEO with team management, work planning and achievement of performance outcomes.

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 Baseline security clearance or hold a current security clearance at an appropriate level.

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 25-NMHCDIV-30291 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.

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	Lucy Morgan, 0272325423
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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

Health

Vacancy VN-0764912

Department of Health, Disability and Ageing

Closing Date:Thursday 27 November 2025

Regulatory Legal Services Division
Legislation Advice and Freedom of Information Branch Freedom of Information Decision Review Section

Job Title	Executive Level 1 - Assistant Director - Freedom of Information and Decision Review Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	$120,842 - $137,823
Future Merit Locations	Canberra, Sydney, Melbourne, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements can be negotiated
Classification	Executive Level 1
Position Number	25-RLSDIV-30327
Agency Website	

Job Description

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

The Freedom of Information (FOI) and Decision Review Section of the Therapeutic Goods Administration is seeking a motivated and high performing Assistant Director to join their team.

Working under supervision of the Director of the FOI & Decision Review section, the Assistant Director will be required to manage a small team of FOI practitioners processing FOI requests to the TGA, in accordance with the FOI Act 1982. They will also support Internal Review and Information Commission processes as required, as well as providing advice about the operation of the FOI Act and in relation to processing FOI requests

Duties

Leading a small team to manage requests made under the Freedom of Information Act 1982, including:

- Managing TGA FOI requests, including processing requests within the statutory timeframe.
- Managing work streams and work allocations within the FOI and Decision Review team and ensuring that the team is appropriately resourced.
- Ensuring FOI requests are processed to a high standard within relevant statutory timeframes.
- Ensuring requests for internal merits review of regulatory decisions under HPRG legislation (including the Therapeutic Goods Act 1989 (TG Act) and Narcotic Drugs Act 1967 (ND Act) are allocated to decision makers within HPRG in a timely manner and monitoring allocated decisions to ensure that statutory timeframes are met.

Support FOI internal merits review matters, including:

- Supervising the FOI team in relation to managing procedural aspects of the FOI process; and
- Providing training to HPRG officers in relation to good FOI practice, the FOI process and other relevant aspects of FOI, as needed, including in cooperation with legal advisers within the Regulatory Legal Services Division.
- Developing and implementing systems and processes to manage FOI and decision review practices.
- Managing relationships with internal and external stakeholders and HPRG's internal clients, including relationships with practice managers in the Department's Legal Division to support consistency and coordination where appropriate, in relation to FOI and decision review, and to capture and share learnings and identify opportunities to cooperate.
- Developing and providing training on FOI processes for HPRG's internal clients.
- Supporting the Internal Review and Information Commission processes as required, including by assisting with drafting submissions to the IC in response to IC reviews and IC complaints if necessary

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 Baseline security clearance or hold a current security clearance at an appropriate level.

Notes

- Applications close Thursday 27 November 2025 at 11:30pm AEDT.
- Applicants are asked to quote reference number 25-RLSDIV-30327 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	Julia Agostino, (02) 5132 4654
Agency Recruitment Site	https://www.health.gov.au/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764936

Department of Health, Disability and Ageing

Closing Date:Monday 17 November 2025

Job Title	2025 Organ and Tissue (OTA) Advisory Board
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - NSW NSW, Various locations - TAS TAS, Various locations - QLD QLD, Various locations - SA SA, Various locations - VIC VIC, Various locations - ACT ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements may be considered
Classification	Statutory Appointment
Position Number	25-OTA-30266
Agency Website	

Job Description

https://www.health.gov.au/about-us/work-with-us/current-vacancies

AUSTRALIAN ORGAN AND TISSUE DONATION AND TRANSPLANTATION AUTHORITY ADVISORY BOARD – CALL FOR NOMINATIONS

Nominations are invited from suitably qualified persons for the 2026-30 membership of the Australian Organ and Tissue Donation and Transplantation Authority (OTA) Advisory Board. The OTA Advisory Board Deputy Chair and Members are ministerially appointed, and comprise of representatives with a mix of clinical, research, public health and advocacy expertise for organ and tissue donation and transplantation. Terms of appointment are for up to 4 years, commencing 1 January 2026.

Nominations close 17 November 2025.

The OTA was established in 2009 by the Australian Organ and Tissue Donation and Transplantation Authority Act 2008 (OTA Act).

The OTA, on behalf of the Australian Government, leads the national DonateLife program to increase organ and tissue donation and transplantation in partnership with the DonateLife Network, state and territory governments, the donation and transplantation sectors, the eye and tissue sectors, hospitals, community organisations and the public.

Duties

The OTA Advisory Board's primary function is to provide advice to the OTA CEO on the objectives, strategies and policies of the OTA, the performance of the OTA, and organ and tissue donation and transplantation matters.

Further information on the membership and the current OTA Advisory Board can be found here: O ur Advisory Board | DonateLife

Eligibility

Who Should Nominate?

Nominees should have recognised skills and experience in fields relevant to organ and tissue donation and transplantation as specified in the OTA Act. The nominees must have experience in, or knowledge of, at least one of the following fields:

a) public or health leadership or administration;

b) clinical expertise in organ or tissue donation and transplantation;

c) business management;

d) community leadership and engagement in relation to organ or tissue donation and transplantation matters;

e) promotion of organ or tissue donation and transplantation matters;

f) health consumer advocacy;

g) any other field that the Minister considers appropriate.

OTA Advisory Board members including the Chair, Deputy Chair and Members are appointed as individuals based on their expertise and not as representatives of a particular organisation.

The OTA Advisory Board are expected to meet at least four times each financial year. Advisory Board members are paid the remuneration that is determined by the Remuneration Tribunal, in accordance with the Remuneration Tribunal Act 1973.

Please refer to further details provided in the 'Information for Nominees' documents.

Nomination and Appointment process

Appointments are made by the Minister responsible for organ and tissue donation and transplantation and are up to a period of 4 years. To nominate for membership of OTA Advisory Board for 2026-2030, please refer to the ‘Information for Nominees’ document and provide the required information through the Department of Health, Disability and Ageing’s recruitment portal.

Please note that the nomination, selection and appointment process involves consultation with state and territory health Ministers’ and is expected to take several months.

Nominations must be received by 17 November 2025.

Further information can be obtained by contacting the Department of Health, Disability and Ageing via email to organandtissue@health.gov.au (Subject line: OTA Advisory Board – call for nominations).

Notes

Applications

Your application should be submitted via the Department of Health and Aged Care jobs list.

Applications should include:

- indication of the position/s you would like to be considered for
- a current curriculum vitae
- a short biography (no more than 200 words), outlining your relevant field of expertise for membership on the OTA advisory board. If appointed, a short biography will be published on the OTA website.
- contact details of referee/s
- your phone, email and postal contact details.

The Department of Health, Disability and Ageing collects personal information from you in order to manage your appointment or engagement as an OTA Advisory Board member and to communicate with you about advisory board business.

The Department anticipates that new members will be appointed in Quarter 1 2026.

Enquiries can be made by email to organandtissue@health.gov.au.

Applications must be received by close of business (Canberra time) on 17 November 2025.

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	organandtissue@health.gov.au, organandtissue@health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764833

National Health and Medical Research Council

Closing Date:Thursday 20 November 2025

Technology and Data Grant Systems

Job Title	Administration Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$79,571 - $84,073
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements
Classification	APS Level 4
Position Number	41-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is seeking an experienced and high performing candidate to fill the role of Administration Assistant to support the team in the delivery of NHMRC's Sapphire grants management solutions and supporting applications.

Duties

As the Administration Assistant, you will provide a high level of administrative support with a diverse workload. This position requires a team oriented and highly motivated individual with excellent organisational skills who can work under general direction. Working with the direct report, the successful candidate will be required to:

- Provide support to the Grant Systems Section.
- Provide information and draft replies to straightforward queries.
- Draft briefs and reports.
- Provide advice and procedural guidance to staff and stakeholders on routine matters.
- Assist in the coordination of responses to requests for information.
- Contribute new ideas, including the identification of opportunities to improve the efficiency of business processes.
- Assist in identifying system issues and contribute to the resolution of issues and problems.

- Draft and publish system communications to internal and external stakeholders.

Core capabilities

The successful candidate will demonstrate the following capabilities:

- Ability to organise and manage records.
- Ability to work in a team.
- Ability to build and maintain strong relationships.
- Planning and organisational skills.
- Outstanding communications skills, both written and verbal.

For more information about the role refer to the Job Description.

Eligibility

To be eligible for a position at NHMRC, you must be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to obtain and maintain a Baseline security clearance and undertake a Nationally Coordinated Criminal History Check.

Notes

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people and people from Culturally and Linguistically Diverse backgrounds.

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than $1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Triet Le, 02 6217 9234
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Health

Vacancy VN-0764890

National Health and Medical Research Council

Closing Date:Sunday 07 December 2025

Research Quality and Advice Grant Systems

Job Title	Executive Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$194,404 - $240,005
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible Working Arrangements
Classification	Senior Executive Service Band 1
Position Number	36-2025
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

The National Health and Medical Research Council (NHMRC) is looking for a visionary and collaborative leader to fill the role of Executive Director for our Research Quality and Advice branch.

This senior role is responsible for driving initiatives that strengthen the research ecosystem and enhance public confidence in health and medical research. You will also lead work to translate the latest research evidence into health policy and clinical practice and ultimately drive improvements in health outcomes for the Australian community.

This is an opportunity for a motivated individual to be a part of NHMRC's Executive team and provide strategic leadership to the agency.

Duties

The ideal candidate will demonstrate strategic leadership, a forward-looking mindset, and personal drive and integrity. You will have sound judgement in navigating complex and sensitive environments, balancing risk with opportunity. You will demonstrate the practice of values-based leadership that nurtures a high-performing, agile and psychologically safe workplace where people are empowered to deliver their best work. You will bring a commitment to maintaining a culture that values integrity, excellence, innovation, collaboration, inclusion and transparency.

In this role, you will cultivate trusted partnerships across government, engage effectively with the community, researchers and research organisations, and lead initiatives that enhance research quality, integrity, equity and evidence-informed decision making. You will work effectively with a range of expert advisory committees with diverse membership, including NHMRC's Council, and expert committees in public health, Indigenous health, ethics and research integrity.

You will lead expert teams to deliver high-quality outcomes, including complex and sometimes highly technical advice and development of guidelines. You will champion innovation and future readiness, embracing new technologies and data stewardship to improve the efficiency and effectiveness of delivery and enhance outcomes. While deep technical expertise is not required, you must demonstrate the capability to quickly acquire and apply knowledge, and to lead expert teams to deliver high-quality outcomes.

As a small agency, you will contribute directly to the agency's senior leadership team, including strategic planning, risk oversight and management, audit and assurance, and whole of agency performance monitoring and reporting.

NHMRC values diversity and inclusion in leadership, encouraging applications from people of all backgrounds, including those with disabilities, First Nations peoples, LGBTIQA+ individuals, mature age applicants, and culturally diverse communities. We especially encourage Aboriginal and Torres Strait Islander people and people with disabilities to apply. Your diverse experiences, perspectives and cultural backgrounds are invaluable in strengthening our ability support high-quality health and medical research outcomes.

Refer to the Candidate Handbook for a complete overview of the role and its core requirements.

Eligibility

To be eligible for a position at NHMRC, you must be an Australian citizen. If successful, you will be required to obtain and maintain a Negative Vetting 1 security clearance and you will also be required to undertake a Nationally Coordinated Criminal History Check.

Notes

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia's leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC's responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC's grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than $1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Prue Torrance, 0436 018 970
Agency Recruitment Site	https://www.nhmrc.gov.au/about-us/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Home Affairs

Vacancy VN-0764968

National Emergency Management Agency

Closing Date:Wednesday 26 November 2025

Business Operations

Job Title	NEMA Director, Business Operations
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$141,759 - $168,716
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 2
Position Number	140409
Agency Website	https://nema.gov.au/about-us

Job Description

https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=140409&company=DIAC&st=AA774EDCE08

About the National Emergency Management Agency:

The National Emergency Management Agency's work has a real impact on the lives of Australians, particularly those living in rural and regional areas.

The National Emergency Management Agency's guiding principle is “Locally led, locally understood and locally implemented” and we bring together local communities, government, non-government and key industry representatives to support disaster recovery and resilience across the country.

Your work will help people who are recovering from natural disasters and prepare them for the future.

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

For further information on NEMA’s purpose, vision and values, please see About us | NEMA

Overview of the Branch and Section:

The Business Operations Section supports NEMA by providing enabling services related to property (including efficient vehicle utilisation), physical and personnel security, business continuity management, shared services and NEMA’s uniforms.

This includes:

- Working with the agency property services provider to maintain the agency’s accommodation arrangements
- Physical and personnel security in line with the Protective Security Policy Framework (PSPF), including duties as the Agency Security Advisor and managing the Security Governance Committee
- Managing NEMA’s shared service arrangements with the Department of Home Affairs, including governance committees, issues management, service level standards and an annual review of the Memorandum of Understanding (MoU)
- Vehicle fleet administration and management, including management of vehicle leases under the Whole of Australian Government Fleet Services Contract and the Fleet Shared Services Agreement
- Coordination of agency uniforms and stationery arrangements, including inventory and supplier management and ordering
- Administering the agency’s business continuity management framework

- Development, implementation and review of business operations policies and training activities which relate to property, security and business continuity.

About the role:

Reporting to the Chief Information and Chief Security Officer, the Director Business Operations works across our geographic footprint to lead a small but effective multi-disciplinary team in the areas of security, property, fleet vehicles, shared services and business continuity to deliver high-quality services which enable NEMA's staff to efficiently perform their critical functions.

The Director Business Operations also performs the role of Agency Security Advisor, providing advice to the Chief Security Officer and managing the activities of the Security Governance Committee.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the higher-risk weather season.

Our ideal candidate:

NEMA is looking for a leader who enjoys working with a small team in a fast-paced environment to deliver quality outcomes that make a difference across the agency. The ideal candidate will be able to provide a small team with outstanding leadership, manage multiple priorities across the range of functions outlined above and balance effective governance with generating enterprise efficiencies.

Experience across all responsibilities is not required, however candidates must be able to demonstrate proficiency and experience in one or more of security, property, shared services and business continuity, and be able to demonstrate their ability to rapidly acquire knowledge of other functions.

The successful candidate will be self-driven and seek to support the key outcomes of the organisation.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

- Stakeholder management - provide high level strategic advice to senior management, and day-to-day operational advice and promotion of best practice property, security and business continuity services; develop and maintain internal and external relationships with stakeholders, by working collaboratively and providing high level support including managing the resolution of issues
- Security - lead the implementation of the PSPF in collaboration with the Chief Security Officer, including management of the agency's security plan to manage enterprise security risks and fostering a positive security culture to realise optimal security maturity; manage physical and personnel security activities in the context of overarching shared services arrangements
- Facilities, accommodation and fleet - oversee the management of NEMA's facilities and accommodation by effectively managing the property portfolio, leases, budgets and routine maintenance, responding to building emergencies; oversee the management and provision of guidance for the approved fleet of NEMA vehicles
- Shared services management - lead and administer the agency's shared services arrangements with the Department of Home Affairs, who provide a range of corporate services to NEMA; this includes an annual review of the MoU, ongoing service standard monitoring and issues management
- Business continuity management - lead and administer the agency's business continuity management framework, continuous improvement ensuring best practice; support and maintain governance arrangements for the Major Incident Response Committee
- Leadership and management - provide outstanding leadership to a small team, and plan and oversee workforce and people management within the work area, ensuring effective resourcing within budget; maintain an inclusive and supportive culture, maximising the benefits of a diverse workforce, and deliver high performance outcomes while adhering to relevant legislation, instruments and policies
- Service delivery - manage the delivery of high-quality services from a property, security and business continuity perspective that support NEMA's functions, identify innovative solutions and recognise opportunities for continuous improvement in the quality and efficiency of enabling services

Role requirements/qualifications:

- Knowledge and practical experience in leading property, security and/or business continuity functions in a government environment and relevant legislative requirements
- Highly developed interpersonal, verbal and written communication skills, including the ability to negotiate and communicate with influence, and the capacity to provide expert advice on a range of matters to senior executives
- Demonstrated ability to think strategically and exercise sound judgement, and to undertake and manage complex projects to completion
- Experience navigating organisational changes whilst driving continuous business improvements, including identifying innovative solutions to deliver efficiency
- Demonstrated ability to lead and manage a geographically dispersed multidisciplinary team to deliver critical corporate service functions
- The ability to obtain and maintain a Negative Vetting 2 level security clearance is required for this role

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen

- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Negative Vetting Level 2 (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

Remuneration: The Agency offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position.

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact Recruitment: recruitment@homeaffairs.gov.au.

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 Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Sandon Morrell, 0466 560 091
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=140

Industry, Science, Energy and Resources

Vacancy VN-0764984

Australian Institute Of Marine Science

Closing Date:Monday 01 December 2025

People & Culture

Job Title	Recruitment and Administration Officer
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD
Salary	$76,454 - $86,147
Future Merit Locations	Townsville
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Flexible Work Arrangements considered including hybrid working (where suitable)
Classification	APS Level 5
Position Number	22007
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

https://careers.aims.gov.au/page.php?pageID=160&windowUID=0&AdvertID=885577

We are seeking someone passionate about people and great service to join our People and Culture team for a 2-year fixed term opportunity. In this customer centric and fast-paced role, you will deliver a range of internal recruitment services and generalist HR administrative tasks to support our diverse and evolving customer needs.

Duties

A typical day will include:

- Acting as first point of contact to internal and external enquiries (employees, managers and candidates), ensuring responsive and excellent service through prioritisation, escalation and resolution of enquiries.
- Creating advertising materials to attract candidates, using various sites, including undertaking candidate searches using recruitment platforms.

- Administering a range of recruitment activities including shortlisting candidates, scheduling interviews, generating letters of offer, facilitating labour hire arrangements and employee onboarding.
- Partnering with hiring managers on their recruiting needs, giving advice and guidance on best practice end to end recruitment activities and processes.
- Maintaining employee record databases (HRIS, ECM and e-recruitment), ensuring accurate transactions, documentation and supporting approvals.
- Performing generalist HR administration tasks including updates to position and employee details, offboarding task facilitation, records keeping, position description review and assessment, and shared inbox management.

Eligibility

We are looking for someone with proven experience in fast-paced administrative roles that deliver high levels of customer and candidate satisfaction. Experience delivering end-to-end recruitment processes or services would be highly advantageous, but not essential to your success in this role. You will have the capabilities to deliver a broad range of recruitment/HR administrative activities and display an ability to focus on solutions and remain calm under pressure. Our ideal candidate will have:

- Experience working in a fast-paced environment with conflicting priorities, with excellent attention to detail, organisational, and problem-solving skills.
- Well-developed interpersonal skills, with the ability to build credibility and rapport quickly with AIMS staff and candidates, and negotiate and influence outcomes.
- An ability to maintain a high level of confidentiality and discretion, and self-manage to meet deadlines.
- Capability to work well independently and as part of a wider team, with a passion to learn and develop.
- Highly proficient using Microsoft 365 suite and systems to support your work. Experience with HRIS systems such as TechOne and/or e-recruitment systems would be advantageous.

Notes

Apply now and join a world leading organisation with attractive working conditions. In line with our Enterprise Agreement, the successful candidate will be rewarded with:

- AIMS AOF Level 3 (3.1-3.5) salary ($76,454 to $86,147 per annum) plus 15.4% superannuation
- Full-time, 2-year Fixed Term opportunity
- Located in Townsville (Qld)
- 9-day fortnight, enjoy a long weekend each fortnight
- Flexible Work Arrangements considered including hybrid working (where suitable)
- Generous and supportive leave entitlements
- Access to Commuter car fleet arrangements to travel to site (in Townsville only)
- Salary Sacrifice opportunities
- Access to Fitness Passport program, offering discounted membership to selected gyms
- Employee Assistance Program

Discover more about Working at AIMS | AIMS.

Please note:

Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS from commencement and for the full term of the appointment, depending on the relevant Department of Home Affairs current policies.

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website www.aims.gov.au. If, after reviewing the position description and selection criteria included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully the deliver the position responsibilities, we encourage you to make an application via our website.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries are to be directed to Alanna McGlinchey, Recruitment Team Lead at a.mcglinchey@aims.gov.au. *Applications must be made through our website per above.*

Applications close: MONDAY, 01 DECEMBER 2025 (11.45PM, AEST).

AIMS acknowledges Aboriginal and Torres Strait Islander peoples as Australia's first scientists. We pay our deepest respects to Elders past, present and future, and the custodians of the land and sea Country on which we work.

About the Australian Institute Of Marine Science

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Alanna McGlinchey, 07 4753 4444
Agency Recruitment Site	https://careers.aims.gov.au/page.php?pageID=160&windowUID=0&Adve

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764834

Australian Nuclear Science and Technology Organisation

Closing Date:Friday 28 November 2025

Financial and Business Support
Corporate Affairs Government Affairs

Job Title	Strategic Project Advisor
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	-
Future Merit Locations	Lucas Heights
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2338
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Strategic Project Advisor

Position Overview

- Tenure | Full Time | $115k - $129k +15.4% super | Salary Sacrificing available

- Sutherland Shire | Hybrid role | Inclusive and Diverse Organisation | childcare centre on site
- Flexible Working Supported | Prime opportunity to manage complex communication projects
- Experts of the nuclear technology industry
- Provide integral communication advice to build strong government relations

About the Opportunity

The Strategic Projects Advisor leads the Organisation’s Corporate Planning Reporting. This includes managing the content creation and regulatory framework of the Corporate Plan and Annual Report.

The position also supports ANSTO’s interactions with the Australian Government (ministerial, parliamentary, departmental and agencies) to promote ANSTO’s reputation and maintain good relationships with key stakeholders.

About You

"We are looking for someone with a background in Government Affairs and Communications and Organisational Strategy who enjoys working in a fast- paced environment and interacting with a diverse range of stakeholders".– Leonie Lamont, Senior Manager Government Affairs

About Us

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

Working with us you will enjoy

ANSTO offers training and development, performance-based salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- 18 days personal/carers leave for each year of service
- 3 days paid leave between Christmas and New Year
- Generous parental leave provisions:

- 18 weeks Parental leave for primary caregiver
- 11 weeks Parental leave for secondary caregiver (with incremental increase to a maximum of 18 weeks effective 01/03/2027)
- Annual flu vaccinations
- Cultural, Naidoc and First Nations ceremonial leave

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

Duties

Your Duties and Responsibilities

- Lead the end-to-end project management of ANSTO’s Corporate Plan and Annual Report, ensuring timely delivery, alignment with strategic objectives, and compliance with regulatory, legislative, and government reporting requirements.
- Contribute to ANSTO’s interactions with political representatives and government departments.
- Manage ANSTO’s engagement and required responses to government, ministerial, parliamentary and departmental enquiries.
- Prepare and co-ordinate briefs, submissions, speeches, reports and policy proposals ensuring consistency of communication and alignment with ANSTO’s strategic priorities.
- Undertake additional duties as required and during periods of leave of other staff.

For full position details please view the Position Description

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact government.liaison@ansto.gov.au. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm 28 November 2025

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

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

To Apply

Position Contact	Leonie Lamont, 9717-3111
Agency Recruitment Site	www.ansto.gov.au

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764838

Australian Nuclear Science and Technology Organisation

Closing Date:Thursday 20 November 2025

Nuclear Operations Safety & Security
Nuclear Security Personnel Security

Job Title	Personnel Security Co-ordinator
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$84,005 - $94,361
Future Merit Locations	Lucas Heights
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	
Position Number	PD-2436
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

www.ansto.gov.au

Personnel Security Coordinator

Position Overview

- Ongoing I Full Time | $84k - $94k +15.4% super | Salary sacrificing available
- Onsite Childcare for Employees | Cafe on site | generous leave provisions
- Sutherland Shire location I Health & Wellbeing Programs I bus from Sutherland Station
- A unique opportunity to contribute towards security within a leading scientific & technological organisation.

About the Opportunity

The Personnel Security Coordinator is instrumental in maintaining secure and efficient site access, supporting critical administrative functions, front desk operations and upholding the organisation’s robust security protocols that reflect ANSTO’s commitment to operational excellence and regulatory compliance. This position serves as a central point of contact for both internal and external stakeholders.

About Us

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

Working with us you will enjoy

At ANSTO our people have access to a range of benefits that help balance life at work and at home. Some of the benefits available when you join ANSTO include:

- Competitive salary
- Flexible work options
- Opportunity to purchase leave
- Corporate wellbeing programs including seminars and the Fitness Passport;
- free annual influenza vaccination;
- salary packaging options via superannuation contributions or a novated vehicle lease;
- generous leave provisions

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

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

Duties

Your Duties and Responsibilities

- **Security Clearance Processing:** Review and ensure completeness and accuracy of applications by conducting thorough quality checks, identifying missing, incomplete, ineligible or unclear information, and promptly following up with applicants. Submit external checks with absolute precision, ensuring 100% accuracy with no margin for error to maintain compliance, security integrity and agreed KPI turnaround timeframes. Maintain confidential records in accordance with privacy requirements.
- **Front Desk and Stakeholder Management:** Manage front desk operations to deliver professional, efficient and welcoming reception services. Act as the central point of contact for external visitors and incoming enquiries, ensuring a high-quality stakeholder experience and timely resolution of issues whilst maintaining the integrity of ANSTO’s safety and security standards.
- **Building access management:** Administer and facilitate access to over 70 buildings, each with numerous complex internal access codes across the Lucas Heights campus, managing the Electronic Access Control System (EACS), Visitor Management System (VMS) and Application Service Management (ASM)
- **Pass issue:** Independently manage the issuance, tracking and retrieval of access passes for personnel and visitors to the secure facility at Lucas Heights. Ensuring compliance with security protocols, verifying identities and security clearance levels, escort and/or supervision requirements maintaining accurate records and liaising with other security teams as required to prevent unauthorised access.
- **SAP Administration:** Manage and administer the SAP security screen for all clearance holders, ensuring accurate and up to date information on security clearance levels and associated dates for all individuals accessing ANSTO information, assets or infrastructure, in addition to administering other relevant HR fields for non-employees as required.

These responsibilities ensure the effective and efficient operation of ANSTO's security functions, contributing to the overall safety and security of the organisation.

Please view the full Position Description or click Apply to view.

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Melissa Heggie on +61 (02) 9717-3002 . For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 11:59pm Thursday 20 November 2025

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

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

To Apply

Position Contact	Melissa Heggie, (02) 9717-3003
Agency Recruitment Site	www.ansto.gov.au

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764883

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 23 November 2025

Job Title	Enterprise Risk Advisor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Adelaide SA, Canberra ACT, Sydney NSW, Perth WA, Newcastle NSW, Hobart TAS
Salary	$118,102 - $127,808
Future Merit Locations	Brisbane, Melbourne, Adelaide, Canberra, Sydney, Perth, Newcastle, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Hyrbid
Classification	
Position Number	101678
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Role highlights

- **Strengthen CSIRO’s enterprise risk management capability and foster a proactive risk culture**
- **Flexible work arrangements available + 15.4% super**
- **Provide expert advice and services to support the management of risk across CSIRO**

The opportunity

We have an opportunity for an Enterprise Risk Advisor to join CSIRO’s newly formed Integrity Unit.

As the Enterprise Risk Advisor, you will play a pivotal role in supporting CSIRO’s enterprise risk management capability. You will provide expert advice and services across the organisation, helping to identify, assess, and manage strategic, operational, and emerging risks that may impact CSIRO’s objectives and reputation. Working collaboratively with stakeholders at all levels, you will promote a proactive risk culture, facilitate risk workshops, and enhance the organisation’s risk management framework.

If you take pride in your stakeholder engagement skills and your ability to apply your risk management expertise to drive informed decision-making, we would love to hear from you.

Your high-level duties will include:

- Providing expert advice and support to CSIRO units on the identification, assessment, and management of strategic, operational, and emerging risks.
- Contributing to the development and review of risk assessment processes, controls, and documentation, and supporting continuous improvement initiatives.
- Preparing and delivering risk reports, insights, and recommendations to senior management to inform decision-making and enhance organisational resilience.
- Leading configuration, enhancement, and user training for the GRC platform to meet evolving organisational needs.
- Monitoring and analysing risk data trends, providing actionable insights to stakeholders and supporting continuous improvement of risk processes.

Duties

As the successful candidate, you will bring:

- Relevant bachelor’s degree or equivalent relevant work experience in risk management or related field e.g. business, governance, compliance, or a similar discipline.
- Demonstrated experience in enterprise risk management, including the ability to identify, assess, and manage strategic, operational, and emerging risks in a complex organisation, and the ability to translate complex risk information into practical advice and solutions.
- Strong understanding of GRC systems and processes, with experience in system administration, configuration, and user support/ training.
- Excellent verbal communication and written skills, including for a range of stakeholders and for Executive forums.
- Demonstrated ability to work independently to meet deadlines and collaboratively within teams to achieve shared objectives.
- Excellent interpersonal and stakeholder management skills, with a track record of building and maintaining strong relationships.
- Proven ability to handle sensitive and confidential information.

For full details about this role, and other criteria, please review the Position Description.

Eligibility

Applications for this position are open to **Australian Citizens only**. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

The successful candidate will be required to obtain and maintain a Baseline Level Security clearance.

How to apply

Please apply online via CSIRO's Job Portal and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Notes

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Sheridan Gerrard, 0395757980
Agency Recruitment Site	https://jobs.csiro.au/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764887

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 23 November 2025

Job Title	Finance Coordinator - Executive Reporting & Financial Analysis
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW, Perth WA, Newcastle NSW, Hobart TAS
Salary	$118,102 - $127,808
Future Merit Locations	Melbourne, Adelaide, Brisbane, Canberra, Sydney, Perth, Newcastle, Hobart
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	Flexible/hybrid options
Classification	
Position Number	101802
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Role highlights

- **Provide high-impact financial analysis and reporting to CSIRO's Executive, Leadership Team, and Board**
- **Contribute to strategic decision-making through forecasting, modelling, and performance insights**
- **Flexible working arrangements available + 15.4% super**

The opportunity

We are seeking a Finance Coordinator – Executive Reporting & Financial Analysis to join CSIRO's Finance team. This role provides critical financial insights to CSIRO's Executive, Leadership Team, and Board, supporting strategic decision-making through high-quality reporting, forecasting, and modelling.

As the Finance Coordinator, you'll play a key role in ensuring the accuracy and integrity of financial data, while contributing to the continuous improvement of financial systems and processes. You'll work closely with stakeholders across the organisation to consolidate financial information, identify risks and opportunities, and deliver commentary that adds value to performance discussions.

If you’re passionate about financial strategy, thrive in a collaborative environment, and enjoy translating complex data into meaningful insights, we’d love to hear from you.

Duties

Your high-level duties will include:

- Delivering accurate and timely financial reporting, forecasting, and modelling aligned with CSIRO’s strategic goals.
- Preparing and reviewing internal financial reports for the Executive Team and Board, including insightful performance commentary
- Supporting the development and implementation of improved financial processes and systems
- Collaborating across Finance and Research Units to consolidate forecasts, identify risks, and contribute to organisational initiatives
-

Role particulars

Location: Any AUS CSIRO location considered - Hybrid/flexible working options available

Salary: AU$118k – AU$127k per annum (pro rata for part-time), plus 15.4% superannuation

Tenure: Indefinite, Full-time

Reference: 101802

As the successful candidate, you will bring:

- A tertiary qualification in accounting or finance as well as completion of the CA/CPA Program, or equivalent work experience.
- Knowledge and experience of Microsoft and SAP systems and processes to develop and drive a financial strategy and Executive Reporting.
- Demonstrated ability to prepare insightful commentary that identifies issues and recommendations with respect to financial strategy.
- Demonstrated ability to ensure and oversee data integrity and compliance, proactive problem identification lead and execute appropriate responses to resolve issues.
- Demonstrated technical knowledge and/or experience in management accounting, reporting, forecasting, budgeting in the government sector.
- Demonstrated ability in developing and communicating financial management advice with a proven ability to build strong relationships with internal and external stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.
- Demonstrated ability to exercise initiative and agility in the delivery of high-quality outputs with flexibility under minimal supervision.
- Demonstrated ability to provide leadership, and direction for others in the team by coaching and supporting staff and fostering open communication and strong collaboration.

Eligibility

Eligibility

Applications for this position are open to Australian Citizens, New Zealand Citizens and Australian Permanent Residents. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

How to apply

Please apply online (via CSIRO's Job Portal) and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Notes

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Sheridan Gerrard, 0395457980
Agency Recruitment Site	https://jobs.csiro.au/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764975

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 30 November 2025

Site Entity
Space and Astronomy

Job Title	Indigenous Land Use Agreement (ILUA) Support Officer (Identified Role - Indigenous)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Kensington WA
Salary	$100,103 - $113,251
Future Merit Locations	Kensington
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Hybrid working/Flexible work options available
Classification	APS Level 5;APS Level 6
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/job/Perth%2C-WA-Indigenous-Land-Use-Agreement-%28ILUA%29-Support-Officer-%28Identi

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

The opportunity

- **Support CSIRO's partnership with the Wajarri Yamaji community under the Indigenous Land Use Agreement.**
- **Contribute to meaningful collaboration connecting culture, community, and world-class science.**
- **Join CSIRO – Australia's leading scientific research organisation!**

At CSIRO, Australia’s national science agency, we are proud to work alongside the Wajarri Yamaji, the Traditional Owners and Native Title Holders of the land on which the Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory is located. The Wajarri Yamaji gifted this name, meaning “sharing sky and stars” in the Wajarri language, in recognition of our shared connection to the land and the skies above.

The observatory hosts world-class radio telescopes and is home to the SKA Observatory's (SKAO) SKA-Low telescope, one of the most significant global scientific projects currently under construction.

We are seeking an Indigenous Land Use Agreement (ILUA) Support Officer to assist CSIRO in fulfilling its commitments under the ILUA and the associated Cultural Heritage Management Plan (CHMP). This role is central to ensuring respectful engagement, compliance, and the successful implementation of shared obligations between CSIRO, the Wajarri Yamaji Aboriginal Corporation (WYAC), the Australian Government Department of Innovation, Science and Resources (DISR), and the SKAO.

Your duties will include:

- Assisting the ILUA Manager and Site Entity team to identify, plan and deliver ILUA obligations, as well as benefits and opportunities for the Wajarri Yamaji People.
- Leading the day-to-day coordination and administration of training, including planning, record keeping, catering, reporting, and financial coordination to ensure all ILUA obligations are met.
- Providing high-level project support to the ILUA Manager, Site Entity team and Communication Lead - Site Entity and SKA project, ensuring effective documentation, and communication across Site Entity and broader CSIRO teams.
- Facilitate and coordinate activities between the ILUA Manager, Site Entity team and members of the Wajarri Yamaji community, including event and meeting logistics, agenda preparation, note-taking, action tracking, and follow-up communication.
- Maintain comprehensive and accurate project records, including engagement logs, milestone tracking, financial documentation, and cultural guidance notes, in alignment with CSIRO’s data and privacy standards to track compliance obligations from the ILUA and CHMP.

Location: Perth/Boorloo (Kensington), WA (Whadjuk Noongar Boodja)

Salary: AU$100k - AU$113k + 15.4% superannuation

Duration: Specified Term of 3 years

Reference: 101564

Duties

To be considered you will need:

- Demonstrated experience supporting a diverse, multidisciplinary team working in a complex environment.
- Strong interpersonal and oral and written communication skills, with the ability to work respectfully and collaboratively with Aboriginal and/or Torres Strait Islander communities, Elders, and organisations.

- Demonstrated ability to provide high-quality project coordination and administrative support, including scheduling, meeting facilitation, record-keeping, and managing multiple tasks across timelines and priorities.
- Strong organisational and problem-solving skills, with the ability to interpret procedures, evaluate options, and seek appropriate guidance to deliver project outcomes effectively.
- Demonstrated proficiency with the MS Office 365 suite, including Teams, and business systems such as for travel bookings, purchasing/procurement, expense reconciliation and records management.
- A collaborative approach and the ability to work independently within a small, close-knit team.

For details about who to contact and for more information, please view the **Position Description**.

Eligibility

Eligibility

CSIRO considers the filling of this position is intended to constitute a special/equal opportunity/affirmative measure under *section 8(1) of the Racial Discrimination Act 1975 (Cth)*. The position is therefore only open to Aboriginal and/or Torres Strait Islander people with Australian Citizenship.

The successful applicant will be required to provide evidence to confirm that they are an Aboriginal and/or Torres Strait Islander person.

The successful candidate will be required to provide contact details of at least one Aboriginal and/or Torres Strait Islander Cultural Referee to confirm their ability to work and communicate respectfully with Aboriginal and/or Torres Strait Islander peoples.

Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.

Notes

Flexible working arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

Diversity and inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

CSIRO is committed to values-based leadership to inspire performance and unlock the potential of our people.

Join us and start creating tomorrow today!

How to apply

To apply online, please provide a CV and cover letter outlining your suitability and motivation for the role.

Applications close

30 November 2025, 11:00pm AEDT

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

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Pete Gooda, +61 8 6436 8667
Agency Recruitment Site	https://jobs.csiro.au/job/Perth%2C-WA-Indigenous-Land-Use-Agreement-

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764825

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 09 December 2025

Chief Finance Officer

Job Title	Assistant Manager - Payroll
Job Type	Full-Time, 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	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	2029_11/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The Financial and Shared Services Branch (FSSB) is responsible for the department's financial functions and the delivery of Shared Services functions to our client agencies.

The Shared Services Hub (the Hub) was established in 2017 to support the Whole of Australian Government shared services initiative, with the purpose of delivering common services to other agencies, driving efficiencies across the Australian Public Service (APS) through increased scale and adoption of a best practice approach. Through the Hub, the department is one of several Government agencies that provide a shared services arrangement across the Commonwealth.

The Hub plays a critical role in the management and delivery of payroll functions and financial systems administration functions for its client agencies.

The opportunity

The Payroll Delivery team provides payroll services to government agencies as part of the whole-of-government shared services program. The team is made up of several smaller pay teams, each led by an Assistant Manager (EL1) and a Team Leader (APS6). Each team supports different client agencies to ensure payroll services are delivered effectively and efficiently.

Working in this team offers a unique chance to be part of innovative service delivery, including improvements to systems and processes. It also provides opportunities to collaborate across the public sector. The team is one of the largest payroll providers in Australia and uses the Aurion system.

Reporting to the Payroll Manager, the Assistant Manager is responsible for developing and leading a team of Payroll Officers to deliver accurate and efficient payroll services in alignment with service level agreements negotiated with each client agency.

The role involves solving complex issues and providing specialist advice on relevant legislation to client agencies with a strong focus on delivering a positive client experience. This position requires sound judgement, leadership skills and ability to manage a diverse network of stakeholders.

What’s in it for you?

- The opportunity to work in fast-paced environment in an area of strong portfolio interest.
- Real opportunities to further develop your payroll, systems, Human Resources and project management skills.
- Being part of team that is professional, collaborative and forward-looking.

Our ideal candidate

Our ideal candidate has the following capabilities:

- Ability to manage a Payroll team with strong technical and strategic skills.
- The ability to resolve more complex payroll issues and sustain a high level of service standards
- Strong attention to detail
- A solid appreciation of related audit and assurance requirements.
- Ability to build a positive team culture, setting clear expectations and ensure the quality and timeliness of work.

- Excellent customer service skills underpinning our partnerships with client agencies and other stakeholders.
- Excellent oral and written communication skills, including the ability to drive and influence positive outcomes.
- Knowledge of and adherence to information management and privacy procedures.
- Sound judgement and integrity in decision-making, including the ability to manage competing priorities.
- Resilience with a positive attitude
- Strong respect for inclusion and diversity underpinned by a commitment to APS Values.

Duties

As an Assistant Manager you will:

- Lead a team to deliver the payroll service for a cohort of 4-5 client agencies.
- Provide clear direction and purpose to the team to help them understand their role and how they contribute to the Hub’s key objectives.
- Understand and apply knowledge of how payroll contributes to the Chief Financial Officer Division’s (CFOD) broader financial strategy.
- Provide expert advice on relevant APS legislation, terms and conditions and policies and procedures.
- Monitor and stay up to date with legislative, and policy changes that may affect payroll operations.
- Proactively identify and respond to client needs, ensuring high-quality service and stakeholder satisfaction.
- Resolve complex issues in partnership with client agencies as well internal and external stakeholders.
- Manage payroll related projects from initiation to completion, coordinating with internal and external stakeholders to meet deadlines and deliver outcomes.
- Use data and analytics to inform decision-making and present insights to stakeholders at all levels
- Support your manager in identifying and responding to the evolving strategic environment within Shared Services and CFO Division more broadly.
- Regularly review team performance and identify opportunities for continuous improvement.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is ACT - Industry House based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Bec Kelly, 02 6102 9995
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764946

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 27 November 2025

Questacon
Operations Learning and Digital Experiences

Job Title	QuestNet IT Manager, Executive Level 1
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	Work From Home;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	2038_11/25
Agency Website	https://www.industry.gov.au/

Job Description

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

About the department

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

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

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

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

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

About the team

The QuestNet IT Team supports Questacon's operations by delivering reliable, secure, and responsive IT services. We provide technical support to staff, maintain core systems and infrastructure, and contribute to the delivery of digital solutions that improve organisational capability.

The team manages Questacon's internal network, QuestNet, and CRM support team. Our responsibilities include managing business systems, supporting hardware and software, overseeing network and cybersecurity, and contributing to projects that enhance how technology is used across Questacon. We work collaboratively with teams across the organisation to ensure our systems are well-integrated, efficient, and aligned with organisational standards and compliance requirements.

We are a small, collaborative team that values open communication, practical problem-solving, and a strong service mindset. Our focus is on ensuring that technology functions seamlessly, enabling Questacon staff to concentrate on delivering impactful science education to the public.

What's in it for you?

At Questacon, our staff are our greatest asset. This is an opportunity to be appreciated as an essential part of an awesome team in a supportive and positive workplace. You will gain highly sought after experience and enhance your skills managing and developing a technical team and refining service delivery.

Our ideal candidate

You are an IT leader who enjoys guiding teams, solving problems, and ensuring technology supports business outcomes effectively. You are confident managing a small but busy team and can balance operational demands with strategic planning and service improvement.

You bring a solid understanding of IT systems and infrastructure and can quickly assess unfamiliar technologies to make informed decisions or delegate appropriately.

You will bring:

- Leadership and people skills – You support, motivate, and guide teams effectively, fostering collaboration and accountability.
- Strategic and operational planning capability – You manage competing priorities, balancing day-to-day service delivery with long-term strategic goals. You contribute to business planning and resource allocation.
- Strong communication – You explain technical concepts clearly and engage confidently with stakeholders at all levels.
- Service delivery mindset – You understand the importance of reliable IT services and take pride in enabling others through effective support. You proactively identify opportunities to improve service quality and user experience.
- Project experience – You lead or contribute to projects, system implementations, and change initiatives. You apply methodologies to deliver outcomes on time and within scope.
- Sound judgement – You assess risks, make practical decisions, and ask the right questions to maintain service quality.
- Understanding of IT governance and compliance – You have a strong understanding of cybersecurity, data protection, and standards such as the PSPF and ISM, and apply them to ensure secure and resilient IT operations.
- Salesforce administration or management experience (desirable) – You have hands-on experience with Salesforce platforms, including configuration, user support, and integration with other systems. You understand how to leverage CRM capabilities to support business needs.

This role is suited to someone who wants to lead a capable team in a dynamic, public-facing organisation, and who is committed to modernising systems and improving services while keeping people at the centre of technology delivery.

Duties

As the QuestNet IT Manager, you will:

- Lead Questacon’s internal IT team and oversee the day-to-day delivery of IT services on QuestNet.
- Support staff development and foster a collaborative, service-focused team culture.
- Manage Questacon’s core digital platforms, including Salesforce, Veevart, Cisco Meraki, VMware, Dell Unity, ManageEngine and more.
- Maintain and support AV systems, digital signage, Mac environments, and exhibition technologies.
- Improve incident handling, ticket response, and customer support across multiple channels.
- Collaborate with internal teams to plan and deliver IT projects and digital improvements.
- Contribute to IT planning, budgeting, procurement, and risk management activities.
- Support cybersecurity practices aligned with the PSPF and ISM to protect systems and data.

- Prepare reports, technical advice, and updates for senior leaders and project stakeholders.
- Help shape IT policies and procedures to improve services and reduce risks.
- Participate in team and divisional planning to anticipate future IT needs, skills, and infrastructure upgrades.
- Represent Questacon in forums or cross-agency collaborations, contributing to shared digital initiatives and knowledge exchange.
- Lead contract management activities, ensuring value for money, service quality, and alignment with procurement policies.

Eligibility

Candidates must also have:

- Obtain or hold a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 and maintain this registration for the duration of employment
- undergo a 'Working with Children' police check

The successful candidate will also be required to complete and maintain currency of mandatory training and reporting requirements under the Commonwealth Child Safe Framework.

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

Questacon is a 7-day operation. Work hours for this role are typically within normal business hours however there will be an occasional requirement to work out of business hours, on weekends or on-call, in accordance with DISR work policies.

Flexible work opportunities (including working from home) can be discussed with the supervisor. Consideration will be given to the place-based requirements of the role. Full-time remote work is not possible for this role.

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

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

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

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

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

To Apply

Position Contact	Natalie Sullivan, 0448833373
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764970

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 27 November 2025

Chief Financial Officer
Strategy, Perform, Program Delivery and Procurement Procurement & Contracts

Job Title	Assistant Manager - Procurement and Contract Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - QLD QLD, Various locations - ACT ACT, Various locations - SA SA, Various locations - VIC VIC
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	Work From Home;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	2018_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

Procurement and Contract Management (PCM) area forms part of the Strategy, Performance, Program Delivery and Procurement branch sitting within the Chief Financial Officer Division (CFOD) and is instrumental in providing support, guidance, compliance and reporting relating to Procurement and Contract Management to the department.

PCM area has three distinct teams:

- Procurement and Contract Management Support Services,
- Data & Systems, and
- Strategy, Governance and Policy.

These three teams work together on different aspects of the creation and uplift of Procurement and Contract Management Capability for DISR and play a key role in supporting the Whole of Government Procurement and Contract Management Professional Stream.

DISR actively engages in hundreds of procurement activities a year, ranging from transactional and routine to highly complex and strategic programs to support Government Policy. DISR Procurement supports the operations of (to name a few);

- Questacon National Science and Technology Centre
- The Australian Space Agency
- The National Artificial Intelligence Centre
- The Australian Radioactive Waste Agency
- The decommissioning of the Northern Endeavour, and
- The rehabilitation of the former British Nuclear test sites at Maralinga and Emu Fields.

The Procurement and Contract Management team has a front row seat to assist DISR and the Australian Government to meet their changing needs through effective and efficient spending of public monies.

Our ideal candidate

Our ideal candidate is excited about the work we do, the service we provide and the challenges we face. They are a strong team player with excellent communication skills. They bring to the team an interest or background in either procurement and contract management or reporting and data analysis - as well as fresh ideas.

- Demonstrated experience in effectively managing high volumes of work and competing priorities
- Ability to manage the day-to-day operations of a team and supervise, manage and mentor junior staff
- Experience in enabling business by providing strategic advice, tools, and frameworks that simplify processes and improve capability across the organisation.
- Exceptional stakeholder management skills, with the ability to build positive relationships and communicate decisions using professional judgement.
- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve high quality outcomes
- Demonstrated ability to provide tailored advice and guidance on complex operational or business functions, including analysis of data to identify trends and areas of capability uplift

Duties

EL1s in the PCM team in DISR will:

- Guide and mentor less experienced employees, providing timely, effective and actionable feedback, monitoring deliverables and performance.
- Support and contribute to business development and continuous improvement in the Procurement and Contract Management space
- Contribute to the design, maintenance and update of policies and procedures including training and guidance material
- Provide advice to departmental business areas to enhance process compliance and effectiveness across procurement and contract management activities
- Prepare reports and analysis based on data from our TechOne system and our Quality Assurance framework

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Eligibility
Notes

Desirable attributes:

- Relevant qualifications e.g. Certificate IV in Government (Procurement and Contracting) OR experience in procuring for Government OR complex contract management
- Experience in data analysis and reporting, including use of data visualisation tools such as Microsoft excel and power BI.

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

The department does currently offer flexible work opportunities for many roles. This vacancy is based in multiple locations although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Candice Guyer, n/a
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764956

Geoscience Australia

Closing Date:Sunday 30 November 2025

Corporate Division
Enterprise Data and Digital Digital Experience

Job Title	Manager, Service Experience
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	Executive Level 1
Position Number	17037
Agency Website	www.ga.gov.au

Job Description

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

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our team

The Enterprise Data and Digital (EDD) Branch, sitting under the Chief Information Officer, is at the forefront of delivering smart, scalable, and impactful digital solutions that support Geoscience Australia's mission. Guided by our Data and Digital Strategy 2028, we're not just supporting science, we're enabling it to thrive.

Within EDD, the Digital Experience section is where user needs meet cutting-edge technology. We work across the full digital lifecycle from research and design to delivery and optimisation to create intuitive and accessible digital products that support both scientific outcomes and internal operations.

We power some of Geoscience Australia's most visible digital tools, including:

- Digital Earth Australia Hotspots – real-time satellite monitoring of bushfires,
- Earthquakes@GA – tracking seismic activity across the country,
- GeoInsight – bringing geoscience data to life,
- Geoscience Australia Portal – a hub for rich spatial data and analysis tools.

Alongside these, we deliver low-code enterprise applications that power internal business services, bringing the same user-focused approach to the tools our staff use every day.

The Service Experience team, a growing capability within Digital Experience, leads the design and evaluation of digital services using Human-Centred Design (HCD) principles. We work collaboratively across the organisation and with external partners to ensure digital products deliver meaningful value. The team also champions a HCD mindset and builds design capability across the agency, helping embed user-focused thinking into every stage of the service lifecycle.

Duties

Work with internal and external stakeholders, to spearhead enhanced and value driven service experience of scientific and business digital products and services, for both internal and external users. Reporting to the Director, Digital Experience, you will apply your skills and experience to work with science and business areas, as well as build a team as the centre point for excellence in both driving and supporting business to deliver quality and efficiencies. This includes:

- Develop, manage and lead a small but growing team that will provide support for Service Design, Product Management, User Research, User Experience (UX) / User Interface (UI) Design and Performance Tracking and Evaluation.
- Apply your knowledge and experience to effectively grow, guide and lead, the team in the user research, design, delivery, and monitoring, of multiple digital products and services for the organisation. Ensuring work is planned and on time and in budget, whilst meeting user needs.

- Develop standards and supporting the organisation in delivering user driven, aligned, and high valued service experiences. Shape organisational methods and tools, providing advice, guidance, and expertise to promote the adoption of service and research design policies and standards.
- Providing advice and support to project and programs in complying to the whole-of-government Digital Experience Policy. Being a key and engaged representative (such as the Public Service Digital Professionals), engaging in cross organisation learnings to improve Geoscience Australia service experience offerings.

To be successful in the role you will:

Possess strong leadership and management skills that support and collaborate with a diverse workforce and apply to establish relationships with key stakeholders both internally and externally, across government, industry and the community.

Have a high level of self-awareness, leads with respect, and actively consults and communicate to improve work outcomes for all. A passion for and deep understanding of service design and a curiosity for learning new skills and exploring new domains, such as technology, science, continuous improvement, digital delivery, and human behaviour.

Our Ideal Candidate

To be successful in this role (essential), you will have demonstrated ability to:

- Understand, own and lead the whole user experience across multiple products and services. Select, manage and drive the service design and delivery process from exploration/discovery to implementation, ensuring alignment with the strategic/business visions and user needs.
- Lead and review multiple user research, technical and business activities and engagements. Map, analyse and evaluate current user experience, business processes and technology applications. Define user needs, behaviours and opinions and identifying opportunities for service improvements.
- Plan and drive interaction, user interface and content design activities. Providing advice and guidance in the adoption of agreed approaches for design, prototyping, testing and iterative improvements of digital services.
- Apply superior communication, written, presentation and facilitation skills, with the ability to convey with influence complex concepts to diverse audiences. Create quality standards, frameworks, artifacts, project/work plans, interactive research tools, reports, etc.
- Build a high preforming team. Apply strong leadership and collaboration skills, effectively guiding and mentoring staff, as well as working with multidisciplinary teams and stakeholders, to ensure the feasibility, viability, and desirability of outcomes.

As well as (desirable) ideally have:

- About 7 years or more of experience in service design or a similar role, preferably in a digital environment. Potentially with experience and/or a deep understanding in Service Design (SD), User Research (UR), User Experience Design (UX), User Interface Design (UI), User Metrics and Evaluation, Product Management and/or Interactive/Experience Design (XD/IxD).
- A portfolio of service experience projects that demonstrate a user-centred approach and a strong understanding of service design and delivery methods and tools.
- Experience working with geospatial information and technologies, digital (software) development, business process low code environments and/or scientific domains.
- Experience working within an agile environment, and/or demonstrated flexibility in approach and duties, with the ability to manage workload and tasks, including within work tracking software.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Richelle Spry on (02) 6249 9478 or email richelle.spry@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Notes

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Technical Assistance

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

While the position on offer is ongoing, a merit list/pool may be created from this process to fill similar ongoing and non-ongoing roles over the next 18-months. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Richelle Spry, 02 6249 9478
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764966

Geoscience Australia

Closing Date:Sunday 30 November 2025

Corporate Division
Enterprise Data and Digital Digital Experience

Job Title	Service Designer Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	Executive Level 1
Position Number	19241
Agency Website	www.ga.gov.au

Job Description

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

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our team

The Digital Experience section acts as a multi-disciplinary digital services unit within the CIO-led Enterprise Data & Digital (EDD) Branch. This branch promotes excellence in earth sciences through Geoscience Australia's Data and Digital Strategy 2028.

We provide digital services to a broad range of scientific fields, including geology, marine, geospatial, positioning, community safety, and more. The Section is primarily responsible for creating and maintaining scientific web applications such as Digital Earth Australia Hotspots (https://hotspots.dea.ga.gov.au/), Earthquakes@GA (https://earthquakes.ga.gov.au/), GeoInsight (https://geoinsight.ga.gov.au/) and many science capabilities on the Geoscience Australia Portal (https://portal.ga.gov.au/) among others. Additionally, we develop and maintain enterprise applications using low code platforms to enhance internal employee digital services. The section also developing and advances the service experience human-centred design and metrics journey for digital services and throughout the organisation.

Duties

Work with internal and external stakeholders, to spearhead human centred design of scientific digital products and services, both within the section and across the organisation. You will apply your skills and experience to ensure existing and future digital capabilities meet user needs, as well as to shape organisational standards. This includes:

- Lead and conduct multiple user research, business and technical engagement activities to map, analyse and evaluate the user experience, business processes, and technology of current services. Identifying opportunities for improvement.
- Lead and undertake the co-design, testing and evaluation of potential future state options for service improvements including feasibility, viability and desirability.
- Develop product strategies and roadmaps for sustainable implementation with consideration for operating environment, security, business operating models, usability and accessibility requirements.
- Develop and manage stakeholder relationships and ensures client expectations, requirements, and project objectives are achieved.
- Shape organisational methods and tools, providing advice, guidance, and expertise to promote the adoption of design and research design policies and standards. Including, data collection and synthesis, design and evaluation of services, and presentation of research findings and future state recommendations.

To be successful in the role you will:

Possess strong leadership and management skills that support and collaborate with a diverse workforce and apply to establish relationships with key stakeholders both internally and externally, across government, industry and the community.

Have a high level of self-awareness, leads with respect, and actively consults and communicate to improve work outcomes for all. A passion for and deep understanding of service design and a curiosity for learning new skills and exploring new domains, such as technology, science, continuous improvement, digital delivery, and human behaviour.

Our Ideal Candidate

To be successful in this role (essential), you will have demonstrated ability to:

- Lead the service design process from exploration/discovery to implementation, ensuring alignment with the strategic/business visions and user needs. Selecting and applying the appropriate HCD frameworks and methodologies.
- Oversee and undertake the collection of data, and synthase into actionable insights to define user and business needs, problem statements and the desired future state.
- Facilitate co-design workshops, user research, prototyping, testing, and evaluation activities with internal and external stakeholders.
- Create excellent service design deliverables, such as service blueprints, journey maps, personas, scenarios, and service specifications.
- Apply superior communication, written, presentation and facilitation skills, with the ability to convey with influence complex concepts to diverse audiences.
- Apply strong leadership and collaboration skills, effectively working with multidisciplinary teams and stakeholders, to ensure the feasibility, viability, and desirability of the service solutions.

As well as (desirable) ideally have:

- 5 years or more of experience in service design or a similar role, preferably in a digital environment. Potentially with experience in User Research (UR), User Experience Design (UX), User Interface Design (UI), User Metrics & Evaluation, and/or Interactive/Experience Design (XD/IxD).
- A portfolio of service design projects that demonstrate a user-centred approach and a strong understanding of service design methods and tools.
- Experience working with geospatial information and technologies, digital development and/or scientific domains.
- Experience working within an agile environment, and/or demonstrated flexibility in approach and duties, with the ability to manage workload and tasks, including within work tracking software.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

To Apply

Please visit the careers page of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Richelle Spry on (02) 6249 9478 or email richelle.spry@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Notes

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Technical Assistance

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

While the position on offer is ongoing, a merit list/pool may be created from this process to fill similar ongoing and non-ongoing positions over the next 18-months. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds,

culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Richelle Spry, 02 6249 9777
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Industry, Science, Energy and Resources

Vacancy VN-0764805

IP Australia

Closing Date:Sunday 23 November 2025

Plant Breeder's Rights PBR and Oppositions Group

Job Title	Chief of Plant Breeder's Rights
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - VIC VIC
Salary	$146,680 - $170,991
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 are available
Classification	Executive Level 2
Position Number	1576
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

https://careers.ipaustralia.gov.au

The Chief of PBR is responsible for providing strategic and operational leadership to the PBR examination section comprising 15 staff. As part of the core leadership team, the Chief supports the Registrar of PBR (General Manager - POG) and other senior executives in the effective management of the end-to-end processes of the PBR section, to achieve IP Australia's corporate objectives.

To be a strong contender for this role you will be an experienced senior leader who is authentic, inclusive, and resilient, with a track record of managing complexity and risk, inspiring a sense of purpose building workforce capability and delivering quality customer service outcomes.

As a recognised senior leader in IP Australia, the Chief is responsible for all examination workforce production, quality, wellbeing, capability uplift, budgeting, and reporting, and providing strategic value to the General Managers, Deputy Director General and Director General.

Duties

- Provide effective administration of PBR in accordance with Plant Breeder's Rights Act 1994 and International Union for the Protection of New Varieties of Plants (UPOV) standards

- Provide excellent leadership and management to support team performance and the realisation of IP Australia's corporate objectives
- Perform statutory functions of the Deputy Registrar of Plant Breeder's Rights and exercise the appropriate powers, authority and delegations under the Plant Breeder's Rights Act 1994 (Cth)
- Be accountable for high quality customer service and service delivery meeting all performance expectations in a legislative environment
- Drive continuous improvement in practices and processes to maintain alignment with regulatory requirements.
- Shape policy, standards, and strategic direction across the PBR landscape, contributing to the effective administration and advancement of intellectual property rights in Australia
- Develop relationships and engage with domestic and international stakeholders, representing IP Australia and on behalf of the General Manager
- Oversee business operations and workflow processes, contribute to workforce planning and optimise resources to support operational needs
- Lead data stewardship, management, and analysis to inform decision-making.

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 offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to disclose all relevant and required information.

Notes

This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of three years.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander

People, People with Disability and LGBTIQA+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. Employees who are not located near an office, work completely remotely.

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 IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Charlotte Iggulden, 02 6283 2903
Agency Recruitment Site	https://careers.ipaustralia.gov.au

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764896

AirServices Australia

Closing Date:Tuesday 18 November 2025

Operating

Job Title	Payroll SAP System Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$108,280 - $127,729
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	2 days WFH
Classification	APS Level 6
Position Number	502267
Agency Website	

Job Description

https://careers.airservicesaustralia.com/caw/en/job/502267/payroll-sap-system-specialist

- Enjoy true flexibility with 2 WFH days in our hybrid work model
- Supportive culture that values collaboration, innovation and growth
- Perks include Fitness Passport, health cover discounts & salary packaging
- Salary: ASA6 $108,280 - $127,729 + 14% Super (based on experience)

About the Role

We’re looking for a Payroll SAP System Specialist to join our team in a permanent full-time capacity, based in Brisbane, Sydney or Canberra.

This role is ideal for someone with deep expertise in SAP HR (Payroll) systems and a passion for system optimisation and support. You’ll play a key role in enhancing payroll system functionality, coordinating system changes, and resolving complex technical issues—ensuring our payroll operations remain smooth, compliant, and future-ready.

You’ll work closely with our Payroll Services team and external SAP consultants to deliver system improvements, lead testing efforts, and provide expert guidance on SAP configuration and troubleshooting.

Duties

Key Responsibilities

- Lead and coordinate SAP HR (Payroll) system changes driven by legislation, enterprise agreements, and business needs

- Provide expert-level SAP support to Payroll Operations
- Liaise with SAP consultants to ensure accurate and compliant system configuration
- Manage end-to-end User Acceptance Testing (UAT)
- Investigate and resolve complex system issues, including data mismatches
- Support training delivery and process optimisation initiatives
- Assist with internal and external audit activities

View the full Position Description via the link below or head to our Careers page.

Eligibility

What You'll Bring

- Extensive experience with SAP HR (Payroll) systems
- Proven ability to analyse and resolve complex SAP system issues
- Understanding of payroll processes, superannuation legislation, and enterprise agreements (or ability to quickly acquire this knowledge)
- Strong stakeholder engagement and prioritisation skills
- Excellent communication and interpersonal abilities
- A mindset geared towards technology adoption and continuous improvement

Notes

Airservices Australia is a diverse and inclusive employer that recognises the benefits of having a workforce that reflects the communities in which we work. We encourage applications from diverse groups including Aboriginal and/or Torres Strait Islander people.

Should you require any further information please contact Cortnie Taylor, TA Partner on cortnie.taylor@airservicesaustralia.com

Security Clearance

To be eligible to apply, you must be an Australian Citizen or a Permanent resident as an Airservices Background check is required for this role. Please refer to the security check requirements successful applicants will be required to undertake as part of the recruitment process.

How to Apply

To apply for this position please lodge an application online via our Careers Page before **Applications close 11.55 pm (AEST)18 Nov, 2025**

About the AirServices Australia

To Apply

Position Contact	Cortnie Taylor, 0483 387 747
Agency Recruitment Site	https://careers.airservicesaustralia.com/caw/en/job/502267/payroll-sap-sy

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764871

Australian Maritime Safety Authority

Closing Date:Sunday 23 November 2025

Corporate Services
People and Property HR Policy, Performance and Wellbeing

Job Title	Advisor HR Operations
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$124,755 - $145,496
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	flexible hybrid
Classification	Executive Level 1
Position Number	2725
Agency Website	https://www.amsa.gov.au/about

Job Description

https://careers.amsa.gov.au/en/listing/

Advisor HR Operations

Salary range $124,755 to $145,496 + 15.4% super

Canberra or Brisbane based

Ongoing, Full or Part time

- A HR role that allows you to work across a broad range of initiatives
- A small team that delivers on big outcomes
- A role that has purpose, supporting our mission of Safe and Clean Seas, Saving Lives.

ABOUT THE ROLE

Join AMSA as an Advisor HR Operations and make a real impact. In this pivotal role, you'll provide expert advice on complex HR issues, partner with senior leaders, and help shape a positive workplace culture. You'll lead on employment and workplace relations, coach managers through sensitive matters, drive the implementation of our Enterprise Agreement, and champion improvements in HR operations. With responsibilities spanning payroll delivery, strategic HR initiatives, and data-driven reporting, you'll be at the heart of AMSA's mission—supporting safe and clean seas and saving lives.

HR Policy, Performance and Wellbeing is a small team within the People and Property branch, responsible for delivering a range of HR functions including performance management, payroll, advice on terms and conditions and WHS. We take a customer-centric approach to deliver our services in a fast-paced environment.

The Advisor HR Operations works across many operational HR functions, with a focus on working collaboratively with senior leaders and colleagues in HR to develop strategies and provides hands on support to resolve a range of people related matters. This role also leads AMSA's payroll function, which is delivered via a managed service arrangement.

With a new Enterprise Agreement on the horizon, the HR Operations Advisor will take the lead on a range of implementation activities including system changes, policy development and education for staff and managers.

You will be responsible for:

· Providing specialist advice on a range of employment issues and workplace relations matters

· Supporting senior leaders on complex people issues

· Leading the delivery of an effective payroll function through an external managed service arrangement, providing advice on complex pay matters.

· Driving improvements to HR service delivery and processes

· Contributing to a range of Enterprise Agreement implementation activities

· Regular HR reporting and data analysis

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

· Extensive experience as a HR professional, with a proven track record delivering operational functions and effectively working through complex people issues

· Exceptional stakeholder engagement skills

· Strong analytical skills

· Strong written and verbal communication skills

· A deep understanding of relevant employment legislation and contemporary practice

For more information about this role, please refer to the position description.

Note: Information about our terms and conditions of employment are contained in the *AMSA Enterprise Agreement 2024-2027.*

Note: this process may be used to fill future HR vacancies within AMSA at this level.

Duties

ABOUT AMSA

The Australian Maritime Safety Authority (AMSA) is responsible for the safety of international shipping and domestic commercial vessels, protection of the environment from ship sourced pollution and search and rescue nationally.

AMSA offers unique and interesting career opportunities, and we employ around 500 people across Australia. To learn more about our organisation please visit our website.

AMSA BENEFITS

We are committed to a supportive and collaborative work environment, which is why AMSA offers:

• Flexible work including work from home arrangements

• Health and wellbeing programs including annual flu vaccinations and a healthy lifestyle reimbursement

• An office-wide Christmas period shutdown (in addition to annual leave provisions)

• An ability to work for an organisation charged with protecting our marine environments and saving lives

DIVERSITY AND INCLUSION

Diversity and inclusion are a priority at AMSA.

Our role means that we impact and influence communities right across Australia, this is why it is essential that we draw on the diversity of our people to successfully deliver our mission of “ensuring safe vessel operations, combatting marine pollution and rescuing people in distress”.

Don’t meet every single requirement? At AMSA we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyway – you might just be the person we’re looking for!

We encourage applications from people of all diverse backgrounds and are committed to supporting you to reach your full potential. You can find more information about our diversity and inclusion commitments in our Diversity and Inclusion Strategy.

HOW TO APPLY

Please complete your application on our website via the Careers at AMSA page by11.30 pm AEST on Sunday 23 November 2025. You will need to provide:

• your resume (maximum of 3 pages)

• a brief cover letter (maximum 800 words) outlining what you will bring to this role.

For any questions regarding the role please contact Debbie Litherland on 0437447321.

If you have any questions about the recruitment process, please contact Human Resources on recruitment@amsa.gov.au

AMSA does not engage staff under the APS Act. AMSA engages employees under the Australian Maritime Safety Authority Act 1990 and our remuneration arrangements are specific to AMSA.

Eligibility
Notes

About the Australian Maritime Safety Authority

At the Australian Maritime Safety Authority (AMSA), we acknowledge the value diversity brings. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability and people from other diverse backgrounds. AMSA is Australia's National agency responsible for coordinating maritime and aviation search and rescue. We regulate domestic commercial vessels, Australian and foreign shipping – from 12 metre prawn trawlers to 350 metre liquefied natural gas tankers, and everything commercial in between. We are also responsible for protecting Australia's precious marine environments like the Great Barrier Reef, from the impacts of shipping. Our stakeholders are just as diverse as our role but our mission connects them all and inspires our people to make a real difference every day – "Safe and clean seas, saving lives". AMSA offers unique and challenging career opportunities, and we employ around 430 people across Australia. To learn more about our organisation please visit our website.

To Apply

Position Contact	Debbie Litherland, 0437447321
Agency Recruitment Site	https://careers.amsa.gov.au/en/listing/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764777

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 November 2025

Air, Navigation, Transformation & Risk
Air Navigation, Airspace and Aerodromes

Job Title	Team Leader - Air Navigation Services Operations
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$192,865 - $195,658
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	1201
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

The Air Navigation Services (ANS) team is part of the multi-disciplinary CNS/ATM Section that is a part of the multi-disciplinary Air Navigation, Airspace and Aerodromes Branch. This Branch conducts frontline activities for CASA including entry control, ongoing surveillance, project oversight, and where required enforcement of air traffic control training and service providers, aeronautical tele-communications, communications, navigation and surveillance services, aerodrome rescue and firefighting services, instrument approach designers and aeronautical information management. The Branch also exercises CASA's authority for the regulation of Australian-administered airspace and provides relevant advice to Government, ICAO fora, industry and internally.

The Team Leader ANS works under general direction and demonstrates and exercises both initiative and judgement in leading a small, highly integrated team of experienced and autonomous ANS Aviation Safety Inspectors in the provision of highly developed technical knowledge and

expertise in complex or unusual matters where existing standards, policies and procedures may not cover the circumstances. This role requires highly developed regulatory knowledge to lead work of a challenging or complex nature and may include detailed or sensitive projects that have broader impacts for CASA and the broader aviation industry. This role interacts with CASA internal managers, standards, technical and administrative staff and external stakeholders and contractors.

The position contributes to overall business objectives of the CNS/ATM Section through leading the small team in the application of expert skills and knowledge to the independent and objective assessment of the provision of air traffic management services and ATS training. This includes regulatory oversight of ANS in their *project* or *operational* state. This role requires effective team leadership, collaborative stakeholder engagement and a holistic approach that encompasses people, procedures, technology, and data across all life-cycle phases from inception to decommissioning.

Regulatory project oversight consists in the application of the CNS/ATM Section Approach to Safety Cases (CASC) to monitor certificate holder's projects from their inception with the objective of minimising risk at commissioning.

Regulatory operational oversight ensures the application of the CASA Surveillance Manual (CSM) to undertake entry control, ongoing surveillance and enforcement where required, of the certificate holding organisations.

Both *project* and *operational* oversight, each with its own specificities, include the following high quality, consistent and standardised deliverables:

- Monitoring and assessing risk and compliance through several activities, which include but are not limited to audits, observations, review of documentation, etc.
- Planning, coordinating, and conducting such activities, including the preparation and follow up of cost recovery instructions.
- Aggregating, analysing, and assessing the results of such activities to provide recommendations and determinations that are evidence, risk, and compliance based.
- Reporting of the results of such activities, including the provision of formal feedback to the certificate holder.

The Team Leader ANS manages a team with diverse skill sets and tasks by providing the team with strategic direction involving:

- Reviewing and providing guidance to enable the development of existing and the adoption of contemporary CNS/ATM technologies into the Australian Airspace System.
- Investigating accidents, occurrence reports, complaints, or other reports and initiating any necessary action regarding deficiencies or breaches of the legislation.
- Providing expert services to the industry on a fee for service basis.
- Building and promoting a positive workplace culture that provides a safe and healthy workplace aligned with CASA's Values, is respectful and free from bullying, harassment and discrimination; and engaging respectfully with colleagues and their team.
- Developing, coaching and mentoring employees to ensure they maintain a high level of specialist, professional and/or technical expertise, managing performance and conflict resolution.
- Developing work plans, strategies and priorities to effectively manage resources and ensure high quality outputs aligned to CASA priorities, monitoring workflow and performance.
- Providing leadership in implementing and promoting a climate of continuous improvement.

- Ensuring team compliance with all organisational requirements including completion of Performance and Communications Scheme (PACS), leave management, flexible working arrangements, time sheets (where applicable), and mandatory training completion ensuring organisational efficiency and risk management.
- Collaboratively engaging with colleagues and stakeholders (internally and externally) to positively drive, manage and coordinate initiatives, activities and relationships.
- Maintaining accurate records, monitors adherence to policies and procedures, and escalates non-compliance issues as required.
- Maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Demonstrating awareness of the diverse histories, cultures, and experiences of Aboriginal, Torres Strait Islander and other cultural groups. Communicating with respect and understanding of balancing work, family and community responsibilities.
- Initiating and leading change and supporting others through change.
- Engaging with and completing other duties as required.

This position is a safety sensitive position and may perform safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations, 1998.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Demonstrated ability influencing and fostering professional relationships with peers and colleagues as well as successfully engaging with a broad range of internal and external stakeholders at various levels.
- Highly developed writing skills and demonstrated ability to present complex information in a clear and concise manner. Production of high quality, consistent and standardised reports, utilising evidence, data, and robust analysis to support assessments, determinations or risk mitigations considered necessary.
- Ability to exercise independent judgement utilising sound political and social awareness.
- A demonstrated understanding of quality assurance and risk management principles and proficiency to undertake risk analysis.
- Demonstrated ability to manage, research and resolve complex safety-related issues.
- Demonstrated ability to lead effectively a small, highly integrated team of experienced, autonomous professionals.

The following are desirable for the role:

- Employee/team supervision, management and/or leadership experience.
- Relevant tertiary qualifications in Safety or Aviation Management.
- Successful completion of an accredited quality system auditor course and/or practical experience in system-based risk driven auditing; and a high-level understanding of risk management principles.
- Knowledgeable of the Australian and ICAO regulatory frameworks applicable to the role.
- Knowledge and/or experience in Human Factors and competency-based training as applicable to CNS/ATM.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position: ·

- Must be an Australian citizen,
- Currently hold a Commonwealth security clearance to Negative Vetting 1 or the ability to obtain and hold a clearance at this level,
- Currently holds an Aviation Security Identification Card (ASIC) card or the ability to obtain and hold one,
- Undergo pre-employment screening including a Police Check, and
- Undertake pre-employment audiometric testing and alcohol and drug tests.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Brad Parker, +61 2 6217 1694
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764783

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 November 2025

Air, Navigation, Transformation & Risk
Air Navigation, Airspace and Aerodromes

Job Title	Team Leader - Air Navigation Services Operations - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$192,865 - $195,658
Future Merit Locations	Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	1201
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

The Air Navigation Services (ANS) team is part of the multi-disciplinary CNS/ATM Section that is a part of the multi-disciplinary Air Navigation, Airspace and Aerodromes Branch. This Branch conducts frontline activities for CASA including entry control, ongoing surveillance, project oversight, and where required enforcement of air traffic control training and service providers, aeronautical tele-communications, communications, navigation and surveillance services, aerodrome rescue and firefighting services, instrument approach designers and aeronautical information management. The Branch also exercises CASA's authority for the regulation of Australian-administered airspace and provides relevant advice to Government, ICAO fora, industry and internally.

The Team Leader ANS works under general direction and demonstrates and exercises both initiative and judgement in leading a small, highly integrated team of experienced and autonomous ANS Aviation Safety Inspectors in the provision of highly developed technical knowledge and

expertise in complex or unusual matters where existing standards, policies and procedures may not cover the circumstances. This role requires highly developed regulatory knowledge to lead work of a challenging or complex nature and may include detailed or sensitive projects that have broader impacts for CASA and the broader aviation industry. This role interacts with CASA internal managers, standards, technical and administrative staff and external stakeholders and contractors.

The position contributes to overall business objectives of the CNS/ATM Section through leading the small team in the application of expert skills and knowledge to the independent and objective assessment of the provision of air traffic management services and ATS training. This includes regulatory oversight of ANS in their *project* or *operational* state. This role requires effective team leadership, collaborative stakeholder engagement and a holistic approach that encompasses people, procedures, technology, and data across all life-cycle phases from inception to decommissioning.

Regulatory project oversight consists in the application of the CNS/ATM Section Approach to Safety Cases (CASC) to monitor certificate holder's projects from their inception with the objective of minimising risk at commissioning.

Regulatory operational oversight ensures the application of the CASA Surveillance Manual (CSM) to undertake entry control, ongoing surveillance and enforcement where required, of the certificate holding organisations.

Both *project* and *operational* oversight, each with its own specificities, include the following high quality, consistent and standardised deliverables:

- Monitoring and assessing risk and compliance through several activities, which include but are not limited to audits, observations, review of documentation, etc.
- Planning, coordinating, and conducting such activities, including the preparation and follow up of cost recovery instructions.
- Aggregating, analysing, and assessing the results of such activities to provide recommendations and determinations that are evidence, risk, and compliance based.
- Reporting of the results of such activities, including the provision of formal feedback to the certificate holder.

The Team Leader ANS manages a team with diverse skill sets and tasks by providing the team with strategic direction involving:

- Reviewing and providing guidance to enable the development of existing and the adoption of contemporary CNS/ATM technologies into the Australian Airspace System.
- Investigating accidents, occurrence reports, complaints, or other reports and initiating any necessary action regarding deficiencies or breaches of the legislation.
- Providing expert services to the industry on a fee for service basis.
- Building and promoting a positive workplace culture that provides a safe and healthy workplace aligned with CASA's Values, is respectful and free from bullying, harassment and discrimination; and engaging respectfully with colleagues and their team.
- Developing, coaching and mentoring employees to ensure they maintain a high level of specialist, professional and/or technical expertise, managing performance and conflict resolution.
- Developing work plans, strategies and priorities to effectively manage resources and ensure high quality outputs aligned to CASA priorities, monitoring workflow and performance.
- Providing leadership in implementing and promoting a climate of continuous improvement.

- Ensuring team compliance with all organisational requirements including completion of Performance and Communications Scheme (PACS), leave management, flexible working arrangements, time sheets (where applicable), and mandatory training completion ensuring organisational efficiency and risk management.
- Collaboratively engaging with colleagues and stakeholders (internally and externally) to positively drive, manage and coordinate initiatives, activities and relationships.
- Maintaining accurate records, monitors adherence to policies and procedures, and escalates non-compliance issues as required.
- Maintaining a positive health and safety culture at CASA, including psychosocial wellbeing in the workplace and providing input, where appropriate, into decisions that may impact upon personal health, safety and wellbeing in the workplace.
- Demonstrating awareness of the diverse histories, cultures, and experiences of Aboriginal, Torres Strait Islander and other cultural groups. Communicating with respect and understanding of balancing work, family and community responsibilities.
- Initiating and leading change and supporting others through change.
- Engaging with and completing other duties as required.

This position is a safety sensitive position and may perform safety sensitive aviation activities, as defined in the Civil Aviation Safety Regulations, 1998.

Duties

Ideal Candidate

Our ideal candidate must demonstrate the following:

- Demonstrated ability influencing and fostering professional relationships with peers and colleagues as well as successfully engaging with a broad range of internal and external stakeholders at various levels.
- Highly developed writing skills and demonstrated ability to present complex information in a clear and concise manner. Production of high quality, consistent and standardised reports, utilising evidence, data, and robust analysis to support assessments, determinations or risk mitigations considered necessary.
- Ability to exercise independent judgement utilising sound political and social awareness.
- A demonstrated understanding of quality assurance and risk management principles and proficiency to undertake risk analysis.
- Demonstrated ability to manage, research and resolve complex safety-related issues.
- Demonstrated ability to lead effectively a small, highly integrated team of experienced, autonomous professionals.

The following are desirable for the role:

- Employee/team supervision, management and/or leadership experience.
- Relevant tertiary qualifications in Safety or Aviation Management.
- Successful completion of an accredited quality system auditor course and/or practical experience in system-based risk driven auditing; and a high-level understanding of risk management principles.
- Knowledgeable of the Australian and ICAO regulatory frameworks applicable to the role.
- Knowledge and/or experience in Human Factors and competency-based training as applicable to CNS/ATM.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position: ·

- Must be an Australian citizen,
- Currently hold a Commonwealth security clearance to Negative Vetting 1 or the ability to obtain and hold a clearance at this level,
- Currently holds an Aviation Security Identification Card (ASIC) card or the ability to obtain and hold one,
- Undergo pre-employment screening including a Police Check, and
- Undertake pre-employment audiometric testing and alcohol and drug tests.

Notes

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

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA’s Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Brad Parker, +61 2 6217 1694
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764794

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 November 2025

Stakeholder Engagement
Guidance Delivery

Job Title	Guidance Officer Level 1
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA, Adelaide SA, Darwin NT, Cairns QLD
Salary	$91,955 - $99,795
Future Merit Locations	Canberra, Brisbane, Sydney, Melbourne, Perth, Adelaide, Darwin, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 5
Position Number	3655
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

Regulatory Guidance is recruiting a motivated and dedicated team member with a customer service focus to join our high performing team. The role provides opportunity for personal and professional development in an encouraging and supportive work environment.

This recruitment activity will also be used to create a merit pool for ongoing and non-ongoing vacancies at the Corporate Services Level 3 below barrier level (APS 5) within Regulatory Guidance.

The Guidance Officer Level 1 is responsible for the provision of regulatory guidance to the aviation industry and CASA staff on matters relating to the aviation legislation including CASA regulatory processes and compliance requirements. This role is responsible for a range of challenging and complex activities associated with regulatory guidance, including performing regulatory research using a range of knowledge repositories, peer reviewing draft technical responses and coordinating responses from specialist areas when necessary to deliver consistent guidance outcomes.

The scope of regulatory guidance includes aircraft operations, remotely piloted aircraft systems (RPAS), airworthiness, aerodromes, safety management and personnel licencing among others. The responsibilities of the role will be determined by the technical skills, qualifications and experience of the candidate as assessed in accordance with the CASA Capability Framework.

The role requires understanding of CASA legislative and policy frameworks as they relate to regulated entities, as well as an understanding of the aviation industry sectors, Civil Aviation legislation hierarchy and its supporting material.

The Guidance Officer Level 1 works under limited direction, provides mentoring to a nationally dispersed team of Guidance Officers and reports to the Guidance Officer Level 1 Team Leader. The Guidance Officer Level 1 manages, and answers assigned queries through interrogation of a knowledge base with complex queries reviewed by technically qualified members of the team as required.

The Guidance Officer Level 1 is responsible for the following:

- Interpret, research and respond to simple to complex queries from CASA staff and industry participants with consistent, clear, and authoritative information using established methodology in accordance with agreed service standards.
- Guide, develop and mentor team members including by providing constructive peer review feedback to improve team capability and capacity.
- Facilitate and manage responses from specialist areas to deliver consistent guidance to regulated entities, members of the public and CASA staff via a demand-pull workload management system.
- Undertake legislative research and analysis to support the provision of regulatory guidance to internal and external stakeholders.
- Maintain ongoing responsibility for quality assurance of guidance responses and conducting large-scale QA reviews as needed to support business improvement initiatives.
- Drive continuous improvement outcomes by identifying and implementing opportunities to improve processes as well as develop and deliver basic training content to internal stakeholders to enhance service delivery
- Undertake analysis of guidance data to identify trends and risks to inform management reporting requirements.
- Facilitate administrative support activities including coordinating meetings and other activities as required.
- Develop and maintain knowledge of Civil Aviation legislation, regulations, policies and reporting requirements, Australian and International standards, quality assurance procedures and best practice models.
- Contribute to workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA’s Values and Behaviours.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Stakeholder management skills including the ability to liaise and negotiate with stakeholders and provide well-considered responses to complex
- High level written and verbal communications skills with ability to interpret complex information and present effective arguments within defined timeframes.

- Understanding of Australia’s civil aviation legislation, CASA regulatory and compliance processes and the Australian aviation industry.
- Ability to analyse and interpret complex data from a wide variety of sources and simplify technical information for a non-technical audience as
- Ability to undertake research for projects and moderately complex tasks associated with service delivery.
- Ability to independently exercise judgement in handling complex queries and supporting other team members in knowledge sharing to achieve outcomes.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position: ·

- Must be an Australian citizen.
- Undergo pre-employment screening including a Police Check.

Notes

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA’s Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Lorraine Swan, 0473436774
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764796

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 November 2025

Stakeholder Engagement
Guidance Delivery

Job Title	Guidance Officer Level 1 - - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Perth WA, Adelaide SA, Darwin NT, Cairns QLD
Salary	$91,955 - $99,795
Future Merit Locations	Canberra, Brisbane, Sydney, Melbourne, Perth, Adelaide, Darwin, Cairns
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 5
Position Number	3655
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Role

Regulatory Guidance is recruiting a motivated and dedicated team member with a customer service focus to join our high performing team. The role provides opportunity for personal and professional development in an encouraging and supportive work environment.

This recruitment activity will also be used to create a merit pool for ongoing and non-ongoing vacancies at the Corporate Services Level 3 below barrier level (APS 5) within Regulatory Guidance.

The Guidance Officer Level 1 is responsible for the provision of regulatory guidance to the aviation industry and CASA staff on matters relating to the aviation legislation including CASA regulatory processes and compliance requirements. This role is responsible for a range of challenging and complex activities associated with regulatory guidance, including performing regulatory research using a range of knowledge repositories, peer reviewing draft technical responses and coordinating responses from specialist areas when necessary to deliver consistent guidance outcomes.

The scope of regulatory guidance includes aircraft operations, remotely piloted aircraft systems (RPAS), airworthiness, aerodromes, safety management and personnel licencing among others. The responsibilities of the role will be determined by the technical skills, qualifications and experience of the candidate as assessed in accordance with the CASA Capability Framework.

The role requires understanding of CASA legislative and policy frameworks as they relate to regulated entities, as well as an understanding of the aviation industry sectors, Civil Aviation legislation hierarchy and its supporting material.

The Guidance Officer Level 1 works under limited direction, provides mentoring to a nationally dispersed team of Guidance Officers and reports to the Guidance Officer Level 1 Team Leader. The Guidance Officer Level 1 manages, and answers assigned queries through interrogation of a knowledge base with complex queries reviewed by technically qualified members of the team as required.

The Guidance Officer Level 1 is responsible for the following:

- Interpret, research and respond to simple to complex queries from CASA staff and industry participants with consistent, clear, and authoritative information using established methodology in accordance with agreed service standards.
- Guide, develop and mentor team members including by providing constructive peer review feedback to improve team capability and capacity.
- Facilitate and manage responses from specialist areas to deliver consistent guidance to regulated entities, members of the public and CASA staff via a demand-pull workload management system.
- Undertake legislative research and analysis to support the provision of regulatory guidance to internal and external stakeholders.
- Maintain ongoing responsibility for quality assurance of guidance responses and conducting large-scale QA reviews as needed to support business improvement initiatives.
- Drive continuous improvement outcomes by identifying and implementing opportunities to improve processes as well as develop and deliver basic training content to internal stakeholders to enhance service delivery
- Undertake analysis of guidance data to identify trends and risks to inform management reporting requirements.
- Facilitate administrative support activities including coordinating meetings and other activities as required.
- Develop and maintain knowledge of Civil Aviation legislation, regulations, policies and reporting requirements, Australian and International standards, quality assurance procedures and best practice models.
- Contribute to workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA’s Values and Behaviours.

Duties

Our ideal candidate

Our ideal candidate must demonstrate the following:

- Stakeholder management skills including the ability to liaise and negotiate with stakeholders and provide well-considered responses to complex
- High level written and verbal communications skills with ability to interpret complex information and present effective arguments within defined timeframes.
- Understanding of Australia’s civil aviation legislation, CASA regulatory and compliance processes and the Australian aviation industry.
- Ability to analyse and interpret complex data from a wide variety of sources and simplify technical information for a non-technical audience as
- Ability to undertake research for projects and moderately complex tasks associated with service delivery.
- Ability to independently exercise judgement in handling complex queries and supporting other team members in knowledge sharing to achieve outcomes.

Eligibility

Eligibility Requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position: ·

- Must be an Australian citizen.
- Undergo pre-employment screening including a Police Check.

Notes

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

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA’s Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Lorraine Swan, 0473436774
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764893

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 November 2025

Stakeholder Engagement
Communications

Job Title	Senior Writer/Editor, Technical Publications
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Cairns QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Perth WA, Darwin NT, Sydney NSW
Salary	$121,285 - $157,164
Future Merit Locations	Brisbane, Cairns, Adelaide, Canberra, Melbourne, Perth, Darwin, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	
Position Number	4188
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

• Are you passionate about aviation and also have a desire for clear, precise documentation?

• Do you have aviation industry experience and a good understanding of the regulatory aspects of your industry sector?

• Do you have great writing / Word skills?

This is your opportunity to be part of the Technical Publications Section producing quality guides and publications in plain English to assist the aviation community in understanding (and thus complying with) the aviation regulations. The role of Senior Writer/Editor, Technical Publications is based within the Communications Branch of the Stakeholder Engagement Division.

The Communications Branch is responsible for CASA's communication activities. This includes broad public and industry consultation and communication strategies, media engagement, website and intranet management, social media channels, safety promotion activities, graphic design, video production, sponsorships and event management, and development of plain English guides.

As the Senior Writer/Editor, Technical Publications you will need to:

• under limited direction, scope, develop and maintain plain English guides explaining complex aviation rules in a simple, easy-to-read writing style, and exercising good judgement to deliver quality work requiring little revision before finalisation of the given stage of document development.

• edit, peer review and quality check content produced by other team members to ensure a high-quality end product, ensuring written content retains the intent of the regulations and aligns with the current Australian Government Style Manual and current accessibility requirements

• be responsible for planning own work goals and priorities that align with and achieve both own and team outcomes, and work collaboratively with other team members to ensure team objectives are met, assisting in planning and managing projects and meeting agreed timelines

• attain, maintain and apply your knowledge of the Civil Aviation Act 1988, Civil Aviation Safety Regulations 1998, Civil Aviation Regulations 1988, and associated standards policy and practice, CASA decision-making processes and agency guidelines and regulations

• build and maintain effective relationships internally within the Communications branch and with other business units within CASA such as National Operations Standards Division and the Legal, International and Regulatory Affairs Division, as well as externally with contractors and other suppliers

• maintain and promote guidance material including safety information, education and training materials, advisory circulars, web-based information and other duties as required

• promote workplace safety, equity and diversity, participative management and environmental management in the workplace in accordance with CASA values and behaviours

• work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.

Duties

Our ideal candidate

Our ideal candidate must:

• have familiarity with the regulatory aspects of the aviation industry, preferably with an aviation licence and a strong knowledge of at least one sector (such as flying operations or airworthiness)

• be able to interpret a range of document types to bring technical information together in meaningful content for the specified user

• be able to develop and structure large documents considering the nature of the technical content and the knowledge of the reader

• have excellent command of written English, be familiar with writing to a style guide, have at least intermediate word skills and have meticulous attention to detail

• have a proven ability to work with minimal assistance, taking ownership of tasks and guiding/supporting others in the team as required

• have suitable people skills to develop new relationships between the section and other areas of CASA

• have strong organisational skills and the ability to contribute to continuous improvement of the product and the processes within the section

• be able to demonstrate and exercise both initiative and judgment in the provision of accurate technical knowledge and advice in a specialist discipline (relevant to your role), achieved through the exposure to CASA’s policies and procedures

• be able to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner

• promote workplace safety, equity and diversity, and act in accordance with the CASA values and behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen

Notes

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Ceri Bartlett, 02 8651 3182
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764895

Civil Aviation Safety Authority Australia

Closing Date:Sunday 23 November 2025

Stakeholder Engagement
Communications

Job Title	Senior Writer/Editor, Technical Publications - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Cairns QLD, Adelaide SA, Canberra ACT, Melbourne VIC, Perth WA, Darwin NT, Sydney NSW
Salary	$121,285 - $157,164
Future Merit Locations	Brisbane, Cairns, Adelaide, Canberra, Melbourne, Perth, Darwin, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours' in the Office Arrangement details
Classification	
Position Number	4188
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

• Are you passionate about aviation and also have a desire for clear, precise documentation?

• Do you have aviation industry experience and a good understanding of the regulatory aspects of your industry sector?

• Do you have great writing / Word skills?

This is your opportunity to be part of the Technical Publications Section producing quality guides and publications in plain English to assist the aviation community in understanding (and thus complying with) the aviation regulations. The role of Senior Writer/Editor, Technical Publications is based within the Communications Branch of the Stakeholder Engagement Division.

The Communications Branch is responsible for CASA's communication activities. This includes broad public and industry consultation and communication strategies, media engagement, website and intranet management, social media channels, safety promotion activities, graphic design, video production, sponsorships and event management, and development of plain English guides.

As the Senior Writer/Editor, Technical Publications you will need to:

• under limited direction, scope, develop and maintain plain English guides explaining complex aviation rules in a simple, easy-to-read writing style, and exercising good judgement to deliver quality work requiring little revision before finalisation of the given stage of document development.

• edit, peer review and quality check content produced by other team members to ensure a high-quality end product, ensuring written content retains the intent of the regulations and aligns with the current Australian Government Style Manual and current accessibility requirements

• be responsible for planning own work goals and priorities that align with and achieve both own and team outcomes, and work collaboratively with other team members to ensure team objectives are met, assisting in planning and managing projects and meeting agreed timelines

• attain, maintain and apply your knowledge of the Civil Aviation Act 1988, Civil Aviation Safety Regulations 1998, Civil Aviation Regulations 1988, and associated standards policy and practice, CASA decision-making processes and agency guidelines and regulations

• build and maintain effective relationships internally within the Communications branch and with other business units within CASA such as National Operations Standards Division and the Legal, International and Regulatory Affairs Division, as well as externally with contractors and other suppliers

• maintain and promote guidance material including safety information, education and training materials, advisory circulars, web-based information and other duties as required

• promote workplace safety, equity and diversity, participative management and environmental management in the workplace in accordance with CASA values and behaviours

• work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.

Duties

Our ideal candidate

Our ideal candidate must:

• have familiarity with the regulatory aspects of the aviation industry, preferably with an aviation licence and a strong knowledge of at least one sector (such as flying operations or airworthiness)

• be able to interpret a range of document types to bring technical information together in meaningful content for the specified user

• be able to develop and structure large documents considering the nature of the technical content and the knowledge of the reader

• have excellent command of written English, be familiar with writing to a style guide, have at least intermediate word skills and have meticulous attention to detail

• have a proven ability to work with minimal assistance, taking ownership of tasks and guiding/supporting others in the team as required

• have suitable people skills to develop new relationships between the section and other areas of CASA

• have strong organisational skills and the ability to contribute to continuous improvement of the product and the processes within the section

• be able to demonstrate and exercise both initiative and judgment in the provision of accurate technical knowledge and advice in a specialist discipline (relevant to your role), achieved through the exposure to CASA’s policies and procedures

• be able to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner

• promote workplace safety, equity and diversity, and act in accordance with the CASA values and behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988 (the Act) and the CASA Enterprise Agreement. The following eligibility requirements apply to this position:

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen

Notes

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

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA’s Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Ceri Bartlett, 02 8651 3182
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764787

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Sunday 23 November 2025

Enabling Services Division
Communication Branch Strategic Communication & Social Media Section

Job Title	APS6 - Senior Social Media Officer, Communication Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$95,501 - $114,201
Future Merit Locations	Canberra, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	47239
Agency Website	https://www.infrastructure.gov.au/

Job Description

https://www.infrastructure.gov.au/department/careers

The opportunity we have available

The Communication Branch provides high quality advice and support through a range of services including ministerial announcements, speechwriting services, strategic communication services, media liaison, social media engagement, advertising campaigns and design and video services.

We are seeking a motivated and creative person to join our branch in our Social Media team at APS6 level. The position is required to help plan and deliver social media content and strategies, assist with issues management and to build relationships across the department, including with senior stakeholders.

The successful applicant will work in a small team, delivering creative communication and social media solutions and providing high quality communication advice to raise public awareness of the department’s programs and projects.

A merit list will be established for a period of 18 months from the date of this advertisement as a result of the selection process.

Duties

What will you do?

As part of a small team that is responsible for our social media presence across 6 accounts, you will engage with teams in our branch and across the department to develop social media content that raises public awareness of our policies and programs. You will also undertake regular analysis and reporting to inform communication planning.

Key duties include:

- Working closely with the Social Media Manager to champion the department’s social strategy and enhance our social media presence.
- Leading the development of social media content, including developing engaging posts, content plans and visual assets.
- Building relationships with internal stakeholders, including liaising closely with program and policy areas to understand, anticipate and deliver on their social media needs, and working across the Communication Branch to facilitate outcomes.

- Managing a forward calendar of social content and identifying opportunities for proactive social content. Assisting with the publication and moderation of social media across the department's accounts.
- Undertaking regular social media monitoring, analytics and evaluating account performance to inform future content planning.
- Maintaining an awareness of broader trends in the social media space, including platform and content developments, and sharing these with the team as appropriate.
- Undertaking basic graphic design activities.
- Supporting broader communication activities and content planning across the team as required, including social media advertising.
- Contributing to the positive culture of the branch.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS6 Work level standards

You will have a demonstrated ability to understand the communication environment in which you operate, be a problem-solver and "think outside the box" to deliver creative communication solutions.

You will have a proactive approach in identifying opportunities to promote departmental policies and programs.

You will also be able to manage competing priorities and deliver results due to your excellent project and time management skills.

You will have strong written and verbal communication skills, including the ability to translate complex information into easily digestible key messages and digital formats tailored to target audiences.

You will be able to build and maintain strong working relationships with key stakeholders, including client areas and external suppliers.

You will also have prior experience delivering in a social media, communication, marketing, or media team.

We are looking for candidates who:

- shape strategic thinking
- achieve results
- cultivate productive working relationships
- exemplify drive and integrity
- communicate with influence.

Desirable qualifications and experience:

- Completion of a communication focused qualification such as a media cadetship, strategic communication, public relations, journalism or marketing degree or diploma.
- Proven experience developing and implementing high quality social media strategies.

Eligibility

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship**: candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance**: The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check**: The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check**: The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.
- **Qualifications**: Completion of a communication focused qualification such as a media cadetship, strategic communication, public relations, journalism or marketing degree or diploma is highly desirable.
- **Experience**: 3+ years' experience delivering in social media / communication / marketing / media teams.

Notes

For more information about this role, including the type of person we are looking for and how to apply, please refer to the position description available by clicking the 'Apply Now' button.

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

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Janelle Fife, 02 6136 6772
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764848

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Thursday 27 November 2025

Corporate

Job Title	First Assistant Secretary, Legal and Integrity
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$273,765 - $327,805
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 2
Position Number	47314
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The department is responsible for the design and delivery of the Australian Government's infrastructure, transport, regional development, sport, communications and arts policies and programs. The department’s work touches every Australian community and underpins our economy and society.

Our focus is on connecting Australians, enriching communities, and empowering our regions. We do this by providing policy advice to government, and delivering programs, services, and research for the benefit of all Australians.

The department’s Legal and Integrity Division provides high quality, practical, technically excellent and timely legal advice, support and services for the department and portfolio Ministers’ offices. It also champions our culture of integrity, manages and investigates misconduct, and develops strategic initiatives to enhance ethical practices across the agency. The work is varied across the diverse subject matter of the portfolio, intellectually stimulating and rewarding. Our people are dynamic and collaborative.

Duties

The Legal and Integrity Division is a newly created division, bringing together our legal and integrity functions. The legal function in the department provides high quality legal advice and support for the department and ministers’ offices, on the diverse areas covered by the portfolio. These include:

- The regulation of airports and aviation
- Major transport and infrastructure projects
- Infrastructure investment
- Regional development
- Surface transport matters, including road vehicles and shipping
- The administration of non-self-governing territories
- Northern Australia
- The arts
- Sport
- Online safety
- Media and platforms
- Communications infrastructure, including NBN co and Spectrum
- Communications services, including regional communications and Australia Post, and consumer safeguards

Significantly, the legal services function is required to support a wide variety of legal matters ranging from litigation in the High Court to the negotiation of complex commercial arrangements with private parties. We are seeking a candidate with significant experience in the management and delivery of legal services in the Commonwealth government context.

The integrity function in the department delivers and provides high quality support for the Secretary, Executive, leaders and staff. This includes:

- Oversight of the department’s enterprise risk management framework, policies and procedures and enterprise risk register and controls
- Promote a culture of integrity and ethical conduct across the department in accordance with relevant legislation and the APS Values.
- Lead investigations into ethical breaches such as fraud, bribery and corruption, often working with the Chief People Officer and People Branch.
- Management of the department’s Freedom of Information, complaints and conflict of interest functions.

The FAS Legal and Integrity is a pivotal role, and in this position, you can expect to:

- Assume overall responsibility for the department’s legal matters and the provision of legal advice and direction across the department.
- Act as the trusted legal adviser on sensitive and complex matters, often on an urgent basis, for the portfolio Ministers and their offices, Secretary and Deputy Secretaries.
- Enhance our integrity framework to prevent corruption, fraud and other misconduct.

- Oversee misconduct assessments and investigations and advising on policy and compliance.
- Work collaboratively with our Chief People Officer to promote awareness of APS values and the Code of Conduct and drive strategic risk mitigation.
- Have highly developed management and stakeholder engagement skills and be able to represent the department at a range of forums. You will be required to interact with the portfolio Ministers and their offices, Secretary and Deputy Secretaries, portfolio agencies, central agencies and other senior stakeholders.
- Ensure there are effective quality assurance protocols and business planning arrangements to support the delivery of timely and high-quality outputs.
- Provide overall leadership of staff within your division, including building and developing a high performing team to deliver on the core priorities of your division and across the department.
- Contribute to the development and implementation of strategies that strengthen the department’s culture and leadership.

Who are we looking for?

As the FAS Legal and Integrity, you must demonstrate you are collaborative and agile leader with the ability to strategically manage in the context of contributing to the achievement of government policies in a legally appropriate way. You will have the demonstrated ability to provide strategic and overall leadership to your division and manage with a proven record of delivering high quality legal services in a complex, politically sensitive and operationally diverse environment.

SES Behaviours

As a member of the Senior Executive Service team in the department, you will:

- Promote, uphold and exemplify the APS Values, the Secretaries Charter of Leadership Behaviours (DRIVE), the General Counsel Charter, and the Statement of Expectations of Australian Government Lawyers.
- Model, develop and sustain a culture of professional and accountable behaviour, self-reflection, integrity and stewardship.
- Empower, build and develop capability in others, by encouraging a culture of continuous learning.
- Commit to cultural learning and safety of First Nations and cultural and/or linguistically diverse staff.
- Embed diversity and inclusion outcomes.
- Reward and recognise staff.
- Foster a culture of psychological safety.
- Enact on your Work, Health and Safety obligations.
- Examine own performance and regularly seek feedback from others.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting Level 2. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Qualifications:** A Bachelor of laws of a Juris Doctor from an Australian tertiary institution (or a comparable overseas qualification. You will need to currently hold an unrestricted practicing certificate in the ACT or competent jurisdiction or be eligible to hold one.

RecruitAbility minimum requirements

All of our roles are advertised under the RecruitAbility scheme unless Affirmative Measures – disability.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at RecruitAbility scheme: A guide for applicants | Australian Public Service Commission.

Notes

How to apply

Applications for this opportunity close at 11.59pm AEDT, Thursday 27 November 2025.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than 2 pages outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, no more than 4 pages. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the department's online recruitment system. Applications via Indeed will not be accepted.

If you experience any issues with the system please contact the SES Unit via email at SESUnit@infrastructure.gov.au to discuss an alternative way to submit your application.

Please advise the contact officer or the SES Unit at SESUnit@infrastructure.gov.au if you require reasonable adjustments throughout the recruitment process. The department is committed to the accessibility of our systems. If you identify as someone with disability and you require accessibility assistance or more information, please email DiversityandInclusion@infrastructure.gov.au

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Beaumont and Beaumont, 02 6126 4500
Agency Recruitment Site	https://www.infrastructure.gov.au/careers

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764851

Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Closing Date:Thursday 27 November 2025

Corporate

Job Title	Chief People Officer / First Assistant Secretary, People Culture and Change
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$273,765 - $327,805
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 2
Position Number	47315
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The department is responsible for the design and delivery of the Australian Government's infrastructure, transport, regional development, sport, communications and arts policies and programs. The department’s work touches every Australian community and underpins our economy and society.

Our focus is on connecting Australians, enriching communities, and empowering our regions. We do this by providing policy advice to government, and delivering programs, services, and research for the benefit of all Australians.

The Chief People Officer role is directly accountable to the Secretary for leading the people, culture and capability agenda across the Department and is a key member of the Department's Leadership Team. The role is responsible for all human resource functions including HR strategy and policy; recruitment and talent management; organisational design; organisational effectiveness; leadership development; employee relations; HR operations and payroll; and learning and development. It is also responsible for work health and safety.

The Chief People Office also leads the People, Culture and Change Division and in this capacity reports to the Chief Operating Officer. The wide range of responsibilities of the role include:

- Delivering communication and change through media management, campaigns and a wide variety of external and internal communications engagements.
- Providing reliable and responsive ministerial, parliamentary and cabinet services to support our various Ministers.
- Leading the department’s strategic and operational property portfolio, including delivering the department’s move to its new Canberra property preceding through 2026 – 27, as well as developing a long-term property strategy that complement our flexible ways of working.

Duties

What will you do?

- Actively lead – discussing and articulating a positive vision and sense of purpose for the future and empowering people to succeed and have a positive impact.
- Achieve results – with the ability to deliver timely and accurate legal services in relation to complex projects, programs, and services with resilience and a positive approach to issues resolution.
- Communicate with influence – to take forward the Government’s policy agenda with intelligence, persuasiveness, professionalism, authenticity, and credibility. Listen, understand and adapt to different audiences.
- Act with integrity and be respectful – making informed decisions, integrating moral and ethical considerations and establishing realistic goals. Value different perspectives, contributions and background.
- Drive innovation – turning innovative thinking into action and make time to engage others in ideas and problem solving. Consider mistakes first as an opportunity to learn.
- Manage for high performance – self and others.
- Be collaborative – across the department, portfolio, APS and other sectors. Seek input from others.
- Contribute – make a positive contribution, across the department, Portfolio and Government. Overcome barriers.
- Culturally Competent – demonstrate an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and an ability to communicate sensitively effectively with Aboriginal and Torres Strait Islander peoples.

Who are you looking for?

To be successful in the role of Chief People Officer you will have the following capabilities and characteristics:

- a strong orientation towards people over process. You will put your internal customers at the centre of the outcomes you deliver, and value collaboration and consultation with a diverse range of staff, management and other stakeholders.
- a role model of positive Senior Executive Service behaviours and a champion of the organisation's vision and goals and promote a shared commitment to the strategic direction and inclusive culture.
- an ability to consider and assess emerging trends and risks provide well considered guidance to the department to enable informed decision-making about long-term opportunities and achievement of strategic, operational and tactical priorities
- an ability to provide impartial and forthright advice, challenge difficult and sensitive issues, and addresses breaches of protocol, probity and integrity.
- the ability to lead and inspire staff within your business area, including building and developing a high performing team, managing competing business priorities and psychosocial risk factors to effectively deliver the core priorities of your business and across the department.
- An ability to build and maintain effective, collaborative and productive networks across portfolio agencies, government, academia, and the private sector.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department’s preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting Level 2. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must satisfactory complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

RecruitAbility minimum requirements

All of our roles are advertised under the RecruitAbility scheme unless Affirmative Measures – disability.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at RecruitAbility scheme: A guide for applicants | Australian Public Service Commission.

Notes

How to apply

Applications for this opportunity close at 11.59pm AEDT, **Thursday 27 November 2025**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than 2 pages outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, no more than 4 pages. The capabilities and behaviours required to be successful for this role are identified in the ‘Who are we looking for’ section.

You should also provide a tailored CV in PDF, no more than four pages. The capabilities and behaviours required to be successful for this role are identified in the ‘Who are we looking for’ section.

Your application should be received through the department’s online recruitment system. Applications via Indeed will not be accepted.

If you experience any issues with the system, please contact the SES Unit via email at SESUnit@infrastructure.gov.au to discuss an alternative way to submit your application.

Please advise the contact officer or the SES Unit at SESUnit@infrastructure.gov.au if you require reasonable adjustments throughout the recruitment process. The department is committed to the accessibility of our systems. If you identify as someone with disability and you require accessibility assistance or more information, please email DiversityandInclusion@infrastructure.gov.au.

About the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Beaumont and Beaumont, 02 6126 4500
Agency Recruitment Site	https://www.infrastructure.gov.au/careers

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764874

National Archives of Australia

Closing Date:Saturday 29 November 2025

Collection Management Digitisation Service

Job Title	Project Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Mitchell ACT
Salary	$85,418 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Canberra - Mitchell
Classification	APS Level 5
Position Number	50002/497195
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

https://www.naa.gov.au/

About the role

The Collection Management Branch is responsible for transferring, storing, preserving and digitising the National Archives' collection so it remains accessible for future generations. The Branch develops policies and systems as well as provides services, undertakes research, and implements projects to ensure the care, management and accessibility of archival records. The Branch is also responsible for identifying information management requirements for Australian Government agencies to ensure Australian Government information assets (records, information and data) are created, collected and managed effectively.

The Digitisation Services section provides leadership to the National Archives digitisation function. This includes the National Digitisation Strategy and Annual Plan, digitisation-on-demand service, Agency Digitisation Service and proactive digitisation, including the World War II digitisation project. It excludes preservation digitisation of audio-visual and photographic formats. The Digitisation Services section is responsible for both in-house and outsourced digitisation in Canberra, and providing guidance on digitisation activities to all state and territory offices.

National Archives has established the Philanthropic Partnership program to oversee, coordinate and support a suite of preservation, digitisation and digital projects that will extend National Archives' capability to secure the collection and connect with audiences in new and innovative ways.

The Digitisation Coordinator will oversee the day-to-day management of the Philanthropic Partnership program projects being delivered by Digitisation Services.

Duties

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

- Co-ordinate, monitor and report on digitisation activity surrounding the delivery of services and/or projects, including the identification and analysis of trends or other issues.
- Supervise a team involved in the daily operations of digitisation services and/or projects, including co-ordinating staff training and development, and ensuring Work, Health and Safety (WH&S) issues are identified, monitored and reported.
- Communicate effectively with internal and external stakeholders, including outsourced providers, and agency and public clients, to build positive relationships and deliver on agreed outcomes and service standards.
- Identify and put forward ideas to solve problems, and contribute to the review and refinement of procedures, guidelines and workflows, including through research and testing of potential business process improvements under guidance from colleagues in other sections/branches.
- Co-ordinate and/or undertake the physical handling, retrieval and return of archival records according to both preservation and WH&S principles.
- Apply the principles of the APS values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2025–2030: Evolving National Archives and Our Values.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

How to apply

You need to apply through our e-recruitment system.

Your application will need to include:

- the names and contact details of at least two referees, one of whom should be a current supervisor.
- your current resume.

- statement (500 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the "Performance Expectations" at the relevant classification and the National Archives' Vision, Mission and Commitments as expressed in the Strategy 2025–2030 and Our Values.

Notes

Who we are

National Archives of Australia (National Archives) provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers and the community.

Our vision: National Archives is committed to being a world-leading archive and strives to strengthen Australia's cultural identity and democracy by connecting people with the evidence of Australian Government activities and decisions.

National Archives endeavour to meet the future needs of government and expectations of the Australian public in our rapidly changing digital environment. Underpinning the transformative strategies to enable, secure, connect and innovate is a drive for comprehensive digital capability and service delivery. National Archives is committed to:

- Innovation
- Collaboration
- Inclusion

National Archives is also committed to developing the capability and expertise of our staff, we offer a Studies Assistance Program that supports staff to achieve individual goals as well as increasing their capacity to help achieve the National Archives' strategic objectives. Our Health and Wellbeing Program encourages and supports a healthier workplace and healthy lifestyle choices for all employees.

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

About the National Archives of Australia

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and

exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Julie Binoya, +61 6212 3987
Agency Recruitment Site	https://www.naa.gov.au/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0764719

Office of the eSafety Commissioner

Closing Date:Sunday 23 November 2025

Corporate and Strategy Group
Strategy, Engagement and Research Research and Evaluation

Job Title	Evaluation Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Pyrmont NSW, Melbourne VIC
Salary	$94,658 - $106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our enterprise agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	2902-2025-1
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

About eSafety

At eSafety, we are pioneers in online safety regulation, leading global efforts to combat digital harms and foster safer, more positive online experiences for all Australians.

Our mission is bold and far-reaching.

From tackling cyberbullying and child sexual exploitation, to confronting emerging harms brought about by new innovations such as generative AI and immersive technologies, we oversee Australia’s online safety landscape.

About the team

Sitting within the Corporate and Strategy Group, the **Strategy, Engagement and Research Branch** is focused on:

- national and international online safety regulations, policies and initiatives
- engaging with industry, international stakeholders and thought leaders
- achieving demonstrable change with Safety by Design by encouraging industry to take a proactive approach to anticipating, detecting and mitigating online risks
- understanding the nature and impact of online harms
- building the evidence-base for what works to prevent and remediate online harms.

The **Research and Evaluation team** comprises a section manager, research assistants/research officers/senior research officers, and evaluation/senior evaluation officers. Our work focuses on supporting, encouraging, conducting and evaluating research about online safety for Australians.

We do this so:

- our programs, policies and regulatory functions are evidence-informed
- robust, person-centred evidence on the prevalence and impact of online harms is available to stakeholders
- the evidence base on what works to prevent and remediate online harms continues to grow.

We work in a highly collaborative way to enrich our research and evaluation design and products, drawing on the strengths of different individuals within the team. You can learn more about our work on the eSafety website.

This is an exciting opportunity to contribute your evaluation skills to support eSafety’s mission to make Australians safer online.

As an Evaluation Officer, you will work as part of a collaborative and expert mixed-methods research and evaluation team. You will support the design, implementation, and reporting of evaluation activities that inform strategy, policy, and programs addressing issues such as cyberbullying, parenting in the digital age, and image-based abuse.

A key focus of this role will be supporting the evaluation of the world-first Social Media Minimum Age legislation. The successful applicant will work closely with the eSafety team and domestic and international experts, applying their evaluation and analytical skills to contribute to evidence-based insights that inform continuous improvement and strategic decision-making. The evaluation represents an unprecedented opportunity to study the impact of age-based social media restrictions, and to advance our scientific understanding of the relationship between social media and wellbeing. You will also have the opportunity to contribute to other evaluation projects across eSafety, building your expertise and supporting a culture of learning and improvement.

Duties

- Supporting the design and implementation of evaluation strategies for eSafety's regulatory and education initiatives, with a primary focus on the Social Media Minimum Age evaluation.
- Assisting with mixed-method evaluation projects, including data collection, analysis, and reporting.
- Conducting literature reviews and desk research and preparing high-quality summaries of evidence.
- Drafting clear, engaging evaluation reports and other written products, including peer-reviewed publications, for internal and external audiences.
- Contributing to the preparation of briefings and presentations for stakeholders and conferences.
- Supporting the management of external evaluation consultancies and related procurement processes.
- Collaborating with staff across eSafety and external partners to support evaluation activities and promote best practice.
- Contributing to a culture of learning and evaluation through participatory approaches and capacity-building activities.
- Keeping up to date with emerging trends and methodologies in evaluation and applying innovative approaches where appropriate.
- Providing operational and administrative support to the Senior Evaluation Officers and Research and Evaluation Section Manager as required.

Mandatory qualifications and experience:

- An undergraduate degree (or higher) in social science, criminology, or a related discipline, where research methods and their application was a key component of the course work.
- 3+ years of professional experience conducting primary research/evaluation in an evaluation/applied research setting. For example, where your core responsibilities included contributing to the design of methodologies, implementation of fieldwork, and/or analysis and dissemination of findings.
- A strong interest in pursuing a career in the APS in evaluation.

Click 'Apply now' to visit our careers page and access the **Evaluation Officers Candidate Pack** for full details.

Eligibility

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

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

The successful applicant must be able to obtain and maintain a **Working with Children Check** (or equivalent).

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

Notes

At eSafety, you'll be part of a passionate team under the leadership of an independent Commissioner who is supported by the Australian Communications and Media Authority (ACMA). Our eSafety staff are ACMA employees who are subject to the terms and conditions of employment in the ACMA's Enterprise Agreement 2024-2027.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles.

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 Office of the eSafety Commissioner

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

To Apply

Position Contact	Bianca Kahl, 02 7254 8604
Agency Recruitment Site	https://www.acma.gov.au/careers

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

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

Prime Minister and Cabinet

Vacancy VN-0764926

Aboriginal Hostels Limited

Closing Date:Sunday 23 November 2025

Frontline Services
Top End Regional

Job Title	Hostel Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Tennant Creek NT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	VN-0764926
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Join Our Team and Make a Difference!

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Hostel Manager to join our team and help create a safe, clean, and welcoming environment at our Wangkana-Kari, Tennant Creek, NT. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a position in a supportive team where your efforts truly matter, we would love to hear from you.

Key responsibilities:

As a Hostel Manager, you'll take on a broader leadership role, overseeing all aspects of hostel operations while building strong relationships with local stakeholders to support First Nations residents during their stay. In addition to ensuring high standards in service delivery, safety, and cleanliness, you'll be responsible for team leadership, performance development, and continuous improvement. Your role will be to ensure hostel occupancy is high and service to residents is exceptional. You will be a hands-on manager, working closely with the small hostel team to provide three meals a day and ensuring the facility is clean, safe and welcoming.

You will ensure compliance with AHL policies and operational guidelines, regularly report to the Operations Management Team, and liaise with AHL's National Office as required. This role requires a proactive manager with strong organisational and people skills, a commitment to excellence, and a passion for delivering services that make a positive impact.

Position Details:

- Ongoing (75 hours per fortnight)
- Work patterns will generally cover 7am to 7pm shifts for 8 days a fortnight (including one short day) across both weekdays and weekends.

We are also looking to establish a Merit Pool to fill any future vacancies that may arise for Ongoing, Non-Ongoing, Full-time or Part-time positions.

Duties

- Supporting hostel teams in achieving AHL's goals by providing clear direction and guidance on work expectations and deliverables.
- Regularly conducting quality assurance checks of the hostel to ensure the hostel is meeting operational requirements addressing non-compliance and manage continual improvement in hostel operations.
- Regularly reporting to the Operations Management Team and National Office.
- Supporting AHL's vision to improve the quality of life and economic opportunities for First Nations People by providing safe, culturally appropriate and affordable accommodation.
- Liaising with internal and external stakeholders to support resident access to services and resources, and to ensure guest needs are attended to in an efficient and professional manner.
- Creating a culture of excellent customer service at the hostel ensuring guests feel welcome, culturally safe and comfortable at all times.
- Managing Hostel Operations in accordance with AHL's Operations Handbook, maintaining discretion and privacy of resident and staff information.
- Providing staff management, support and leadership including staff recruitment, induction, performance management, and providing development and training where needed.
- Resolving resident issues promptly to create a positive, culturally appropriate experience and quality stay for residents, showing respect for the diversity of residents' personal situations.

Our ideal candidate:

The ideal candidate is an experienced and driven leader with operational, people management skills and with a strong focus on customer service. You thrive in dynamic environments, are adept at building and leading effective teams, and are committed to delivering high-quality, person-centred services. You are confident engaging with local stakeholders and ensuring residents are well supported throughout their stay. You bring a high level of professionalism, attention to detail, and an ongoing focus on improving service delivery in line with AHL's standards and strategic objectives.

Under the direction of the Operations Management Team, you will manage the day-to-day operations of the hostel in accordance with AHL policy, procedure, the Australian Public Service (APS) Code of Conduct and relevant APS legislation.

Eligibility

- Candidates must have Australian citizenship
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold and maintain a NT Working with Children Check prior to engagement.
- Hold a valid Driver Licence
- Hold or obtain relevant qualifications

Notes

What We Offer:

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

How to apply

Complete the **Application Form** available from our website [(Work with us | Aboriginal Hostels Limited)]

Email your **current Resume and completed Application Form** to jobs@ahl.gov.au by 11:59pm AEST on **Sunday 23 November 2025**

Please include your name and the job reference **(VN-0764926)** in the subject of your email

Contact person: Denise O'Neill – 0436 933 220

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Denise O'Neill, 0436 933 220
Agency Recruitment Site	https://www.ahl.gov.au/work

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0764938

Aboriginal Hostels Limited

Closing Date:Sunday 23 November 2025

Frontline Services
Adelaide Regional

Job Title	Weekend Cook
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$59,520 - $64,877
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On site
Classification	APS Level 2
Position Number	VN-0764938
Agency Website	https://www.ahl.gov.au/work

Job Description

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

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Weekend Cook to join our team and help create a safe, clean, and welcoming environment at our Luprina Hostel in Adelaide SA.

This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you’re looking for stable employment in a supportive team where your efforts truly matter, we’d love to hear from you.

As a Weekend Cook with AHL, you will receive a competitive base salary plus 15.4% superannuation. Generous shift penalties also apply for work after hours, weekends and public holidays.

We offer rewarding experiences and rewarding employment conditions, with the opportunity to further your career within the Australian Public Service (APS).

Position Details

Ongoing (Part-time)

- Available to work on Weekends, Saturday and Sundays 07:30am – 18:00pm (30 hours per fortnight)

We are also looking to establish a Merit Pool to fill any future vacancies that may arise for Ongoing, Non-Ongoing, Full-time or Part-time positions.

Duties

- Prepare meals in accordance with AHL’s set menus, Food Safety Standards Australia and other relevant legislation.
- Stock management – rotate, receive and monitor food and kitchen supplies.
- Assist with ordering.
- Ensure the kitchen is cleaned to standard.
- Prepare and clean the dining rooms for residents.
- Assist with other tasks as needed.

What We’re Looking for in a Cook:

- Available to work on Weekends, Saturday and Sundays 07:30am – 18:00pm (30 hours per fortnight)
- Experience in meal preparation in an industry-based environment, ensuring the safe production of quality food without compromise to Food Safety Standards Australia.
- Experience in commercial cookery, and the ability to manage stock rotation while ensuring timely service and hygiene of cooking equipment.
- Good understanding of cleanliness and health standards required whilst preparing food at the workstation.

The Ideal Candidate

You will have an understanding of Aboriginal and Torres Strait Islander cultures and the ability to communicate respectfully and effectively.

While experience in a similar industry is desirable, what matters most is your ability to work effectively and positively as part of a team.

Eligibility

Prior to engagement, you are required to:

- Provide evidence of Australian Citizenship.
- Undergo, obtain and maintain a Satisfactory National Criminal History Check.
- Meet Fitness for Duty requirements.

All Hostel Workers are required to be in good physical health, and will be required to walk, lift and carry due to the nature of the positions. These positions work a flexible schedule and must be able to move continuously during working hours. Shift work may apply.

Notes

Your Benefits

- **Competitive Pay & Benefits:** $59,520 - $64,877 per annum (pro-rated for part-time). You'll receive 15.4% superannuation, and generous leave entitlements to make sure you're well looked after.
- **Generous shift penalties apply** for work after hours, weekends and public holidays. 50% penalty rates apply for Saturday, and 100% penalty rates apply for Sunday.
- **Job Security & Career Growth**: Enjoy stable, ongoing employment with plenty of opportunities to grow and move within the organisation.
- **Supportive Team Environment:** You'll be part of a friendly, inclusive team where your work is valued.
- **Regular salary packaging options** for vehicles, superannuation and laptops etc PLUS, ability to salary sacrifice $15,900 per FBT year for rent, mortgage or living expenses. This benefit reduces taxable income, increasing fortnightly take-home pay.
- **Employee Assistance Programme**: Employees, their partners, and their dependants/children will have access to a confidential, professional counselling service to assist employees to manage personal and work issues.

How to Apply

Complete the **Application Form** available on our website.

Email your **current resume** and **completed application** form to Work with us | Aboriginal Hostels Limited by 11:59 PM AEST, **Sunday, 23 November 2025.**

Include your name and the job reference **(VN-0764938)** in the subject line of your email.

For any questions about the role, please contact Marni Lowe – 0408 069 570 or at jobs@ahl.gov.au.

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

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

About the Aboriginal Hostels Limited

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

To Apply

Position Contact	Marni Lowe, 0408 069 570
Agency Recruitment Site	https://www.ahl.gov.au/work

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0764909

Department of the Prime Minister and Cabinet

Closing Date:Monday 24 November 2025

Job Title	Assistant Commissioner, Inquiries and Legal
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Full-time (Hybrid)
Classification	Senior Executive Service Band 1
Position Number	PMC SES/2025/014
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.

The DVSC has a wide range of powers akin to those of a Royal Commission to undertake special inquiries – including conducting hearings, summonsing people to give evidence under oath or affirmation, search warrants and notices to produce information.

Duties

About the Role

As Assistant Commissioner, Inquiries and Legal you will oversee inquiries into the Defence and veteran ecosystem in relation to suicidality, suicide prevention and wellbeing outcomes for serving and ex-serving ADF members. You will be part of a small senior executive responsible for the strategic leadership of DVSC and have day-to-day management of two functional areas: Inquiries and Legal.

The Assistant Commissioner, Inquiries and Legal will be required to provide strategic advice and leadership of the DVSC's inquiries function. Specifically, they will support the Commissioner exercising their functions in relation to monitoring, inquiring into and reporting on matters including:

- data and trends regarding suicide and suicidality among serving and ex-serving ADF members
- systemic factors relating to the Australian Government's administration of policies, programs, systems and practices that contribute to suicide and suicidality among serving and ex-serving ADF members, and
- the state of the Defence and veteran ecosystem, as it relates to the prevention of suicide and suicidality.

The DVSC has powers to conduct public and private hearings when undertaking a special inquiry.

The Assistant Commissioner, Inquiries and Legal will also be required to provide strategic advice and leadership of the DVSC's legal function, with the DVSC General Counsel reporting to them. The key areas of responsibility for the legal function are:

- Legal advice to Commission and Commissioner, including general Corporate legal advice or engaging external legal providers to assist
- Legislative reform and statutory interpretation
- Legal and inquiry policy and procedure
- Managing litigation arising out of the work of the Commission
- Referral of briefs of evidence for prosecution
- Freedom of Information
- Privacy, and
- Public Interest Disclosure.

The successful candidate will be an outstanding leader with extensive experience at the senior executive level carrying out functions in a sensitive, complex, and public operational environment. This role requires exceptional leadership skills and management experience to guide the Inquiries and Legal branch through a dynamic period of establishment and into the future.

The Assistant Commissioner, Inquiries and Legal will have demonstrated capacity to develop and maintain strong and effective working relationships across a diverse range of stakeholders.

The Assistant Commissioner, Inquiries and Legal will also ensure there are effective governance and management of risk mechanisms to assist the Commissioner to meet their obligations under the *Public Governance, Performance and Accountability Act 2013*.

As Assistant Commissioner, Inquiries and Legal you will represent the DVSC in public forums and be expected to regularly liaise with senior officials.

Our ideal candidate

The Commissioner is seeking an Assistant Commissioner, Inquiries and Legal who will bring the highest levels of leadership, strategic thinking, judgement, personal drive and integrity to this position. Our ideal candidate will:

- be an outstanding leader with the capability to guide the Inquiries and Legal branch through a dynamic period of establishment and into the future
- uphold the DVSC's independence, impartiality, and professionalism at all times with integrity that is beyond reproach
- have the ability to provide strategic direction in relation to inquiries, legal advice, and external engagement
- have experience in conducting criminal and/or administrative law or investigations or prosecutions, Royal Commissions, independent inquires, or similar processes
- provide independent, accurate, and evidence-based advice to the Commissioner
- have demonstrated critical thinking skills and abilities, and
- have the ability to build and maintain effective relationships with internal and external stakeholders to drive the objectives of the DVSC.

Your leadership style should be collaborative and engender trust and respect across the agency and when working with stakeholders. It will be important to be able to foster a positive workplace culture, provide a positive influence, lead by example and bring a strong commitment to public service.

Additionally, the Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES, and want to see in leaders at all levels of the APS. You will be expected to model and champion the behaviours outlined in the Secretaries Charter of Leadership Behaviours - DRIVE.

Qualifications / Experience

The following is **required**:

- Relevant professional experience in government inquiries, hearings, reviews and/or investigations including but not limited to:
    - Royal Commissions or independent reviews
    - own motion inquires
    - criminal, administrative or regulatory investigations
    - administrative reviews
    - coronial inquires.

The following is **desirable**:

- Tertiary qualifications and/or demonstrated experience in one or more capability areas relevant to the role (such as law).
- Relevant professional experience managing an in-house legal function.

Eligibility

Employment with the DVSC is subject to conditions prescribed within the *Public Service Act 1999*. Staff are required to comply with the APS Values, Code of Conduct and Employment Principles.

- **Citizenship** - To be eligible for employment, and reduce potential outcome delays, Section 22(8) of the *Public Service Act 1999*, specifies that people must be Australian citizens to be employed in the Australian Public Service (APS). Only in exceptional circumstances can this requirement be waived.
- **Employment Suitability** - Successful applicants are required to undergo a Nationally Coordinated Criminal History Check, and will normally be subject to a six-month probation period if new to the APS, or have not yet completed their probation period elsewhere in the APS.
- **Security Clearance** - The preferred candidate will be required to successfully obtain and maintain a security clearance at Negative Vetting 2 level. Further information about security clearances can be found at the Australian Government Security Clearance Agency (AGSVA) website.
- **Working with Vulnerable People (WWVP)** - 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*.

How to Apply

Submit an online application through the PM&C Current Opportunities by **11:30pm AEDT on Monday, 24 November 2025**.

The DVSC uses a range of selection tools to assist us in the hiring process, these are chosen to suit the circumstances of the vacancy and the business environment in which it operates. We uphold the Merit Principle and our selection processes are designed to select the right person for the job. As part of your application, you will need to provide:

- your current résumé (max four pages)
- the name and contact details of two referees, one of which should be your current supervisor
- a statement of claims (max 1,000 words) describing how your skills, knowledge and experience will be relevant to this role

When crafting your statement of claims, ensure to highlight how your experience and skills make you the best candidate for the role, providing relevant examples and accomplishments that show your ability to deliver. For further assistance you can refer to the behaviours outlined in the Secretaries Charter of Leadership Behaviours - DRIVE.

Before applying please obtain selection documentation by emailing admin@amandaorourke.com.au, quoting in the subject line Ref. No. 1181.

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 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	Amanda O'Rourke Executive Search, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0764911

Department of the Prime Minister and Cabinet

Closing Date:Monday 24 November 2025

Job Title	Assistant Commissioner, Oversight and Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Full-time (Hybrid)
Classification	Senior Executive Service Band 1
Position Number	PMC SES/2025/013
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.

The DVSC has a wide range of powers akin to those of a Royal Commission to undertake special inquiries – including conducting hearings, summonsing people to give evidence under oath or affirmation, search warrants and notices to produce information.

Duties

About the Role

As Assistant Commissioner, Oversight and Engagement you will working closely with the Commissioner and Deputy Commissioner to provide independent oversight and evidence-based advice to the Australian Government on reforms to improve suicide prevention and wellbeing outcomes for serving and ex-serving ADF members. You will be part of a small senior executive responsible for the strategic leadership of DVSC and have day-to-day management of two functional areas: Oversight and Evaluation, and Communications and Engagement.

The Assistant Commissioner, Oversight and Engagement will be required to provide strategic advice and leadership of oversight, evaluation, communications, and engagement functions of the DVSC. Specifically, the Assistant Commissioner, Oversight and Engagement will support the Commissioner exercising their functions in relation to:

- overseeing, inquiring into and reporting on the Australian Government's implementation of the Government's response to the recommendations of the Royal Commission into Defence and Veteran Suicide; and
- promoting understanding of suicide risks for Defence members and veterans, and factors that can improve their wellbeing, including through engaging with people with lived experience and promoting that lived experience.

Specifically, the Assistant Commissioner Oversight and Engagement will be responsible for managing a branch to:

- establish, coordinate and maintain advisory councils, such as a lived experience advisory council, to assist the Commissioner understand and promote an understanding of lived experience and suicide risks
- managing media engagement with the Commission and the Commissioner
- manage the oversight of implementation of the Royal Commission's recommendations and coordinate and deliver public reports on the implementation and effectiveness of the Royal Commission's recommendations
- strategically plan and coordinate the Commissioner's engagement with stakeholders
- manage the Commission's website and social media.

The successful candidate will be an outstanding leader with experience at the senior executive level carrying out functions in a sensitive, complex, and public operational environment. This role requires proven critical thinking skills, leadership skills and management experience to guide the Oversight and Engagement branch through a dynamic period of establishment and into the future.

The Assistant Commissioner, Oversight and Engagement will have demonstrated capacity to develop and maintain strong and effective working relationships across a diverse range of stakeholders including the ex-service and service support organisations, Department of Defence and the Department of Veterans' Affairs, Commonwealth agencies more broadly, state and territory agencies, and external bodies.

The Assistant Commissioner, Oversight and Engagement will also ensure there are effective governance and management of risk mechanisms to assist the Commissioner to meet their obligations under the *Public Governance, Performance and Accountability Act 2013*.

As Assistant Commissioner, Oversight and Engagement you will represent the DVSC in public forums and be expected to regularly liaise with senior officials.

Our ideal candidate

The Commissioner is seeking an Assistant Commissioner, Oversight and Engagement who will bring the highest levels of leadership, strategic thinking, judgement, personal drive and integrity to this position. Our ideal candidate will:

- be an outstanding leader with the capability to guide the Oversight and Engagement branch through a dynamic period of establishment and into the future
- uphold the DVSC's independence, impartiality, and professionalism at all times
- have a strong understanding of, and experience in, the processes and critical thinking relating to the oversight, outcomes monitoring and evaluation of public policy and program implementation
- have a strong understanding of the Australian media landscape and APS communications protocols
- provide independent, accurate, and evidence-based advice to the Commissioner
- have demonstrated critical thinking skills and abilities, and
- have the ability to build and maintain effective relationships with internal and external stakeholders to drive the objectives of the DVSC.

Your leadership style should be collaborative and engender trust and respect across the agency and when working with stakeholders. It will be important to be able to foster a positive workplace culture, provide a positive influence, lead by example and bring a strong commitment to public service.

Additionally, the Secretaries' Charter of Leadership Behaviours sets out the behaviours Secretaries expect of themselves and SES, and want to see in leaders at all levels of the APS. You will be expected to model and champion the behaviours outlined in the Secretaries Charter of Leadership Behaviours - DRIVE.

Qualifications / Experience

The following is **required**:

- Relevant professional experience in leading:
  - an oversight or evaluation function; and/or
  - a communications, media, and engagement function.

The following is **desirable**:

- Tertiary qualifications and/or demonstrated experience in one or more capability areas relevant to the role (such as, policy and program implementation, monitoring and evaluation, law, performance auditing, benefits realisation, program logic, communication and reporting, etc.).

Eligibility

Employment with the DVSC is subject to conditions prescribed within the *Public Service Act 1999*. Staff are required to comply with the APS Values, Code of Conduct and Employment Principles.

- **Citizenship** - To be eligible for employment, and reduce potential outcome delays, Section 22(8) of the *Public Service Act 1999*, specifies that people must be Australian citizens to be employed in the Australian Public Service (APS). Only in exceptional circumstances can this requirement be waived.
- **Employment Suitability** - Successful applicants are required to undergo a Nationally Coordinated Criminal History Check, and will normally be subject to a six-month probation period if new to the APS, or have not yet completed their probation period elsewhere in the APS.
- **Security Clearance** - The preferred candidate will be required to successfully obtain and maintain a security clearance at Negative Vetting 1 level. Further information about security clearances can be found at the Australian Government Security Clearance Agency (AGSVA) website.
- **Working with Vulnerable People (WWVP)** - 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*.

How to Apply

Submit an online application through the PM&C Current Opportunities by **11:30pm AEDT on Monday, 24 November 2025**.

The DVSC uses a range of selection tools to assist us in the hiring process, these are chosen to suit the circumstances of the vacancy and the business environment in which it operates. We uphold the Merit Principle and our selection processes are designed to select the right person for the job. As part of your application, you will need to provide:

- your current résumé (max four pages)

- the name and contact details of two referees, one of which should be your current supervisor
- a statement of claims (max 1,000 words) describing how your skills, knowledge and experience will be relevant to this role

When crafting your statement of claims, ensure to highlight how your experience and skills make you the best candidate for the role, providing relevant examples and accomplishments that show your ability to deliver. For further assistance you can refer to the behaviours outlined in the Secretaries Charter of Leadership Behaviours - DRIVE.

Before applying please obtain selection documentation by emailing admin@amandaorourke.com.au, quoting in the subject line Ref. No. 1182.

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 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	Amanda O'Rourke Executive Search, N/A
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0764779

National Indigenous Australians Agency

Closing Date:Monday 01 December 2025

Integrity Group
Governance, Assurance and Risk Risk

Job Title	Assistant Director, Risk - Governance, Assurance and Risk, Integrity Group
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$126,342 - $143,993
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 1
Position Number	NIAA/2025/168
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/?jati=D7B3FDAD-E9D2-C8F2-B5BC-E460F82481ED

Are you ready to shape the future of risk management in a dynamic and purpose-driven organisation? As the Assistant Director, you'll play a critical leadership role in embedding a proactive and positive risk culture across the Agency.

In this pivotal position, you'll drive the implementation and continuous improvement of our risk management framework, ensuring it supports strategic decision-making and strengthens organisational resilience. You'll provide expert insights that influence planning at the highest levels, while fostering strong relationships with stakeholders across the Agency.

This role calls for a confident, strategic thinker who thrives on complexity and operates with a high degree of independence. Key responsibilities may include:

- ensure NIAA's risk artefacts are up to date and aligned with Commonwealth policies and frameworks, and relevant industry standards

- lead on updates, endorsements and education efforts regarding NIAA's risk artefacts, including our Risk Management Policy and Framework
- supervise and coach a small team, fostering a high-performing culture and promoting diversity and inclusion
- lead the development and implementation of an Agency-wide risk uplift, including developing a Risk Strategy and Roadmap (2025–2028)
- provide expert advice on risk matters that influence strategic direction and decision-making
- support the senior leadership in identifying and managing enterprise risks
- lead risk-related reporting to governance committees
- develop and maintain emerging risks systems for proactive reporting and insights, including risk watchlists
- drive impact and efficiency across the Agency, including through developing and maintaining IT solutions for risk
- oversee system administration, continuous improvement, and SME support across the risk function
- develop and maintain strategic relationships with internal and external stakeholders, proactively engaging to promote cooperation and shared outcomes.

Duties

Our ideal EL 1 candidate will demonstrate the following skills and attributes:

- experience in risk management within a government or complex organisational context
- strong understanding of relevant legislation, policy frameworks, and governance structures
- proven ability to lead strategic initiatives and manage complex projects
- excellent communication and stakeholder engagement skills
- display advanced writing and communication capabilities
- demonstrate critical thinking and analysis skills
- proactive and able to quickly respond to different priorities
- ability to lead and support stakeholders to achieve results with a focus on contributing to the Agency priorities
- capability to work independently and be accountable for delivery of timeframes and priorities

Relevant risk qualification(s) and/or equivalent experience will be highly regarded.

Eligibility

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

Notes

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

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

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

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

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

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

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

About the National Indigenous Australians Agency

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

To Apply

Position Contact	Damien Crisp, 02 6152 3194
Agency Recruitment Site	https://niaa.nga.net.au/?jati=D7B3FDAD-E9D2-C8F2-B5BC-E460F82481

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

Prime Minister and Cabinet

Vacancy VN-0764884

Northern Land Council

Closing Date:Sunday 07 December 2025

Job Title	Senior IR and Workforce Strategy Advisor
Job Type	Full-Time, Non-Ongoing
Location	Darwin NT
Salary	$150,000 - $150,000
Future Merit Locations	Darwin
Office Arrangement	On Site
Office Arrangement Details	Onsite - Darwin NT
Classification	
Position Number	CP04
Agency Website	www.nlc.org.au

Job Description

https://jobs.nlc.org.au/job-details/query/Senior+IR+and+Workforce+Strategy+Advisor/in/Australia/9647301/

· **Location:** Darwin

(The NLC's Darwin office will relocate to a new, purpose-build facility in Berrimah in early 2026, offering modern facilities and free onsite parking)

- **Status:** Full-time-fixed term for 2 years
- **Annual Salary:** $150,000 per annum plus 15% superannuation

Shape the Future of Workplace Relations

If you’re a senior industrial relations professional who thrives on delivering strategic, purpose-driven outcomes, the Northern Land Council (NLC) offers an opportunity to apply your expertise in an organisation dedicated to supporting Aboriginal communities across the Top End.

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 a working environment designed to support both people and performance.

Duties

The Senior Industrial Relations and Workforce Strategy Advisor is a pivotal member of the People & Culture team, providing high-level strategic advice and project leadership across complex employee and industrial relations matters.

Reporting to the People & Culture Manager, this role drives key initiatives including enterprise bargaining, remuneration and job evaluation frameworks, gender equity, policy reform, and the management of psychological injury and workers’ compensation cases.

This is an exciting opportunity to help modernise the NLC’s industrial relations framework and drive the next stage of workforce transformation. You’ll contribute to building a contemporary, consistent, and fair employment relations platform, supporting the NLC to mature its People & Culture practices and deliver strong, sustainable outcomes for staff and stakeholders.

As a trusted subject matter expert, you’ll provide guidance, coaching, and quality assurance to workplace relations staff, strengthening capability and ensuring alignment with evolving legal, cultural, and organisational standards.

Eligibility

You are an experienced industrial relations professional with a strong strategic mindset and a commitment to culturally responsive and equitable workplace practices.

You will have:

- Expertise in employee and industrial relations at a senior advisory or technical level, including enterprise bargaining, policy reform, remuneration, and job evaluation;
- In-depth knowledge of employment legislation, WHS laws, anti-discrimination provisions, and workers’ compensation (including COMCARE);
- Proven ability to manage complex IR matters and high-risk disputes with professional integrity and sound judgement;
- Strong mentoring and coaching skills, with experience uplifting internal capability;
- Cultural competency in engaging respectfully with Aboriginal and Torres Strait Islander workforce contexts, including regional and remote communities;
- Current NT driver’s licence and willingness to travel across the NLC region.

Notes

Why Join the NLC?

As the Senior IR & Workforce Strategy Advisor, you'll play a central role in shaping equitable and culturally responsive workplace relations across the organisation.

We offer:

- A base annual salary of **$150,000 plus 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

Important Dates

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

The organisation will relocate to a new, purpose-built facility in Berrimah in early 2026, with new employees commencing from 20 January 2026.

How to Apply

To apply, please submit your CV and a cover letter outlining your interest in the position and how your skills and experience align with the requirements of the role.

For further information, please contact **Sally Lowing on 0419 710 003.**

This position is available for an immediate start and applications will be shortlisted upon receipt.

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.

About the Northern Land Council

The Northern Land Council (NLC) is an independent statutory authority of the Commonwealth established under the Aboriginal Land Rights (Northern Territory) Act 1976. We serve Traditional Owners and Aboriginal communities across the Top End, supporting their aspirations for land, sea, and cultural management.

Cultural knowledge and lived experience are central to all we do. We are committed to equity, inclusion, and cultural safety, and we strongly encourage Aboriginal and Torres Strait Islander applicants to apply.

Be part of our next chapter

This is an exciting time to join the NLC as we transition to a modern workplace and strengthen our People & Culture capability.

About the Northern Land Council

To Apply

Position Contact	Sally Lowing, 0419 710 003
Agency Recruitment Site	https://jobs.nlc.org.au/job-details/query/Senior+IR+and+Workforce+Strate

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0764898

Office of the Official Secretary to the Governor-General

Closing Date:Sunday 23 November 2025

Job Title	Digital Media Content Officer
Job Type	Full-Time, Non-Ongoing
Location	Yarralumla ACT, Kirribilli NSW
Salary	$86,761 - $91,974
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	Office arrangements may be negotiated
Classification	APS Level 5
Position Number	000
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-gene

Job Description

https://www.gg.gov.au/office-official-secretary-governor-general/recruitment

The Digital Media Content Officer role is an exciting opportunity to support the Office of the Official Secretary to the Governor-General (the Office) showcase the role of the Governor-General in modern Australia. This includes the Office's focus on increasing understanding of civics and our institutions of government, the Australian Honours system, as well as the community engagement the Governor-General undertakes.

Working to the Digital Media Manager, the new position will produce high-quality visual and written content for official digital media channels (including social media channels and website). The position is part of the Office's Engagement and Communications Branch, which is a multi-disciplinary team responsible for both conceiving, planning and delivering the Governor-General's program.

The Digital Media Content Officer will be required to accompany the Governor-General to events (including occasional domestic travel and events outside business hours).

The role requires a combination of technical expertise, creative skill, and an understanding of the role of the Governor-General.

Duties

- Assist the Social Media Manager in planning, capturing, and editing high-level formal photography for official events, ceremonies, and engagements
- Produce and edit short-form videos suitable for social media, ensuring content is appropriate for public, official, and ceremonial contexts
- Draft accurate, engaging captions and copy for social media posts, reflecting the Office's tone, style, and messaging guidelines
- Contribute to the broader Engagement and Communication Branch, working collaboratively as part of a multi-disciplinary team (which includes a photographer, writers and event delivery personnel).

Eligibility

Applicants must be Australian Citizens.

National Criminal Check and a Negative Vetting 1 security clearance, as a minimum.

Notes

Employment with the Office is in accordance with section 13 of the Governor-General Act 1974. If you are an ongoing APS employee and are engaged under the Public Service Act 1999, Under section 67 of the Australian Public Service Commissioner's Directions (2022) - an Agency Head must grant leave without pay to an ongoing APS employee to undertake employment with the Office of the Official Secretary to the Governor-General and on return provide employment at the employee's substantive level.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out their constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Sophie Wilson, 0475 207 314
Agency Recruitment Site	https://www.gg.gov.au/office-official-secretary-governor-general/recruitme

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0764811

Torres Strait Regional Authority

Closing Date:Sunday 23 November 2025

Torres Strait Regional Authority
Administration Corporate Services

Job Title	Senior Finance Team Leader
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$94,563 - $105,910
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	NA
Classification	APS Level 6
Position Number	T02008
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2l

We are seeking a dynamic and experienced Finance Team Manager to lead our financial operations within Corporate.

The Finance Team is a key enabling service for the TSRA, working cooperatively with program managers to ensure integration between projects and programs across the TSRA.

Seamless support from Finance will enable the TSRA to deliver the outcomes of the Torres Strait Development Plan.

Duties

Financial Operations & Systems

- Manage finance functions including journals, accruals and re-classifications to support program budget management and support the monitoring of program forecasts and budgets across multiple funding streams.
- Contribute to the preparation of monthly financial reports and variance analysis.
- Ensure consistency and accuracy in financial reporting and compliance with Commonwealth statutory and regulatory requirements.
- Manage end-of-month processes, Trust Accounts, corporate credit card applications, Fuel Tax Credit, and Fringe Benefit Tax records. Including providing financial updates to the Deputy and Chief Financial Officers and informing the preparation of the TSRA's Annual Financial Statements while working closely with the auditors from the Australian National Audit Office.
- Manage debtor reconciliations and debt recovery processes.
- Manage creditor reconciliations, including reconciling purchase orders.
- Manage the backend of the financial system (FMIS), travel and expense platforms as an Administrator.
- Lead the bi-annual FMIS close and collaborate with the Contracts, Grants, and Travel Teams to resolve issues and enhance processes.

Team Leadership & Development

- Maintain a collaborative, supportive and accountable team environment with a focus on continuous improvement.
- Lead improvements in accounting and risk management skills to develop the team as the front-line defence against non-compliance.
- Provide coaching and performance feedback and identify training opportunities to support the team's professional growth and succession planning.

Stakeholder Engagement & Collaboration

- Liaise with TSRA Executive Level staff to resolve financial inconsistencies and align financial practices like procurement with organisational policies.
- Build strong partnerships with internal and external stakeholders to support effective financial governance.
- Contribute to workforce data analysis and other business management functions as required.

Eligibility

Affirmative Measures Position (Indigenous)

This vacancy is only open to Torres Strait Islander and/or Aboriginal people.

The filling of this vacancy constitutes an affirmative measure under section 8(1) of the Racial

Discrimination Act 1975.

Before being appointed to a role, successful applicant must provide evidence confirming are Torres Strait Islander and/or Aboriginal. Acceptable evidence includes:

· a letter signed and executed by the Chairperson of an incorporated Torres Strait Islander or Aboriginal organisation confirming that the applicant is recognised as a Torres Strait Islander or Aboriginal person, or

· a confirmation of Torres Strait Islander or Aboriginal descent form executed by a Torres Strait Islander or Aboriginal organisation.

Notes

Successful candidates who are new to the APS must undergo background check conducted by the Australian Federal Police before commencement.

Successful candidates may be required to obtain and maintain a Blue

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 Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Catherine Wales, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0764934

Torres Strait Regional Authority

Closing Date:Sunday 30 November 2025

Torres Strait Regional Authority
Administration Environmental Management

Job Title	Project Manager, IPA & TEK (People & Culture) EL1
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$115,443 - $140,283
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	NA
Classification	Executive Level 1
Position Number	T02008
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2l

TSRA is looking for a skilled project manager who loves working with communities and leads with heart.

This unique and rewarding role supports five Indigenous Protected Areas (IPA) and works closely with Traditional Owners, Rangers and communities to deliver projects aligned with the Land and Sea Management Strategy 2016–2036.

Duties

1. Work as part of the program's leadership team to align operations of the program with the overall Torres Strait Development Plan. Monitor and report against appropriate Environmental Management project plans, budgets, outputs and performance indications as described in the program plan.

2. Provide high level support and advice to the TSRA Board, CEO and Program Manager and assist in the management of the Environmental Management Program as required.

3. Contribute to strategic planning, policy development, managing, implementing, and monitoring projects related to projects and activities.

4. Preparation of briefing papers, reports, project schedules, correspondence, website material and other written documents for both internal and external audiences.

5. Represent, liaise and build relationships with stakeholder agencies and community organisations including identifying and developing linkages, especially with the Fisheries program and between program and policies and working collaboratively across the TSRA.

6. Provide leadership for the Senior Project Officers and Project Officers working in the Environmental Management program, monitor their performance and support their development. Participate in recruitment and selection processes for Environmental Management program team members and at times, to support recruitment for other TSRA programs.

7. Other policy related projects, tasks and activities as directed by the Program Manager.

Eligibility

Identified Position

This vacancy is an identified position, meaning *the role has a strong involvement in issues relating to Torres Strait Islander and Aboriginal people.*

All employees at the TSRA are required to liaise with Torres Strait Islander and Aboriginal people, communities and service providers. **If you are <u>not</u> a Torres Strait Islander and/or Aboriginal person your application must demonstrate that you have:**

· *understanding of the issues affecting* Torres Strait Islander and/or Aboriginal *peoples*

· *demonstrated ability to communicate sensitively and effectively with* Torres Strait Islander and/or Aboriginal *peoples*

· *demonstrated capability and commitment to continue to develop cultural competency.*

Notes

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

About the Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Billie Roberts, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Prime Minister and Cabinet

Vacancy VN-0764973

Workplace Gender Equality Agency

Closing Date:Wednesday 19 November 2025

Job Title	Technology Platform Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$122,574 - $132,269
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 available including hybrid working
Classification	Executive Level 1
Position Number	43419
Agency Website	https://www.wgea.gov.au

Job Description

https://www.wgea.gov.au/about/our-team/current-vacancies

The role

Reporting to the Technology Executive Manager, the Technology Platform Manager leads the delivery of innovative, scalable, and robust technology solutions to address complex business

challenges. The role includes oversight of implementation projects, stakeholder engagement, and technical solution design in collaboration with the Salesforce Administrator and Business Analyst. Serving as a technology champion for the Agency, this role advocates for best practices and innovative solutions.

Duties

The key duties of the position include:

Working closely with other key team members, and taking direction from the Technology Executive Manager, this role will be responsible for:

Technical Leadership

- Aligning technical decisions with Agency strategy, ensuring platform enhancements support long-term business objectives
- Providing technical leadership and guidance to internal and external development teams.
- Providing impartial and forthright advice on technical risks and opportunities, demonstrating sound judgment and resilience under pressure throughout the project life cycle.
- Ensuring compliance with organisational policies, industry regulations, and data protection standards.
- Leading the validation and initial investigation of system defects.
- Harnessing information and opportunities by proactively scanning emerging technologies and best practices to inform platform improvements.
- Building organisational capability by identifying skill gaps and creating opportunities for team development and knowledge sharing through mentoring and supervision.
- Communicating with influence by presenting technical concepts clearly to non-technical stakeholders, tailoring messages to different audiences.

Delivery Management

- Leading the maintenance, enhancement, and integration of new functions, for a stable technical platform that underpins Agency operations within a federal government regulatory and advocacy environment.
- Managing system enhancement projects and project team coordination in an agile delivery environment. Including investigating, prioritising, system issue management and rectification with external resources.
- Overseeing the deployment of Salesforce solutions, ensuring alignment with specifications and business goals.
- Triaging the development backlog, managing the priorities between defect resolution and change requests for the external development team.
- Supporting the Technology Executive Manager with budgetary decisions and contractual documentation.
- Engaging with business stakeholders, including executives, to ensure alignment with strategic goals.
- Ensuring closure and delivering intended results by monitoring progress and adjusting priorities.

- Producing and maintaining high-quality documentation for architecture, configurations, and customisations.
-

Capabilities

Essential

We are seeking an individual with the following **minimum requirements** and experience:

- At least three (3) years of product experience managing and administering Salesforce technology stacks (including a sound understanding of Salesforce Service Cloud, Salesforce Community Cloud, Salesforce Public Sector Solutions, Omniscript, Customer Community Business Rules Engine and Account Engagement or Marketing Cloud).
- Proven experience in coordinating projects in an AGILE/SCRUM environment and working with technology systems and/or technical systems projects in a federal government regulatory and/or advocacy environment.
- Prior experience in a supervisory, technical lead or similar role.
- Ability to guide, mentor and develop team members by setting clear performance standards, providing constructive feedback, and foster a culture of continuous improvement.
- Demonstrated IT programme/project management and a good understanding of relational database model topics, APIs, logical operators, etc.
- An ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work. This includes taking a proactive approach and personal responsibility for accurate and timely completion of work.
- Ability to demonstrate a principled approach to the APS Values and Code of Conduct, acting professionally at all times.
- Baseline Security clearance or the ability to obtain clearance (this includes being an Australian Citizen).
- Candidates will be assessed against the APS Integrated Leadership System (ILS) for EL1, which outlines the core leadership attributes expected at this level. The Work Level Standards (WLS) will also be used to evaluate the scope, complexity, and strategic impact of the candidate’s experience.

Desirable

These requirements are not essential but will stand you in higher consideration:

- Salesforce certifications, for example Platform App Builder, Service Cloud Consultant, Community Cloud Consultant, Account Engagement Consultant, etc.
- CRM Data Mapping and transformation, SQL Data Warehouse technologies, Alteryx and Mulesoft
- Experience using Atlassian Tools: developing documentation and managing collaboration with Confluence; development activities with Jira.
- Experience with APS system security, privacy frameworks and privacy legislation/events.

Eligibility

To apply please provide your CV/resume and a cover letter that briefly describes your suitability for this role. More information about the role can be found in the Application Package for this position.

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

Notes

The Application Package is available from our website Jobs at WGEA | WGEA

Your application must be emailed to recruitment@wgea.gov.au by 19th November 2025 at 10am

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 Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Felicity Leyne, 0294327086
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Services Australia (part of the Social Services Portfolio)

Vacancy VN-0764885

Services Australia

Closing Date:Friday 05 December 2025

Chief Financial Officer
Budget and Financial Management Various

Job Title	Director – Data and Financial Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Robina QLD
Salary	$137,090 - $163,028
Future Merit Locations	Robina, Brisbane, Canberra
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role can only be performed in the advertised locations.
Classification	Executive Level 2
Position Number	EXT-EL-2025-1342
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://servicesaustraliacareers.nga.net.au/?jati=89AAC3DD-FD23-9817-B7AE-E4616F495017

The Chief Financial Officer (CFO) Division is seeking multiple Executive Level 2 Director positions for candidates with skills in business and data analysis, financial systems and/or accounting.

Business Activity Reporting and Analytics (BARA)

The BARA team is a small data team in the CFO Division that performs several agency-wide and CFO specific functions.

Its core role is to identify transactional data for each of Services Australia (the agency)'s master programs. Transactional work is activity that requires staff effort to complete or is competed when a customer finalises work in self-managed channels. This work is measured as a time-driven activity-based costing model. The effort to complete this work is measured by the team and used to calculate total staff time spent on particular activities. This data provides the agency with information about productivity and staffing, helps support financial decisions made by the CFO Division, and provides a variety of channel insights as to what work is being completed and where. Where this data is not available, the team provides a separate timing assessment service for bespoke projects conducted throughout the agency. Through these projects the team provides ad hoc analysis to the programs and program support to better understand their business and business processes.

The team is also responsible for the agency's funding variations tracking the customer volumes and supports the CFO Division's end of year financial reconciliations against the agency's customer volumes. Additionally, the team sources data to help various Divisional needs and reporting frameworks.

Financial Systems and Operations Branch (FSOB)

The Financial Systems and Operations (FSO) Branch sustains, enhances and upgrades the agency's financial systems to support CFO Division in the provision of financial advice, contestability, control and assurance, and assists the agency in achieving its outcomes to Government. This includes providing strategic financial systems advice and requirements for customer payment and debt systems, key transformation programs and new payments along with other payments made by the agency.

The Branch assists CFO Division with business process improvement, automation and standardisation of financial processes, and the consolidation of bespoke financial systems to the enterprise's financial systems, where appropriate. The Branch also ensures the integrity of financial data is well maintained, standardised, reconcilable and financial structures support reporting capabilities. This ensures the financial systems are fit for purpose to underpin the delivery of financial reporting, governance and compliance frameworks.

As an EL2 Director in these roles, you will possess a diverse skill set and can drive and inspire people and outcomes. Whether its guiding teams, driving performance or fostering collaboration, your leadership skills will be essential in shaping success. You will be responsible for leading a team who deliver a range of functions in which you will engage, influence, and collaborate with stakeholders at all levels. You will negotiate, contribute to and design requirements for projects

across the agency for timing exercises, new payments and transformation programs to meet CFO Division requirements relating to administered and departmental programs, systems and processes. You will have strong leadership skills to support and develop the capability of leaders and staff to deliver digitally savvy, empathetic, and adaptable business processes, systems and projects.

A focus on future reform and adaptation to new work processes and a need to embrace change in essential. The agency operates in a dynamic environment, and the Director needs to be able to respond to new demands and adopt agile thinking to support arising divisional demands and needs. You will lead staff to be outcomes focused, exercising independent judgement to identify and drive innovation, and lead change.

You will have an active role in delivering the Services Australia Strategic Vision 2030, including contributing to and implementing the agency's strategic direction to achieve business outcomes. Strong stakeholder engagement skills are critical to this role, and you will be required to establish strong, respectful, and collaborative relationships with internal and external stakeholders.

Duties

- Leading and managing a team including providing strategic direction, promoting a positive work environment, developing staff capability through coaching, mentoring and on-the-job support and managing performance and attendance.
- Successful delivery of project outcomes including ensuring deliverables are fit for purpose and meet business needs, managing workload, resource, risk, change and implementation where appropriate.
- Leading reform by identifying and implementing process and system improvements, including uplift and improvements to the costing and pricing methodology and processes and our systems.
- Encouraging innovation and leading teams through changes in business, process and system improvements to build service delivery capability and foster mutually beneficial outcomes.
- Contributing to business and people planning and developing local strategies for improvement and best practice.
- Developing trusted local community and/or national stakeholder relationships to support the effective design and delivery of programs, project, payments systems and services.
- Preparing written material including business case development, staff and stakeholder communications, and corporate documentation.
- Escalate issues to relevant staff for resolution to improve the quality of the output.

Eligibility

Security Clearance level required for some roles: Baseline (or ability to obtain and maintain).

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

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

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

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

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

To Apply

Position Contact	Doug Rutherford, 02 5163 1959
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au/?jati=89AAC3DD-FD23-9817-

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0764876

National Disability Insurance Agency

Closing Date:Sunday 23 November 2025

Legal, Reviews, Actuarial and Data

Job Title	Branch Manager Internal Reviews
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Hobart TAS, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	flexible
Classification	Senior Executive Service Band 1
Position Number	TBA
Agency Website	https://www.ndis.gov.au

Job Description

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

About the role

The Branch Manager Internal Reviews is an SES Band 1 position, reporting to the General Manager, Reviews and Information Release. The Branch Manager has 6 direct reports, and responsibility for a Branch of approximately 300 staff located in ACT, NSW, QLD, SA, VIC and TAS.

As the Branch Manager, Internal Reviews, you lead high-performing teams responsible for the delivery of quality Internal Review outcomes in accordance with the relevant timeliness including the Participant Service Charter and Participant Service Guarantee.

This role is accountable for:

- Leading the Internal Reviews Branch in the sound and timely management of the Agency's review of reviewable decisions under the NDIS Act
- Providing insights from the Internal review function that improve the quality of the Agency's decision making, processes and documentation
- Providing effective assurance to the Board, CEO, Senior Leadership Team, Senior Executives and business areas within the Agency
- Leading, enabling and motivating a team to fulfil their roles to a high standard – ensuring that teams members are equipped with the necessary resources and support.

Current priorities

The Internal Reviews Branch operates in a dynamic environment where every participant and situation is unique. With a significant increase in reviews over the past year, the Branch requires leadership to manage resource constraints, enhance operational efficiency, and develop the team's capability to translate complex legislative decisions into accessible language for diverse participants.

Duties

About you

This role is ideal for a senior executive with strong service delivery experience who has successfully led large, complex customer service teams. Our ideal candidate will have:

- Senior operational leadership experience and excellent people skills
- A track record of great relationship building with stakeholders
- The ability to think strategically and set strategic direction for the team
- The ability to navigate complexity and exhibit integrity, drive and resilience in dynamic and personally challenging environments
- A customer-centric mindset
- Strong executive function accountability
- A natural connector and collaborator who thrives in a change environment to develop and evaluate solutions to complex issues
- Curiosity and preparedness to learn, and develop a culture of continuous improvement
- A leadership style that promotes respectful standards of behaviour and puts participants at the heart of everything we do.

Significant experience leading and motivating large, complex service delivery teams in a public service or other comparable environment is desirable. Experience with complex administrative decision making is also desirable.

Eligibility

What you should know

Eligibility

To be eligible for employment with the NDIA, you must be an Australian citizen and a pre-employment screening process will include a criminal history check and security clearance.

Application Instructions

Closing date for applications is **Sunday 23rd November 2025**.

To apply and for a copy of the Candidate Pack, go to www.derwentsearch.com.au and click on 'Search Jobs' to find this position listed. Please address your application to **Andrew McEncroe**, Managing Partner at **publicsector@derwentsearch.com.au** or **call 02 9223 1855** quoting reference number: 33655.

Your application should include:

- A current resume
- A succinct pitch (maximum 750 words) quoting Job reference 33655

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability

Notes

About the NDIA

The National Disability Insurance Agency (NDIA) is an independent statutory agency of the Australian Government. We are implementing the world leading National Disability Insurance Scheme (NDIS). This is one of the biggest social reforms in Australia's history. The NDIS is designed to enhance the quality of life of, and increase economic and social participation for, people with disability.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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	Andrew McEncroe, 0416 018 860
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Social Services

Vacancy VN-0764819

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Sunday 23 November 2025

Office of the Commissioner and Associate Commissioner
Executive

Job Title	Senior Executive Assistant
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$96,558 - $108,532
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	The Senior Executive Assistant should be available to work in the Melbourne office approximately 3 days per week with additional days as required.
Classification	APS Level 6
Position Number	229_10/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The Senior Executive Assistant provides high-quality senior executive support to the NDIS Quality and Safeguards Commissioner (NDIS Commissioner) and is responsible for supporting and managing a range of strategic and confidential issues, often in short timeframes while handling competing demands. The Senior Executive Assistant is responsible for proactively managing the NDIS Commissioner's diary, liaising with key senior internal and external stakeholders, and implementing best practice workflow management to ensure efficient and timely support to their executive.

The role also provides leadership and mentorship to the executive assistant network, and consistency of practice across the organisation. The role also assists with projects and other activities that are led by the Office of the Commissioner, as required.

The Senior Executive Assistant should be available to work in the Melbourne office approximately 3 days per week with additional days as required.

Duties

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

- provide high level strategic executive support to the NDIS Commissioner by ensuring the effective management of work demands and workflow, this includes management of correspondence, enquiries, diary and meeting coordination, travel, as well as facilitating and maintaining accounts and budgets
- preparation of written correspondence, and coordination of briefs and papers for the NDIS Commissioner, in line with quality and organisational requirements.
- provide leadership to executive assistant network through support and mentoring to ensure consistency of practice across executive offices
- confidentially handle sensitive material and information, maintain confidentiality and discretion, and model ethical behaviour and practices consistent with the APS Code of Conduct and APS Values
- develop and maintain professional and positive relationships with key internal and external stakeholders, including with support staff of senior stakeholders across the broader social services sector and other systems the NDIS Commission works within
- maintaining records and databases to ensure that all information is accurate, stored correctly and accessible.

Please view candidate information package for full position description.

Eligibility
Notes

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

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

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

To Apply

Position Contact	Lily Mackenzie, 0409 289 806
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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

Treasury

Vacancy VN-0764900

Australian Bureau of Statistics

Closing Date:Sunday 23 November 2025

Technology and Security
Data Acquisition Modernisation Program

Job Title	Pega CRM Specialist Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Belconnen ACT, Brisbane QLD, Docklands VIC
Salary	$117,593 - $135,935
Future Merit Locations	Sydney, Adelaide, Belconnen, Brisbane, Docklands
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid model of WFH and office
Classification	Executive Level 1
Position Number	25/DAMOD_Pega_EL1
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=AC4126F9-7B1C-F7D1-AAAA-E4617121252D

The Australian Bureau of Statistics (ABS) is looking to recruit several **Pega CRM Specialist Developers** to help us modernise our data acquisition environment as part of the Data Modernisation Program.

Duties

As a Pega CRM Specialist Developer you will have the opportunity to undertake technical work and will have a strong focus on hands-on ICT activity, with varying degrees of solution design collaboration and evaluation depending on the role.

Responsibilities include:

- ensure the delivery of quality, architecturally aligned IT solutions to meet ABS business outcomes through leadership of a multi-disciplinary Agile team
- liaise with internal and external stakeholders (including vendors), leveraging their expertise to resolve critical issues and inform decisions
- provide specialist developer skills and expertise of either the Pega CRM solution (v24.2 or above)
- design, develop and maintain contemporary solutions in accordance with software development best practices, security policies and guidelines
- provide technology guidance to a technical team
- apply DevOps practices and automation to the solution you are responsible for delivering.

What we are looking for - selection criteria

To be suitable you should have most or all of the following skills, qualities and experience:

- Experience in delivering enterprise ICT solutions in an Agile context.
- Ability to communicate, liaise and negotiate with a broad range of stakeholders.
- Ability to nurture positive working relationships.
- Possess strong analytical and problem-solving skills.
- Technical leadership experience, including the ability to mentor staff and contribute to technology uplift.
- Technical skills and experience in one or more of the following technologies is advantageous:

* Public cloud (AWS, Azure).

* Web technology (HTML, CSS, JavaScript), NodeJS, ReactJS.

* Webservices and APIs (SOAP, REST and GraphQL).

* Application development (such as Java, .NET).

* Postgres database, real time streaming.

Eligibility

To be eligible to apply you must currently be an Australian citizen.

Notes

To apply, you will need to upload your current resume, provide referee details and respond to the following (in less than 500 words):

Provide an example of a project that you have led and how you worked with stakeholders to deliver the outcomes and overcome any issues. You might like to discuss what your role was, how you used your technical skills to add value, what problems you overcame and how you influenced the overall solution.

Applications close at 11:30 p.m. AEDT on Sunday 23rd November 2025.

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 Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Gary Charters, 0418 799 518
Agency Recruitment Site	https://abs.nga.net.au/?jati=AC4126F9-7B1C-F7D1-AAAA-E4617121252

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Treasury

Vacancy VN-0764656

Australian Taxation Office

Closing Date:Wednesday 26 November 2025

Enterprise Solutions and Technology
Various teams

Job Title	Cloud Technical Specialist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$150,784 - $179,606
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney, Upper Mount Gravatt
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 2
Position Number	EXT_EST_782_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=E56CB777-80A0-BC14-75D6-E460805AD893

Duties

We are seeking highly skilled and driven IT professionals to join our Digital Integration Invoicing and Partnerships and Enterprise Data and Analytics teams.

As a Cloud Technical Specialist, in our Enterprise Solutions and Technology business area, you will be responsible for designing, developing and maintaining our data exchange and data analysis platforms in a large IT environment. Working in a dynamic team environment you'll use your knowledge and experience to lead the development of innovative solutions that support ATO objectives.

You will be a self-starter with strong interpersonal and communication skills, capable of tailoring written and verbal engagements to influence stakeholders, drive problem solving, and resolve issues.

You will be involved in developing and maintaining technical documentation, driving best practices in governance, and ensuring platform sustainability through proactive monitoring, upgrades, and optimisation. You'll have strong hands-on experience delivering AWS cloud solutions in large, complex, multi-client and multi-vendor environments, and the drive to help mature our cloud engineering practice.

As a leader, you will be committed to knowledge sharing, team mentoring, uplifting technical capability and fostering a collaborative and high-performing culture across the ATO.

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	Natasha Bartlett, (02) 6216 2557
Agency Recruitment Site	https://ato.nga.net.au/?jati=E56CB777-80A0-BC14-75D6-E460805AD893

Treasury

Vacancy VN-0764722

Australian Taxation Office

Closing Date:Monday 24 November 2025

Enterprise Solutions and Technology
EST Infrastructure Services

Job Title	IT Mainframe Environment Build Specialist
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, Dandenong, Moonee Ponds, Parramatta, Penrith, Canberra, Melbourne, 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_801_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=15BAFB97-9A8B-A71C-687C-E460BA4E9690

Duties

We are seeking an IT Mainframe Environment Build Specialist to join our Enterprise Solutions and Technology business area.

As an IT Mainframe Environment Build Specialist, you will plan, coordinate 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 and support of mainframe environments, package and promote preparation, problem solving, and issues management.

You will be a central contributor to mainframe environment provisioning and support across the development ecosystem. You'll provide mainframe package deployment support to development environments, prepare mainframe promotions for production deployment, proactively investigate and assist with environmental issues at the request of development teams, and provide expert mainframe technical advice as required. To facilitate these tasks, you may be required to provide on-call support out of hours on occasion.

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

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

Eligibility
Notes

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

About the Australian Taxation Office

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

To Apply

Position Contact	Owen Davies, (02) 6216 5291
Agency Recruitment Site	https://ato.nga.net.au/?jati=15BAFB97-9A8B-A71C-687C-E460BA4E969(

Treasury

Vacancy VN-0764862

Australian Taxation Office

Closing Date:Wednesday 26 November 2025

Law Design and Practice
Various teams

Job Title	Revenue Analysis Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$150,784 - $179,606
Future Merit Locations	Moonee Ponds, Box Hill, Canberra, Dandenong, Melbourne, Penrith, Sydney, Parramatta
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 2
Position Number	EXT_LDP_817_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=0268FCE1-E8F4-DA22-145A-E46135D0BBBA

Duties

We are seeking a highly experienced professional to join our Revenue Analysis Branch.

As a Revenue Analysis Director in our Policy, Analysis and Legislation business area, you will be accountable for providing budgeting, revenue and administered expense forecasting analysis; costing revenue, departmental and compliance impacts from policy and law changes; measurement advice on ATO performance; or overseeing data management, sharing and release. You'll provide high level advice and information to ATO executives and external business partners on complex and sensitive issues relating to outcomes, research and use of revenue and administered expenses data.

You will provide leadership and direction to a team undertaking these functions, work to tight deadlines, adapt quickly to changing priorities, and mentor and coach team members by providing development opportunities.

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	Sandra Roussel, (02) 6216 8949
Agency Recruitment Site	https://ato.nga.net.au/?jati=0268FCE1-E8F4-DA22-145A-E46135D0BBB

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Treasury

Vacancy VN-0764866

Australian Taxation Office

Closing Date:Wednesday 26 November 2025

Tax Practitioners Board
TPB Legal Unit

Job Title	APS 5 TPB Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Parramatta NSW, Sydney NSW
Salary	$90,596 - $96,042
Future Merit Locations	Brisbane, Melbourne, Parramatta, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO/TPB, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 5
Position Number	EXT_TPB_823_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=DE17B9D6-67BE-9B84-AECE-E4622131D979

Duties

We are seeking highly motivated individuals to join the Tax Practitioners Board (TPB).

As a Lawyer in our TPB Legal Unit, you will be responsible for various activities, including assisting in the preparation of briefs to counsel, supporting litigation matters in the Administrative Review Tribunal, and providing legal advice to business areas within TPB. You'll also be required to process requests under the Freedom of Information Act 1982, ensuring compliance with legislative obligations and promoting transparency.

You will contribute to policy development, general legal and administrative tasks, as well as the implementation of business improvement initiatives.

This role offers an exciting opportunity for qualified lawyers to work with a team of high skilled legal professionals, managing litigation matters and advising on disciplinary investigations and registration matters for the TPB.

These roles may be offered on an ongoing or non-ongoing basis in Brisbane CBD, Melbourne CBD, Parramatta or Sydney CBD.

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.

Tax Practitioners Board provides more information about us and our work environment.

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	Andrew Tran, (02) 9374 8731
Agency Recruitment Site	https://ato.nga.net.au/?jati=DE17B9D6-67BE-9B84-AECE-E4622131D97

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Treasury

Vacancy VN-0764867

Australian Taxation Office

Closing Date:Wednesday 26 November 2025

Tax Practitioners Board
TPB Legal Unit

Job Title	APS 6 TPB Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC, Parramatta NSW
Salary	$97,816 - $112,312
Future Merit Locations	Sydney, Brisbane, Melbourne, Parramatta
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO/TPB, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 6
Position Number	EXT_TPB_819_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=D3A671D7-2355-7C89-DB57-E4613622EF05

Duties

We are seeking highly motivated individuals to join the Tax Practitioners Board (TPB).

As a Lawyer in our TPB Legal Unit, you will play a key role in delivering legal services across a range of complex matters. You will lead litigation proceedings, including advocacy before the Administrative Appeals Tribunal, and be responsible for preparing legal documents and briefing external legal providers, such as counsel. You will provide sound legal advice to internal business areas, manage requests for information under the *Freedom of Information Act 1982*, and contribute to general legal and administrative tasks.

You will work collaboratively to deliver business outcomes, including leading or contributing to the review of complex litigation matters. You'll support senior lawyers in reviewing submissions for presentation to the Board Conduct Committee. Additionally, you'll contribute to policy development and implementation of business improvement initiatives to enhance legal service delivery.

This role offers an exciting opportunity for qualified lawyers to work with a team of high skilled legal professionals, managing litigation matters and advising on disciplinary investigations and registration matters for the TPB.

These roles may be offered on an ongoing or non-ongoing basis in Brisbane CBD, Melbourne CBD, Parramatta or Sydney CBD.

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.

Tax Practitioners Board provides more information about us and our work environment.

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	Andrew Tran, (02) 9374 8731
Agency Recruitment Site	https://ato.nga.net.au/?jati=D3A671D7-2355-7C89-DB57-E4613622EF05

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0764916

Australian War Memorial

Closing Date:Monday 24 November 2025

Public Programs Commemoration and Visitor Engagement

Job Title	Education Assistant Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$94,887 - $105,910
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 6
Position Number	25-140
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The Education Assistant Manager works closely with the Education Manager to ensure school-aged visitors to the Memorial have an engaging, safe and valuable learning experience. The Assistant Manager assists in the overall operational management of the development and delivery of onsite interpretive gallery programs to school groups and general visitors, and of outreach programs including online resource material, virtual excursions, and the Memorial Box loans program.

Activities include: onsite and web-based program development and delivery; recruitment; training of staff and volunteers; project management; and contributing to and implementing strategic direction for Education in accordance with the Memorial's corporate priority to enhance the understanding of Australia's experience of war and its enduring impact on Australian society.

Duties

Under general direction:

- Contribute to the management of Education operations including onsite school-aged learning, and public programs. This includes budgets, bookings and staffing, project task allocation and supervision, and stakeholder liaison.
- Supervise the development of digital resources and virtual excursions in accordance with the Memorial's mission and Australian Curriculum requirements.
- Develop, deliver and evaluate onsite and virtual programs and resources.
- Participate in Education strategic planning and outcomes evaluation and coordinate the marketing and promotion of education products.
- Assist in project development and delivery; scoping, resourcing, and reporting relating to sponsorship proposals and projects.
- Represent the Memorial where appropriate in both internal and external forums.
- Contribute to the overall operations of the broader section

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.

Mandatory requirements

- Commitment and ability to work outside core business hours, and on weekends, public and school holidays, including for the delivery of the Anzac and Remembrance Day national commemorations.
- A current ACT Government Working with Vulnerable People (WWVP) registration
- Tertiary level Education qualification, or considerable experience in education, public programs, and digital resource development in the cultural sector

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	Karin Huckstepp, 02 6206 9814
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0764917

Department of Veterans' Affairs

Closing Date:Thursday 27 November 2025

Chief People Officer
People Services Work Health and Safety

Job Title	HR Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Perth WA
Salary	$82,795 - $88,307
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4
Position Number	EXT-2025-0298
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Department of Veterans' Affairs is seeking a motivated WHS Officer to join our People Services Branch. This role supports workforce health, safety, and wellbeing through early intervention, case management, and ergonomic initiatives. You'll provide operational support across WHS functions, including triaging requests, coordinating workers' compensation and case management, and facilitating ergonomic assessments and flexible work arrangements.

Duties

- Manage the WHSS inbox, triage requests, and respond to enquiries in a timely and professional manner.
- Meet with managers to gather relevant information, provide advice and recommendations, document discussions, create case files, and maintain the RCM spreadsheet.
- Complete employer details (Part B) on Comcare online forms, forward claims to the Rehabilitation Case Manager (RCM), and file documentation appropriately.
- Review workstation assessment (WSA) requests, seek approvals, coordinate with service providers.
- Review and process work from home (WFH) requests, consult with managers, file decisions and outcome letters, and provide monthly statistics to delegates.
- Process invoices for case management, WSA services and equipment, and WHS-related credit card payments using TechOne and Expense8.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Sandra Kershaw, N/A
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0764918

Department of Veterans' Affairs

Closing Date:Thursday 27 November 2025

Chief People Officer
People Services Work Health and Safety

Job Title	HR Adviser
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Perth WA, Brisbane QLD, Melbourne VIC
Salary	$92,302 - $96,191
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 5
Position Number	EXT-2025-0299
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Department of Veterans' Affairs (DVA) is seeking a proactive and experienced HR Adviser to join our People Services Branch. The role will be filled in either the WHS team or Health Case Management Team. You will work with a high degree of autonomy, collaborating with internal stakeholders and external providers to deliver WHS services that support a safe, inclusive, and productive workplace.

Duties

- Interpret and apply WHS legislation, including the Work Health and Safety Act 2011 and associated regulations, to ensure compliance across all WHS activities.
- Coordinate and manage workplace incidents, by gathering information, providing advice, documenting outcomes, and liaising with case managers and relevant stakeholders.
- Manage contact officers (Health Safety Representatives, Harassment Contact Officers, First Aid Officers), including calling for nominations, meeting minutes, updating intranet content, reporting, reviewing and recommending actions on risk assessment responses.
- Lead and support mental health and wellbeing initiatives, including early intervention strategies and promotion of internal and external wellbeing resources.
- Monitor legislative and policy changes, and contribute to updates in internal WHS practices, procedures, and documentation.
- Provide advice to managers and staff on WHS obligations, risk mitigation strategies, and best practice approaches.
- Maintain WHS-related data and spreadsheets and contribute to reporting and analysis to identify trends and inform decision-making.

- Collaborate with internal teams and external providers to ensure timely and effective delivery of WHS services and support.

Health Case Management Team

- Provide non-complex case management services to employees or clients, focusing on early intervention strategies to prevent escalation of issues.
- Coordinate with internal and external stakeholders (e.g., medical professionals, HR, managers) to develop and implement rehabilitation or support plans.
- Manage compensation and non-compensation cases of medium complexity.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six-month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Helen Coyne, N/A
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Parliamentary Department

Vacancy VN-0764983

Department of Parliamentary Services

Closing Date:Thursday 27 November 2025

Corporate Services
People Performance and Strategy Employment Pathways and Inclusion

Job Title	Senior Inclusion Asvisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$97,841 - $109,967
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	JR33129
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

https://jobs.dps.gov.au/

The Department of Parliamentary Services (DPS) is seeking a highly motivated PSL6 Senior Inclusion Adviser.

The role sits within the Inclusion and Pathways section which is responsible for delivering strategic and operational support in workforce diversity and inclusion, dignified access, and entry-level employment programs. As a Senior Inclusion Adviser, you will play a pivotal role in implementing and supporting initiatives that foster an inclusive and respectful workplace across the department and broader parliamentary service.

This is a fast-paced, growing area of HR, and we are looking for an individual who is proactive, adaptable, and able to respond to evolving priorities with innovation and professionalism. Key responsibilities include the coordination and delivery of the Health, Wellbeing and Inclusion Calendar and associated events, supporting employee diversity networks, implementing Reconciliation Action Plan (RAP) initiatives and providing tailored guidance to managers and staff.

To be successful in this role, you will bring demonstrated experience in delivering programs within the diversity and inclusion space. You will be an emotionally intelligent communicator, confident in working collaboratively with a wide range of stakeholders and committed to driving meaningful cultural change.

Key skills and capabilities include:

- A strategic thinker – with the ability to align inclusion initiatives with broader organisational goals.
- Innovative mindset – able to think creatively and introduce new ideas.
- An effective communicator – with strong written and verbal communication skills.

Duties

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

Eligibility

• Demonstrated experience in diversity and inclusion, with a sound understanding of relevant legislation and Commonwealth strategies (desirable).

• The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

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

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

To Apply

Position Contact	Catherine Zeman, 0423 337 849
Agency Recruitment Site	https://jobs.dps.gov.au/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764846

Bureau of Meteorology

Closing Date:Friday 21 November 2025

Data & Digital
Service & Infrastructure Management

Job Title	EUS Program Coordinator
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60015383
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=436EB239-88C3-E9C5-5128-E461346CCBA6

The Bureau of Meteorology is seeking a skilled End User Services Program Coordinator who will work under the direction of the End User Services Program Manager to support the coordination of projects, products, support operations, and strategic initiatives across its nationwide offices.

Based at the Bureau's Melbourne office and working as part of a distributed team, the successful applicant will assist in the delivery of in-flight EUS projects, coordinate support operations, contribute to asset lifecycle management, support contract oversight, and help maintain effective vendor relationships. This role will also involve working closely with stakeholders to ensure alignment with program objectives, timelines, and service standards.

The successful applicant will be a key member of the Service & Infrastructure Management – End User Services (EUS) section within the Data and Digital group and on a day-to-day basis work closely with the End User Services Managers as well as internal teams to maintain and improve ICT assets and services. scheduling, licence maintenance including procurements of software, hardware, and any associated peripherals within supported ICT operating environments namely - Windows, Linux, and Apple environments.

A calm assertive demeanour is required to ensure accountabilities are assigned and blockages overcome. The successful applicant will have proven practical experience in dealing with internal colleagues including senior leaders and external customers including vendors.

In addition, the successful applicant will maintain vendor contract management relationships, monitor trends, perform auditing and tracking of overall asset health compliance.

If an applicant is successful, the application will:

- Be ITIL certified and will be expected to participate in the development, implementation, and continuous service improvements.
- Have proven practical experience in dealing with internal colleagues including senior leaders and external customers including vendors.
- Hold a minimum Baseline security clearance, upgrading to Negative Vetting Level 1 (requirement for this role).
- Have proven excellent written and verbal communication skills which will be required to liaise with internal colleagues, support teams, management, customers including vendors.

Duties

The responsibilities of the role include but are not limited to:

1. Provide guidance to group members, support the delivery of services with a focus on innovation and continuous improvement, and contribute to the coordination of activities involving strategic partners and vendors.
2. Provide oversight and support in project planning / forecasting, scheduling, reporting, review, and execution of deliverables.
3. Work with asset management owners on assisting with the end-to-end management of IT assets including vendor relationships and contract management.
4. Provide specialist advice on ICT system environments supported by EUS, including an ability to manage tight timeframes, setting priorities, meeting tight timelines/deadlines and continuously developing new or established workflows/procedures aligned to practices being undertaken in achieving team goals which are aligned to the group's vision and mission with an emphasis on providing continuous service improvements.
5. Utilise analytical skillset including an ability to contribute into ICT continuity/improvement processes which will feed into overall Business continuity processes and Disaster Recovery Plans for areas of responsibility.
6. Utilise knowledge base techniques in providing prompt service delivery including demonstrated customer service techniques. Utilise problem solving skills and an ability to coordinate activities with other subject matter experts including external parties such as vendors when required.
7. Engage with key stakeholders on a range of ICT matters, providing advice and feedback with a view to resolve or triage with an emphasis of service improvement including (not limited) attending key stakeholder forums and leadership forums.
8. Proven understanding of ITIL concepts with a focus on Incident, Problem and Change Management.
9. Use sound liaison and communication skills (written and verbal) and the ability to provide input into (not limited):
10. Standard Operating Procedures (SOP)
    1. Knowledge Base (KB)
    2. Proficiently resolving service requests/incidents whilst managing expectations (measured
    3. against SLA's and KPIs)
    4. Contribute into ICT continuity group plans
11. Use IT Service Management processes to support services and requests, including ITIL service delivery for matters pertaining to all EUS services.

12. Work flexibly and cooperatively with others to achieve team goals. Set work priorities, meet deadlines, and continuously develop workflows and procedures aligned to practices being undertaken with an emphasis of providing continuous service improvements.
13. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

- A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.
- A baseline security clearance with the view of obtaining Negative Vetting Level 1 (NV1) which is required for this role.
- ITIL Foundation v3 Certification.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Scott Hayes, (03) 9669 4191
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=436EB239-88C3-E9C5-5128-E4613

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764875

Bureau of Meteorology

Closing Date:Monday 24 November 2025

Data and Digital
Security

Job Title	Security Assurance Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Hobart TAS, Canberra ACT, Brisbane QLD
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	60018937
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=7C3DB9D9-30F5-C919-3923-E4616DAEE0FD

The Security Assurance Manager is a security policy practitioner who oversees and administers the security assurance function, ensuring effective implementation and administration of security policies, procedures and technical controls to improve the Bureau's security maturity posture.

This role supports the Bureau to comply with its Australian Government security obligations with Protective Security Policy Framework (PSPF) and Information Security Manual (ISM) through security assurance review, audits, governance and process uplift. The role will provide advice to senior business stakeholders and government service providers on compliance, technical controls and implementing policies, procedures, processes, and guidelines.

The Security Assurance Manager is a trusted adviser and key subject matter expert in compliance to security frameworks, policy and procedures. The role will build a security assurance capability including framework and processes and provide expert knowledge across all areas of protective and cyber security – governance, personnel, information and physical to ensure compliance with obligations.

Reporting to the Security Program Lead, the role works closely across all functions within the Security Program.

Duties

The responsibilities of the role include but are not limited to:

1. Build and manage the security assurance function through development of a security assurance framework and supporting review and auditing processes
2. Provide security assurance and compliance guidance as subject matter expert to support the Security Program across all areas of security – governance, risk, information, technology, personnel and physical.
3. Oversee and manage the Bureau's response to the annual PSPF Self-assessment and ASD Cyber Survey, including setting up processes to support and streamline annual reporting with stakeholders.
4. Provide guidance to design, support and implement measures and reviews that will build and mature, security compliance across all domains and enhance a security culture, within the Bureau.
5. Project oversight of the Protective Security Implementation Plan deliverables, Essential 8 Cyber Improvement Plan deliverables and other uplift plans from security agency partners to ensure delivering on key outcomes
6. Oversee management of internal and external audit reporting relating to security, including implementation of any security governance and assurance recommendations and/or actions.
7. Ensure effective implementation and delivery of the Bureau's security strategic agenda, roadmap, policy, procedures, process, risk mitigation strategies and operations.
8. Oversee and manage any security project implementation, including stakeholder engagement and delivery management, reporting, status updates and reporting to governance bodies and executive.
9. Identify and manage opportunities for uplift activities from vulnerability reports and IT controls assurance with stakeholders to improve cyber hygiene across the organisation
10. Engage with and work collaboratively with stakeholders across the Bureau, in relation to security assurance obligations, e.g. PSPF and ASD Cyber Survey (Essential Eight).
11. Commitment to APS Values, Employment Principles, Code of Conduct, and the Bureau's Social Justice Strategy.
12. Provide timely, comprehensive and accurate information and reporting to the Security Program Lead and team in both written and verbal communications.
13. Undertake other tasks as directed.
14. Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Cassy Baker, n/a
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=7C3DB9D9-30F5-C919-3923-E4616

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764881

Bureau of Meteorology

Closing Date:Sunday 23 November 2025

Data and Digital
FWIN Program

Job Title	Flood Warning Network Database Administrator
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working options considered. Some out-of-hours work will be required during major flood events
Classification	APS Level 6
Position Number	60019500
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=E535637C-91D1-72CE-DBB7-E4616F64F22F

The Bureau's Flood Warning Infrastructure Network (FWIN) Program is leading a $230 million Australian Government initiative to improve flood warning infrastructure in Australia's highest flood risk areas over 10 years. This will be done through the acquisition, upgrade and integration of existing local government-owned, and some state government-owned rain and river level flood gauges into the Bureau's flood warning network across Australia.

In support of the FWIN project FWIN is seeking a Flood Warning Network Data Administrator who will undertake a key role in the quality management of the Bureau's flood data, in support of critical flood warning services and network management. They will work across various business areas within the Bureau to coordinate processes across the flood data value chain to support fit for purpose flood data and metadata for the FWIN program.

Duties

The responsibilities of the role include but are not limited to:

- Monitor and quality-check flood data and metadata using the Bureau's ARRO Software
- Respond to data issues and outages, coordinating with internal and external stakeholders.
- Lead station onboarding of flood warning sites in ARRO, including management of metadata updates and communicating changes with impacted external stakeholders.
- Review and appropriately manage dataflows during remediation activities and in post remediation hyper care to ensure accuracy and minimise impacts to the flood service.

- Manage dataflows and coordinate offset changes with affected agencies.
- Respond to data-related enquiries and contribute to documentation, reporting, and process improvements.
- Collaborate with hydrology and delivery teams to minimise service disruptions during the remediation and transition to operation phases.
- Uphold APS Values and support the Bureau’s diversity and inclusion commitments.

Eligibility
Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Harrison Schofield, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=E535637C-91D1-72CE-DBB7-E4616

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764920

Bureau of Meteorology

Closing Date:Sunday 23 November 2025

Data & Digital Group
Data & Integration Services Program

Job Title	Applications Test Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$115,443 - $125,832
Future Merit Locations	Melbourne
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	60019209
Agency Website	

Job Description

https://bomcareers.nga.net.au/

The Applications Test Lead will work within the Enterprise Test Capability to manage delivery of testing services for Applications within the Data & Digital Group (DDG), Customer Services Group (CSG) and Business Services Group (BSG) within the Bureau. This would include but not limited to working within a multidisciplinary team of Business Analysts, Program Architects, Project Managers, Program Managers, and other Business Stakeholders.

This role is required to provide Test Management that shall contribute to the Bureau objectives of improved Security, Stability and Resilience across the Bureau's technology landscape.

Duties

The responsibilities of the role include but are not limited to:

• Work in a matrix organisation with ability to meet objectives of Enterprise Test Capability.

• Create comprehensive test strategies that outline the approach to testing applications, including objectives, scope, test levels, techniques, and resources required which is aligned to the Enterprise Test Capability

• Prepare detailed test plans that specify test objectives, schedules, deliverables, test environment setups, and resource allocations. Delivery responsibility will span across various levels of testing

including – system test, integration, performance/non-functional, security, UAT, BVT and Post Deployment.

• Supervise the execution of test cases, ensuring the process follows the test plan and addressing issues promptly. Monitor testing progress and provide regular updates to stakeholders and testing leadership. Where demand and resourcing require, you may also be expected to perform test preparation and execution.

• Organise, coordinate, and negotiate outcomes with the appropriate participants to resolve any Issues or Defects that are impacting and blocking Test Delivery.

• Consolidate and analyse test findings, preparing comprehensive reports that highlight test progress (i.e. Planned vs Actual), defects, their severity, as well as highlighting key Blockers, Issues, or Defects impacting Test Delivery to:

o Delivery Leadership Team

o Program/Project Stakeholders

o Testing Capability

• Work closely with multiple parties both internal and external to the Bureau to unblock Test Delivery, including:

o Software Delivery Partners

o Bureau Operations and Business Teams

• Assign tasks, set priorities, and monitor the progress of the test team (functional, automation, performance, security etc). Provide guidance, support, and training to team members to enhance their skills and productivity to deliver testing services.

• Provide strategic direction in the selection, implementation, and evolution of the Bureau test automation framework to enhance efficiency, scalability, and test coverage across projects.

• Work closely with other Test Leads and Managers to ensure data integrity is maintained for all metrics that are used to inform Leadership on Test Delivery status.

• Assist with developing a continuous improvement culture and actively look for and participate in opportunities to improve testing and test tooling – i.e. automation, AI-driven testing, and continuous integration.

• Ensure that all testing activities comply with industry standards and regulatory requirements, particularly those relevant to meteorological data and services.

• Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

• Commitment to APS Values, Employment Principles, Code of Conduct, and the Bureau's Social Justice Strategy.

Eligibility

Qualifications & experience

Mandatory

• 10+ years in Test Management.

• Experience in running complex, mission critical, large-scale programs of work.

• Experience managing testing across multiple projects/applications in parallel.

• Experience in managing end-to-end testing across multiple applications, including Integration and Data Platforms/Projects.

• Experience in Test landscapes that include many integrated systems, various stakeholders, and multiple vendor teams.

• Excellent stakeholder management, communication, and negotiation skills.

• Ability to work with different areas of the organisation both within the Business and Operations.

• Ability to work autonomously with little supervision.

• The candidate must state their agreement to have or obtain (at Bureau expense) a Baseline Security Clearance.

Desirable

• Experience leading testing of applications that handle meteorological data and/or systems.

• ISTQB/similar qualified.

• Awareness of IT security concepts and standards.

• Experience in projects in Government Agencies.

• IT Qualification.

• Security qualification.

• Experience in IT security programs.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Luke Borkowski, luke.borkowski@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764925

Bureau of Meteorology

Closing Date:Tuesday 25 November 2025

Enterprise Services Group
Organisational Resilience Program

Job Title	Manager, Legal Services & Deputy General Counsel
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$154,800 - $165,263
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 2
Position Number	60019501
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=9237765E-D765-4FA9-24BA-E46223090528

The Bureau is seeking a Manager, Legal Services & Deputy General Counsel to lead and manage the Bureau's Legal Services and FOI/Privacy functions, to drive improvement initiatives and to work on a diverse range of legal matters.

The Legal Services team is part of the Bureau's Organisational Resilience Program and occupies a position of trust within the Bureau. As a team, we're pragmatic, passionate and generous in sharing our knowledge and working together to get the best outcomes for the Bureau.

The team is responsible for providing legal advice and support to all areas of the Bureau on a broad range of legal issues, and managing the Bureau's obligations under the Freedom of Information Act 1982 (Cth) and Privacy Act 1988 (Cth). We're respected for our advice and authority as advisors to Group Executives, General Managers, and teams across the Bureau.

A critical requirement for the successful applicant will be the ability to work in a complex and changing environment with multiple stakeholders. Previous in-house and government experience is highly regarded but not essential.

Duties

The Manager Legal Services & Deputy General Counsel will be required to undertake work with a high level of complexity or sensitivity and operate under broad direction. The responsibilities of the role include but are not limited to:

- Lead a geographically diverse team of lawyers and advisors to effectively deliver high quality advice.
- As a senior leader in the Organisational Resilience Program, actively contribute to and drive the Organisational Resilience Program Plan, develop and implement the Legal Services Team Plan, monitor and report on performance.
- Exercise professional judgment to provide strategic advice on a broad range of complex and/or sensitive matters and manage legal risk, including commercial and contractual matters, administrative and government law, regulatory and employment matters and dispute resolution.
- Foster and manage key strategic relationships with internal and external stakeholders, to support the objectives of the Bureau and the Commonwealth.
- Manage and build capability across the Bureau to ensure the Bureau meets its obligations under the Freedom of Information Act 1982 (Cth) and Privacy Act 1988 (Cth).
- Provide strategic direction to the Legal Services team, being accountable for managing budgets and staff.
- Foster a positive and supportive workplace culture and commit to mentoring and building capability in the team.
- Anticipate and establish priorities, and ensure the right allocation of resources and workloads and contribute to ongoing improvements in workflow and team structure to deliver outcomes.
- Maintain an Australian lawyer practising certificate, meet all legal professional development requirements, and ensure practice in a manner consistent with preserving legal professional privilege where appropriate.
- Comply with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

As a minimum requirement you must have:

- a law degree and be admitted to practice in any Australian jurisdiction, and
- the capacity to hold and maintain an Australian lawyer practising certificate.

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural

environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Bridie Andriske, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=9237765E-D765-4FA9-24BA-E46223

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764928

Bureau of Meteorology

Closing Date:Tuesday 18 November 2025

Science & Innovation
Research

Job Title	Hydrologist
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Cairns QLD, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$94,563 - $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	
Position Number	60017806
Agency Website	

Job Description

https://bomcareers.nga.net.au/

The Bureau's Research Program sits within the Science and Innovation Group and is the main driver of science-based innovation in the Bureau of Meteorology. In supporting the Bureau to deliver impactful weather, climate, ocean and water information services, the research contributes to advancing meteorological and earth system sciences in Australia and globally. Research activities cover the broad fields of weather, climate, oceanography, earth systems modelling, data set development, process studies, and application development

The Hydrological Modelling team of the Bureau’s Research Program is seeking a talented and highly-motivated hydrological scientist with strong background in soil hydrology and land surface modelling. The successful candidate will undertake novel research into hydrological and land surface dynamics modelling for Australian conditions in an Earth System Modelling framework within the Hydrological Modelling team. This role will contribute to the improvement of soil hydrological processes in the land surface modelling for the future Australian water resources assessment and operational products. The Hydrologist is also expected to contribute to discussions on the definition and progression of the research program’s main aims and will need to have:

- Demonstrated experience in land surface modelling with a particular focus on soil hydrology, and vegetation dynamics. Therefore, a strong knowledge of soil physics and hydrological processes across multiple spatial and temporal scales, in particular Australian soil and climate systems, is required.
- Experience in the evaluation of spatio-temporal data sets originating from models and observations.
- Flexibility to work effectively and productively as a member of a team under the direction of more senior scientists, and an ability to plan and undertake research and to publish research results.
- Outstanding communication skills, including the ability to write science papers, work plans, present work orally, and translate science outcomes in ways which can be understood by non-expert audiences.
- Good analytical and scientific programming skills, including experience with Linux (preferably in a high-performance computing environment), and with scientific and visualisation.

The role involves close collaboration with scientific and technical staff across the Research Program, and with other Bureau employees and international stakeholders, requiring experience in liaising effectively with external stakeholders.

The Hydrologist role in research is to support and lead research in select projects, and to interact with scientists and external research projects, working collaboratively with Bureau internal staff to deliver research to operations, and working with customers where required.

Tasks include setting up, parameterising, and developing land surface models, to advance soil hydrological processes, such as infiltration, soil surface evaporation and surface ponding.

Openness to collaborate across the Hydrology Sciences section and other teams within Research as well as Research to Operations teams is expected to increase the success of the project deliveries and operationalisation.

Duties

Hydrologists are expected to spend their time engaging in research activities relevant to the Hydrological Modelling team's portfolio of research projects, including but not limited to:

- Undertake original research and associated development in hydrological/land surface modelling with a focus on soil and vegetation dynamic modelling, and hydrological applications, all of which to a standard allowing to publish results in peer-reviewed journals, technical or research reports with demonstrable impact for the Bureau.
- Deliver practical science-based solutions in response to identified customer or organisational needs, including supporting development of a fully coupled Earth System Model, which delivers greater impact and value from Bureau Services.

- Work with clients, sponsors, and stakeholders of the Bureau's Research Program to understand their needs, contribute to the development of proposals to address scientific and technical gaps, and drive innovation and scientific advancement with measurable impact and value.
- Provide scientific advice to Bureau leaders and senior scientists and support them in delivering Team and Section plans and priorities, where required.
- Commitment to the Bureau’s core values and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.
- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- The current role will also support the technical lead in land surface modelling in all aspects relating to soil hydrology, vegetation dynamics and model evaluation and requires:
- Performing scientific investigations that successfully deliver improved Bureau land surface dynamics products and services, creating impact and value for customers.
- Publishing research results in peer-reviewed journals, technical or research reports with demonstrable impact for the Bureau.
- Conduct JULES model development work related to soil hydrological processes with a particular focus on soil physics parameterisation and surface hydrology in collaboration with our key partners: UKMO and UK CEH.
- Support the transition to operationalise research models.
- Support more junior staff in expanding their skills, through training and mentoring, where applicable.
- A collaborative style to communicate across all teams in the Hydrology Sciences Section to support of Section and Program-wide objectives.

Eligibility

Successful applicants may be required to be eligible to obtain and maintain a Baseline security clearance from the Australian Government Vetting Agency (AGSVA)

Qualifications

A degree of Doctor of Philosophy of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties.

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural

environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Richard Laugesen, 0417 661 477
Agency Recruitment Site	https://bomcareers.nga.net.au/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764962

Bureau of Meteorology

Closing Date:Wednesday 26 November 2025

Community Services Group
Decision Support Services

Job Title	Community Information Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Adelaide SA, Melbourne VIC, Sydney NSW, Canberra ACT, Perth WA, Brisbane QLD, Hobart TAS, Darwin NT
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60017668
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=B2C70CD6-33D8-A402-0E5D-E4625DFC52F5

The Community Information team is a specialist team that resides in the Bureau's Decision Support Services Program. The core function of this team is to deliver a continuous weather narrative to the Australian Community, that inspires informed decision-making and action and enables the community to be resilient to the impacts of weather, water, climate, space and oceans.

We are seeking an experienced science communicator to work within a nationally focused team, located in Australian capital cities, to provide live and pre-recorded scheduled radio crosses and social media posts with a weather focus. Other public-facing services, including responding to print, online and social media enquiries and occasional television crosses will form part of the role. Successful applicants will be provided with appropriate meteorological and/or media training to build upon existing skills.

You will have the skills and passion to deliver engaging weather-focused radio crosses – with an ability to build trust and respect with the audience, through tailoring content and providing an explanation of the past weather observations, present conditions, and future weather expectations. You will have the ability to deliver complex scientific information in a way that the community can understand and act on. You will have an understanding of working within Government, and an understanding of Australia’s geographic, social and economic diversity.

Community Information Officers are committed to supporting the Bureau and our partners outside the scope of standard working hours, with shift work being the primary way of working. During severe weather and peak periods, you may be asked to extend your hours (at times at short notice), aligned to operational requirements. This could include temporarily filling operational roles as required nationally; and contributing to the seamless delivery of briefings to partners and media interviews.

While forming a pivotal role in the Bureau's Decision Support Services program, you will also work closely with other teams from within the Community Services Group, Communications Program and the Business Services Group to ensure the timeliness and accuracy of the continuous weather narrative.

Duties

1. Work within a high performing team across our national Decision Support Services teams, to deliver up to date and relevant information and content to the Australian Community;
2. Maintain situational awareness of the weather, with particular focus on severe weather events that may lead to hazards and impacts;
3. Deliver scheduled weather crosses to radio stations across Australia;
4. Respond to ad hoc requests from print, online and TV media outlets;
5. Use exceptional written and verbal communication skills to draft and respond to media enquiries, draft narratives for audio and video news releases, and social media posts;
6. Gather and investigate information from diverse sources to explore different viewpoints, using this to proactively shape the national and local weather narratives;
7. Anticipate and work with proactive communication across teams to be responsive to customer and stakeholder needs and expectations;
8. Assist with development of team processes, duties and rosters;
9. During extreme weather events, contribute to activated operations processes, seamlessly connecting with the Communications Program;
10. Comply with all Bureau work, health and safety policies and procedures, taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct; and
11. Demonstrate commitment to APS Values, Employment Principles and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.

Eligibility
Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Andrea Peace, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=B2C70CD6-33D8-A402-0E5D-E4625

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764987

Bureau of Meteorology

Closing Date:Thursday 27 November 2025

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3 - OIC Lord Howe Island
Job Type	Full-Time, Non-Ongoing
Location	Cairns QLD, Melbourne VIC, Brisbane QLD, Darwin NT, Adelaide SA, Hobart TAS, Perth WA, Sydney NSW, Canberra ACT
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Canberra
Office Arrangement	On Site
Office Arrangement Details	Remote Posting on Lord Howe Island for approximately 6 months
Classification	APS Level 5
Position Number	60008139
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=784565C1-0A8A-369D-9275-E46298579A09

The Bureau's National Observing Operations section maintains a meteorological office at Lord Howe Island. We are seeking an enthusiastic and suitably qualified person to undertake a six month posting as the Officer in Charge of the Lord Howe Island meteorological office. This is an unaccompanied position, the successful applicant will be provided with a fully furnished house on Lord Howe Island which includes electricity, gas and internet, a vehicle is also provided for use on the Island. The successful applicant will be expected to depart for Lord Howe Island mid January 2026.

Lord Howe Island is located 700km northeast of Sydney and has a population of 380 local residents. The island and its surrounds are World Heritage Listed, and the waters encompass the world's southernmost Coral Reef. It is also home to an abundance of wildlife including many endangered species of birds.

The Lord Howe Island Meteorological Office is a single person station and the OIC is responsible for managing the daily operation of the weather station including Aviation Weather Observations, surface observations, instrument maintenance as well as loading and monitoring the Automatic Meteorological Balloon Launching System (AMBLS) to deliver the upper air program. The position

involves a range of engagement with both internal and external stakeholders such as Property Services, Forecasters, Aviation industry, Contractors, Lord Howe Island Board, local community groups and tourists.

Duties

- **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Aviation Weather Observations, Upper Air and Surface Observations networks. Document and maintain associated records. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, inventory records, stores and stock control.
- **Travel:** Travel to Lord Howe Island will be by aircraft with the plane departing from Sydney. Travel may also be required to undertake pre departure training. A local station vehicle is provided for travel around the Island
- **Supervision:** contractor management onsite will be required
- **Engagement and Representation:** Engage with internal and external stakeholders as a representative of the Bureau of Meteorology including Property Services, Forecasters, Aviation Industry, Lord Howe Island Board, community members and tourists, in accordance with Australian Public Service Values and Code of Conduct.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Network and Infrastructure Support:** Manage and participate in the necessary maintenance programs with respect to buildings, instrumentation, plant, equipment and communal station duties to support activities associated with sustainment and service delivery.

Eligibility

- A Certificate III (AQF Level 3 or above) from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR
    - relevant experience and training, which enables the employee to competently perform the
    - duties at this level; OR
    - other comparable qualifications, which are appropriate to the duties.
- Applicants must hold ‘Aviation Meteorological Observation’ Competencies
- Hold an Australian driver's licence

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=784565C1-0A8A-369D-9275-E46298

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764999

Bureau of Meteorology

Closing Date:Thursday 27 November 2025

Data and Digital
Observing Systems and Operations

Job Title	Technical Officer Level 2 – Willis Island
Job Type	Full-Time, Non-Ongoing
Location	Cairns QLD, Melbourne VIC, Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT, Perth WA, Hobart TAS, Darwin NT
Salary	$66,823 - $77,636
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	Remote Posting on Willis Island for approximately 6 months
Classification	APS Level 3
Position Number	60016248 & 60016249
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=B2398C58-E222-B280-C64D-E46298362130

The Bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work experience, to undertake a remote posting on Willis Island for approximately 6 months as a part of a team of four. The successful applicant is expected to depart for Willis Island from Cairns in April 2026. We are also seeking applicants interested in applying for the October 2026 deployment.

Willis Islandis the only permanently inhabited Island in theCoral Sea Territory, an external territory ofAustralia, located beyond theGreat Barrier Reefin theCoral Sea. The island is located some 450 kilometres east ofCairns,Queensland. The four Bureau staff are the only residents on Willis Island and provisions are resupplied during the staff changeover every six months. Willis Islandis home to an abundance ofwildlifeparticularly birdlife and is an important Green Turtle nesting site.

The Willis Island TO2 will participate in the program of Service at Willis Island which includes, Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will also adhere to the environmental management of Willis Island. The TO2 on Willis Island will participate in scientific research projects undertaken for other organisations at Willis Island such as Parks Australia the Australian Institute of Marine Science (AIMS).

The Willis Island TO2 is expected to participate in station cleaning and general household duties and actively engage in a local work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment. This is an opportunity for the successful applicant to gain experience working in a remote location and promote personal development.

Where required, the Bureau will provide relevant training to successful applicants, this may involve travel to Melbourne or other locations prior to departure to Willis Island. Travel to Willis Island will be by boat and staff will have shared living arrangements during the staff changeover on Willis Island.

Duties

- **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, reconciliations, procurement, inventory records, stores and stock control.
- Travel: Travel to Willis Island will be by sea with the vessel departing from Cairns. Travel may also be required to undertake pre departure training.
- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology, these organisations currently include Parks Australia and Australian Institute of Marine Science
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Network and Infrastructure Support:** Participate in the necessary maintenance programs with respect to buildings, instrumentation, plant, equipment and communal duties to support activities associated with sustainment and service delivery. Other network support activities

might include coordinating network and asset inspection and auditing and environmental management activities.

Eligibility
Notes

- A Certificate III (AQF Level 3 or above) from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level; OR
- Other comparable qualifications, which are appropriate to the duties.

Successful candidate will be required to:

- Hold a current Australian driver's license.
- Undertake and pass Psychometric, Medical & Dental assessments

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain and transferring between vessels.

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=B2398C58-E222-B280-C64D-E4629

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0765008

Bureau of Meteorology

Closing Date:Thursday 27 November 2025

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3 - Willis Island
Job Type	Full-Time, Non-Ongoing
Location	Cairns QLD, Melbourne VIC, Sydney NSW, Perth WA, Adelaide SA, Darwin NT, Hobart TAS, Canberra ACT, Brisbane QLD
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Remote Posting on Willis Island for approximately 6 months
Classification	APS Level 5
Position Number	60016332
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=88A65C5D-543E-B6DA-5294-E4629A13DCB5

The Bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work and Supervisor experience to undertake Remote Posting on Willis Island for approximately 6 months as part of a team of four. The successful applicant is expected to depart for Willis Island from Cairns in April 2026. We are also seeking applicants interested in applying for the October 2026 deployment.

Willis Islandis the only permanently inhabited Island in theCoral Sea Territory, an external territory ofAustralia, located beyond theGreat Barrier Reefin theCoral Sea. The island is located some 450 kilometres east ofCairns,Queensland. The four Bureau staff are the only residents on Willis Island

and provisions are resupplied during the staff changeover every six months. Willis Islandis home to an abundance ofwildlifeparticularly birdlife and is an important Green Turtle nesting site.

The Willis Island TO3 Officer in Charge (OIC) is responsible for undertaking and managing the program of Service at Willis Island which includes, Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will also be responsible for undertaking and managing the general station maintenance duties as well as ensuring all staff adhere to the environmental management plan for Willis Island. The OIC will also oversee and participate in scientific research projects undertaken for other organisations at Willis Island such as Parks Australia and the Australian Institute of Marine Science (AIMS).

The OIC will take pride in developing and mentoring staff. Strong teamwork abilities ensure you can empower and inspire the team you will be working with. You will also ensure that all staff on station adhere to workplace health and safety policies and procedures and local safety operating procedures relevant to station activities. The OIC will liaise with the Remote Operations Lead North over any challenges, hazards, incidents or complications experienced on station.

The OIC will lead a positive work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment.

Where required, the Bureau will provide relevant training to successful applicants and this may involve travel to Melbourne or other locations prior to departure to Willis Island. Travel to Willis Island will be by boat and staff will have shared living arrangements during the staff changeover on Willis Island.

Duties

- **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of the Bureau's enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, reconciliations, procurement, inventory records, stores and stock control.
- **Travel:** Travel to Willis Island will be by sea with the vessel departing from Cairns. Travel may also be required to undertake pre departure training.
- **Supervision:** Mentor, manage, supervise and develop staff. Maintain operational and station duty rosters.

- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology, these organisations currently include Parks Australia and the Australian Institute of Marine Science
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Network and Infrastructure Support:** Manage and participate in the necessary communal duties to support activities associated with the station sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.

Eligibility

- A Certificate III (AQF Level 3 or above) from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level; OR
- Other comparable qualifications, which are appropriate to the duties.

Successful candidate will be required to:

- Hold a current Australian driver's license.
- Undertake and pass Psychometric, Medical & Dental assessments

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain and transferring between vessels.

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian Ocean to the Pacific. We are Australia's national weather, climate and water agency, in the Agriculture, Water and Environment portfolio of the Australian Government, operating under the authority of the Meteorology Act 1955 and the Water Act 2007. We provide data, information, knowledge, insight and wisdom to help Australians prepare and respond to the realities of their natural

environment, including droughts, floods, fires, storms, tsunami and tropical cyclones. Our products and services include observations, forecasts, analysis and advice covering Australia's atmosphere, water, oceans and space environments. We undertake focused scientific research in support of our operations and services. Through regular forecasts, warnings, monitoring and advice, we provide one of Australia's most fundamental and widely used public services. We have strong relationships with our customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

Position Contact	Liz Drennan, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=88A65C5D-543E-B6DA-5294-E4629

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0765010

Bureau of Meteorology

Closing Date:Thursday 27 November 2025

Data and Digital
Observing Systems & Operations

Job Title	Technical Officer Level 4 - Willis Island
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Melbourne VIC, Sydney NSW, Adelaide SA, Cairns QLD, Canberra ACT, Brisbane QLD, Hobart TAS, Darwin NT
Salary	$94,563 - $105,910
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Remote Posting on Willis Island for approximately 6 months
Classification	APS Level 6
Position Number	60016290
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=C0CD756D-87D2-D22F-3279-E4629A852914

The Bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and qualified Electronics, Electrical or Instrumentation technician or engineer, ideally with previous remote field experience to undertake a remote posting on Willis Island for approximately 6 months as a member of a team of four. The successful applicant is expected to depart for Willis Island from Cairns in April 2026. We are also seeking applicants interested in applying for the October 2026 deployment.

Willis Islandis the only permanently inhabited Island in theCoral Sea Territory, an external territory ofAustralia, located beyond theGreat Barrier Reefin theCoral Sea. The island is located some 450 kilometres east ofCairns,Queensland. The four Bureau staff are the only residents on Willis Island and provisions are resupplied during the staff changeover every six months. Willis Islandis home to an abundance ofwildlifeparticularly birdlife and is an important Green Turtle nesting site.

The Willis Island TO4 will be undertaking moderate to very complex operational, infrastructure and network support tasks such as coordination of resources for maintenance, inspections and return to service of sophisticated technologies, advanced system diagnostics, fault finding, technical administration and providing support to Willis Island operations.

You will be expected to participate in station cleaning and general household duties and actively contribute to a positive work culture that supports staff to live and work in a remote environment.

As a member of a small team living and working in an isolated environment, there are several personal qualities and technical requirements that will determine suitability for this position. Applicants will be assessed on technical experience, knowledge and competencies, as well as personal resilience and adaptability in a unique living and working arrangements. This is an opportunity for the successful applicant to gain experience working in a remote location and enable personal development in this role.

Where required, the Bureau will provide relevant training to successful applicants and this may involve travel to Melbourne or other locations prior to departure to Willis Island. Travel to Willis Island will be by boat and staff will have shared living arrangements during the staff changeover on Willis Island.

Duties

- **Maintenance & Operations:** Undertake routine maintenance and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex Bureau and Infrastructure equipment including Weather Radars, Satellite communications equipment, Automatic Balloon Release Systems, Surface Observations Systems, Specialist Observations and Space Weather activities, Diesel generators, desalination Plant, Salt and Fresh water system, Septic system, HVAC system.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Network and Infrastructure Support:** Coordinate infrastructure maintenance and repair activities associated with sustainment and service delivery as required, including operational program outputs and asset maintenance of station life support equipment. Other network support activities might include coordinating network and asset auditing, asset inspection and environmental management activities.
- **Documentation & Record Keeping:** Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
- **Travel:** Travel to Willis Island will be by sea with the vessel departing from Cairns. Travel may also be required to undertake pre departure training.
- **Data Quality:** Manage Observing network data quality through remote monitoring. Diagnose and triage faults within the Observing networks as they arise.
- **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.

- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct

Eligibility

- A Certificate III (AQF Level 3 or above) electronics or electrical preferred from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties, OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level, OR
- Other comparable qualifications, which are appropriate to the duties.

Successful candidate will be required to:

- Hold a current Australian driver's license.
- Undertake and pass Psychometric, Medical & Dental assessments

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain and transferring between vessels.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=C0CD756D-87D2-D22F-3279-E4629

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0765015

Bureau of Meteorology

Closing Date:Thursday 27 November 2025

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3 - Norfolk Island
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Cairns QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Remote Posting on Norfolk Island for approximately 6 months
Classification	APS Level 5
Position Number	60008149
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=840C5A80-926D-4C99-9E34-E4629B2CF324

The Bureau's National Observing Operations section maintains a year-round staff presence at the Norfolk Island Meteorological office. We are seeking an enthusiastic and suitably qualified person, ideally with previous field office and Supervisor experience to undertake a posting at Norfolk Island for approximately 6 months as part of a team of two. The successful applicant will commence at Norfolk Island Late February 2026. We are also seeking applicants interested in applying for the August 2026 deployment. This position is an unaccompanied position and accommodation for the successful applicant will be provided on Norfolk Island.

The Norfolk Island TO3 Officer in Charge (OIC) is responsible for undertaking and managing the program of Service at Norfolk Island which includes, Upper Air Observations, Aviation Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will liaise with the relevant lead in the Sydney Hub if any technical issues arise. The OIC will also be responsible for liaising with property services if maintenance of the property is required and may be required to manage contractors onsite.

The OIC will take pride in developing and mentoring staff. Strong teamwork abilities ensure you can empower and inspire the team you will be working with. You will also ensure that all staff on station adhere to workplace health and safety policies and procedures and local safety operating procedures relevant to station activities. The OIC will liaise with the Remote Operations Lead North over any challenges, hazards, incidents or complications experienced on station.

Where required, the Bureau will provide relevant training to successful applicants, this may involve travel to Melbourne or other locations prior to departure to Norfolk Island.

Duties

- **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems, primarily providing Upper Air, Surface and Aviation Observations. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of the Bureau's enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, reconciliations, procurement, inventory records, stores and stock control.
- **Supervision:** Mentor, manage, supervise and develop staff. Maintain operational and station duty rosters.
- **Travel:** Travel to Norfolk Island will be by aircraft with the flights departing from Sydney or Brisbane. Travel may also be required to undertake pre departure training.
- **Engagement and Representation:** Engage with internal and external stakeholders as a representative of the Bureau of Meteorology in accordance with Australian Public Service Values and Code of Conduct.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

- **Network and Infrastructure Support:** Manage and participate in the necessary communal duties to support activities associated with the station sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and liaising with Property service regarding any infrastructure maintenance required.

Eligibility

- A Certificate III (AQF Level 3 or above) from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR
- relevant experience and training, which enables the employee to competently perform the duties at this level; OR
- other comparable qualifications, which are appropriate to the duties.

Successful applicants will be required to:

- Hold a Current Australian Drivers Licence
- Hold Aviation Weather Observer Class A (AWO) Competency
- Undertake and pass a medical assessment

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=840C5A80-926D-4C99-9E34-E4629E

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0765016

Bureau of Meteorology

Closing Date:Thursday 27 November 2025

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 2 – Norfolk Island
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Cairns QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	$66,823 - $77,636
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	Remote Posting on Norfolk Island for approximately 6 months
Classification	APS Level 3
Position Number	60008150
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=AF6D23D5-6DA1-98E1-6684-E4629B531DB7

The Bureau's National Observing Operations section maintains a year-round staff presence at the Norfolk Island Meteorological office. We are seeking an enthusiastic and suitably qualified person, ideally with previous field office experience to undertake a posting at Norfolk Island for approximately 6 months as part of a team of two. The successful applicant will commence at Norfolk Island Late February 2026. We are also seeking applicants interested in applying for the August 2026 deployment. This position is an unaccompanied position and accommodation for the successful applicant will be provided on Norfolk Island.

The Technical Officer Level 2 is responsible for undertaking the program of Service at Norfolk Island which includes, Upper Air Observations, Surface Observations, Aviation Observations, Instrument maintenance and data quality monitoring. They will engage with internal and external stakeholders such as the Sydney Hub, Central Operations, other Bureau programs and liaise with local contractors.

Where required, the Bureau will provide relevant training to successful applicants and this may involve travel to Melbourne or other locations prior to departure for Norfolk Island.

Duties

- **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems, primarily providing Upper Air, Surface and Aviation Observations. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, inventory records, stores and stock control.
- **Travel:** Travel to Norfolk Island will be by aircraft with the flights departing from Sydney or Brisbane. Travel may also be required to undertake pre departure training.
- **Engagement and Representation:** Engage with internal and external stakeholders as a representative of the Bureau of Meteorology in accordance with Australian Public Service Values and Code of Conduct.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
- **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment and the Bureau's Reconciliation action Plan (RAP)
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Network and Infrastructure Support:** Manage and participate in the necessary communal duties to support activities associated with the station sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and liaising with Property service regarding any infrastructure maintenance required.

Eligibility

- A Certificate III (AQF Level 3 or above) from an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR

- relevant experience and training, which enables the employee to competently perform the duties at this level; OR
- other comparable qualifications, which are appropriate to the duties.

Successful applicants will be required to:

- Hold a Current Australian Drivers Licence
- Hold Aviation Weather Observer Class A (AWO) Competency
- Undertake and pass a medical assessment

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=AF6D23D5-6DA1-98E1-6684-E4629

Climate Change, Energy, the Environment and Water

Vacancy VN-0765018

Bureau of Meteorology

Closing Date:Thursday 27 November 2025

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 3 - Giles Weather Station
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Cairns QLD, Perth WA, Darwin NT, Adelaide SA, Hobart TAS
Salary	$84,228 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Remote Posting on Giles, WA for approximately 6 months
Classification	APS Level 5
Position Number	60004114
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=E33E9332-2ECC-6493-1B57-E4629B69B759

The Bureau's National Observing Operations section maintains a year-round staff presence at Giles weather station. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work and Supervisor experience to undertake a remote posting at Giles for approximately 6 months as part of a team of three. The successful applicant will be expected to depart for Giles in March 2026. We are also seeking applicants interested in applying for the September 2026 deployment.

Giles is located in the Rawlinson Ranges about 750km WSW of Alice Springs, just over the Western Australian border on the fringe of the Gibson dessert and 330km West of Uluru. The station was named in honour of Ernest Giles, who explored the area in the 1870's. The Giles

weather station lies within the traditional country of the Ngaanyatjarra-speaking people of the Western Desert and the Warakurna Community is located nearby. Staff accommodation is provided at Giles weather station and provisions are delivered to station fortnightly.

The Giles TO3 Officer in Charge (OIC) is responsible for undertaking and managing the program of Service at Giles weather Station which includes Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will also be responsible for undertaking and managing the general station duties as well as engaging with internal and external stakeholders such as the Adelaide Hub, Warakurna community, local service providers and the many tourists that visit the Giles Weather Station.

The OIC will take pride in developing and mentoring staff. Strong teamwork abilities ensure you can empower and inspire the team you will be working with. You will also ensure that all staff on station adhere to workplace health and safety policies and procedures and local safety operating procedures relevant to station activities. The OIC will liaise with the Remote Stations Operations Lead over any challenges, hazards, incidents or complications experienced on station.

The OIC will lead a positive work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment.

Where required, the Bureau will provide relevant training to successful applicants, and this may involve travel to Melbourne or other locations prior to departure for Giles.

Duties

- **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of the Bureau's enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, reconciliations, procurement, inventory records, stores and stock control.
- **Network and Infrastructure Support:** Manage and participate in the necessary communal duties to support activities associated with the station sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.
- **Travel:** Travel to Giles will be by small aircraft with the flights departing from Alice Springs. Travel may also be required to undertake pre departure training.

- **Supervision:** Mentor, manage, supervise and develop staff. Maintain operational and station duty rosters.
- **Engagement and Representation:** Engage with internal and external stakeholders as a representative of the Bureau of Meteorology including active engagement with Warakurna service providers, community members, contractors and tourists, in accordance with Australian Public Service Values and Code of Conduct.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Understand and comply with conditions of the Giles lease and the permit issued by the Ngaanyatjarra council, noting that the consumption or possession of alcohol is strictly prohibited whilst at Giles weather station and on adjoining lands.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment and the Bureau's Reconciliation action Plan (RAP).
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology i.e. CSIRO.

Eligibility

- A Certificate III (AQF Level 3 or above) from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties; OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level; OR
- Other comparable qualifications, which are appropriate to the duties.

Successful applicants will be required to:

- hold a current Australian driver's licence
- Undertake and pass a medical assessment.

A reasonable level of Physical fitness is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain including steep riverbanks, long distance driving (with breaks) as driver and passenger on dirt and bitumen roads, 4WDing, long flights on small aircraft and working outdoors in the changing environment. A medical assessment will be required prior to your employment

Notes

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

About the Bureau of Meteorology

The Bureau of Meteorology is one of the few organisations that touches the lives of all Australians and all Australia, every day. The Bureau works across Australia and remote islands, providing services from the Antarctic to beyond the equator, and from the Indian

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

To Apply

Position Contact	Liz Drennan, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=E33E9332-2ECC-6493-1B57-E4629I

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0765021

Bureau of Meteorology

Closing Date:Thursday 27 November 2025

Data and Digital
Observing Systems and Operations

Job Title	Technical Officer Level 2 - Giles Weather Station
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Canberra ACT, Adelaide SA, Hobart TAS, Perth WA, Darwin NT
Salary	$66,823 - $77,636
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	Remote Posting on Giles, WA for approximately 6 months
Classification	APS Level 3
Position Number	60004115, 60004116
Agency Website	

Job Description

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

About the Bureau

We are Australia's weather, climate, water, oceans and space weather agency. Our work touches the lives of all Australians every day.

Our products and services include observations, forecasts, warnings, analysis and advice. They cover Australia's atmosphere, water, oceans and space environments.

The Bureau operates under the authority of the *Meteorology Act 1955* and the *Water Act 2007*. We also fulfill Australia's international obligations under the Convention of the World Meteorological Organization and related international meteorological treaties and agreements.

Read the Bureau of Meteorology Strategy 2022–27 to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses, and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Bureau's National Observing Operations section maintains a year-round staff presence at Giles weather station. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work experience to undertake a remote posting at Giles for approximately 6 months as part of a team of three. The successful applicant will be expected to depart for Giles in March 2026. We are also seeking applicants interested in applying for the September 2026 deployment.

Giles is located in the Rawlinson Ranges about 750km WSW of Alice Springs, just over the Western Australian border on the fringe of the Gibson dessert and 330km West of Uluru. The station was named in honour of Ernest Giles, who explored the area in the 1870's. The Giles weather station lies within the traditional country of the Ngaanyatjarra-speaking people of the Western Desert, and the Warakurna Community is located nearby. Staff accommodation is provided at Giles weather station and provisions are delivered to station fortnightly.

The Giles TO2 is responsible for undertaking the program of Service at Giles weather Station which includes Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will engage with internal and external stakeholders such as the Adelaide Hub, Warakurna community, local service providers and the many tourists that visit the Giles Weather Station.

The Giles TO2 is expected to participate in station cleaning and general household duties and actively engage in a local work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment. This is an opportunity for the successful applicant to gain experience working in a remote location and promote personal development.

Where required, the Bureau will provide relevant training to successful applicants, and this may involve travel to Melbourne or other locations prior to departure for Giles.

Employment conditions

The annual base salary for the Giles Technical Officer Level 2 is $66,823 - $77,636. Additional allowances are payable whilst working at Giles weather station.

An employee who works and resides at a remote locality is paid district allowance. A generous employer superannuation contribution of up to 15.4% will be paid in addition to salary and allowances.

Duties

The responsibilities of the role include but are not limited to:

- **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics Complete all supplementary reporting and stocktaking, as required to maintain the program.
- **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
- **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, inventory records, stores and stock control.
- **Network and Infrastructure Support:** Manage and participate in the necessary maintenance programs with respect to buildings, instrumentation, plant, equipment and communal duties to support activities associated with sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.
- **Travel:** Travel to Giles will be by small aircraft with the flights departing from Alice Springs. Travel may also be required to undertake pre departure training.
- **Engagement and Representation:** Engage with internal and external stakeholders as a representative of the Bureau of Meteorology including active engagement with Warakurna service providers, community members, contractors and tourists, in accordance with Australian Public Service Values and Code of Conduct.
- **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.
- **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work. Understand and comply with conditions of the Giles lease and the permit issued by the Ngaanyatjarra council, noting that the consumption or possession of alcohol is strictly prohibited whilst at Giles weather station and on adjoining lands.
- **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment and the Bureau's Reconciliation action Plan (RAP)
- **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
- **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology, these organisations currently include CSIRO

Eligibility

Mandatory qualifications

- A Certificate III (AQF Level 3 or above) from an Australian educational institution, OR
- A comparable overseas qualification, which is appropriate to the duties; OR
- Relevant experience and training, which enables the employee to competently perform the duties at this level; OR
- Other comparable qualifications, which are appropriate to the duties.

Successful applicants will be required to:

- Hold a current Australian driver's licence
- Undertake and pass a medical assessment.

A reasonable level of **Physical fitness** is required as this role entails some heavy lifting, pushing/pulling various weights, kneeling, squatting, climbing ladders and stairs, traversing uneven terrain including steep riverbanks, long distance driving (with breaks) as driver and passenger on dirt and bitumen roads, 4WDing, long flights on small aircraft and working outdoors in the changing environment. A medical assessment will be required prior to your employment.

Notes

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, 0408 748 628
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764828

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

Closing Date:Sunday 23 November 2025

Office of Water Compliance
Office of Water Compliance Strategy & Governance

Job Title	Executive Officer Strategic Delivery
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Dubbo NSW, Melbourne VIC, Mildura VIC, Sydney NSW, Goondiwindi QLD
Salary	$124,861 - $134,295
Future Merit Locations	Adelaide, Albury, Brisbane, Canberra, Dubbo, Melbourne, Mildura, Sydney, Goondiwindi
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/3185
Agency Website	https://www.dcceew.gov.au/

Job Description

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

- Work with an independent integrity agency in a complex legislative environment.
- Flexible working arrangements are available at all levels.
- Regional relocation assistance available.

Who we are

The Inspector-General of Water Compliance: The Inspector-General of Water Compliance (Inspector-General) is an independent statutory role and an identified integrity agency, supported by staff provided by the Department of Climate Change, Energy, Environment & Water (the Department). Inspector-General's vision: Water management and use within the Murray-Darling Basin is lawful, transparent, and accountable, and the Australian public is confident in the integrity of Basin Plan delivery.

Inspector-General's purpose: The Inspector-General ensures various government bodies, water managers and users in the Murray-Darling Basin (the Basin) comply with their obligations under the Water Act 2007 (Cth) (Water Act) and the Basin Plan 2012 (Cth) (Basin Plan) and drives governments and water managers to uphold high standards of integrity and performance. The Inspector-General's role includes oversighting the performance of government agencies in the management of Basin water resources, as well as ensuring compliance with various commitments under legislation.

The Inspector-General currently has offices located in Adelaide, Albury, Brisbane, Canberra, Dubbo, Goondiwindi, Melbourne, Mildura and Sydney. The Inspector-General can support regional relocation to one of our Basin communities.

The Operations Branch:

- Identifies and delivers enabling support services to strengthen organisational capability and enable the monitoring, oversight and compliance functions of the Inspector-General.
- Applies technical advice to meet operational needs and support strategic priorities.
- Partners with business areas to provide consistent, high-quality, fit for purpose advice and services.
- Continuously improves systems, processes, and service models to enhance efficiency, responsiveness, and organisational outcomes.
- Builds awareness and a common understanding of the organisation's role, direction and operations.
- The Strategy and Governance Team: The Strategy and Governance team supports the chains of responsibility and the overall strategic and operational goals of the IGWC in establishing and reviewing practices, processes, and policies that help to guide the organisation in the right direction.

For more information about us please visit our website.

Duties

The Executive Officer Strategic Delivery provides high-level strategic and executive support to the Inspector-General of Water Compliance and senior leadership. Operating in a complex and politically sensitive intergovernmental environment, the role is pivotal in enabling the effective functioning of the office by anticipating executive needs, managing competing priorities, and

driving impactful stakeholder engagement. The position requires exceptional judgement, communication and coordination skills to influence outcomes, foster collaboration, and represent the agency with professionalism and authority.

Key responsibilities include:

- Supporting the Inspector-General and senior leaders with strategic advice, executive coordination, and timely responses to emerging priorities.
- Managing complex scheduling, logistics, and strategic engagements across the Basin, including briefings, forums, and follow-up actions.
- Leading the development of high-quality briefings, correspondence, speeches and presentations, in collaboration with relevant staff.
- Building and maintaining trusted relationships with senior stakeholders across jurisdictions and levels of government.
- Translating complex policy and stakeholder environments into practical strategies and clear messaging.
- Monitoring political sensitivities, reputational risks and emerging trends, providing strategic insight and advice.
- Facilitating cross-branch collaboration to align executive priorities with operational delivery.
- Identifying opportunities for strategic influence and engagement at ministerial, agency and community levels.
- Leading the planning and delivery of key initiatives, including the Annual All-Staff Workshop.
- Supporting a positive team culture through leadership, direction and alignment with agency goals.
- Assisting the Director of Strategy and Governance to ensure strategic and tactical alignment in delivering the Work Plan and Operational Plan.
- Performing other duties as required to support the Inspector-General and agency objectives.

What you'll gain from the experience

- Play a pivotal role in strengthening transparency, accountability, and trust in water management, supporting the long-term interests of communities and stakeholders across the Basin.
- Gain direct exposure to senior executives, Ministers, and government decision-making processes, shaping outcomes with strategic, political, and operational significance.
- Support the development and maintenance of high-profile relationships across the Australian Government, state and territory agencies, and Basin stakeholders, positioning the Inspector-General as a trusted leader in the water sector.
- Work within a high-performing team, managing complex priorities to deliver results in a dynamic environment.
- Enjoy flexibility and benefit from a supportive work environment that allows you to manage priorities effectively and work in a way that balances impact with personal wellbeing.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there.

Eligibility

- Hold and maintain a valid Australian motor vehicle drivers' licence.
- **Citizenship** - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - this position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have one vacancy available for immediate filling in any of the above-mentioned locations. A merit pool for filling the same or similar position may be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Holly Young, 0499 703 242
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764880

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

Closing Date:Monday 24 November 2025

Australian Antarctic
Assets & Technology Infrastructure Delivery

Job Title	Project Lead
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	$124,861 - $134,295
Future Merit Locations	Kingston
Office Arrangement	On Site
Office Arrangement Details	Employee will be expected to work in the office or onsite in the location specified.
Classification	Executive Level 1
Position Number	2025/3097
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=7D1A8428-2534-136C-429B-E4616F55ABA1

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals.

These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands.

The Assets and Infrastructure (A&I) Branch provides and maintains the equipment and infrastructure to support the AAP. A&I Branch activities range from the development of master plans and long-term infrastructure strategies through to the maintenance of existing Antarctic stations and equipment. The Branch manages major infrastructure projects in support of AAP outcomes.

The Infrastructure Delivery Section is a key element of A&I and is responsible for delivery of Antarctic and sub-Antarctic construction projects through end-to-end project management. We coordinate stakeholder engagement, lead project risk management, and ensure that all asset handovers meet the requirements of Operations and asset owners. The Infrastructure Delivery section essentially works as a self-performing contractor, delivering works on station via a directly employed expeditioner workforce, mostly during the summer period. Throughout the year the Kingston-based team plans and prepares for the upcoming season, which involves world-wide engagement of consultants, suppliers, fabricators and subcontractors to get designs, methodologies and materials in place and ready to be sent to Antarctica for construction. The team also maintains close contact with the on-station supervisors and workforce and provides ongoing support for works in delivery.

Duties

Reporting to the Director, Infrastructure Delivery, the position will involve leading a small team of trade specialists, planners and support staff for planning and delivering construction projects across Australia’s Antarctic and sub-Antarctic stations.

The position is responsible for providing project management for the delivery of construction works and capital projects, key responsibilities include:

- Conducting feasibility studies, developing business cases and cost forecasts documentation.
- Scoping works, procuring consultants, managing design development, and preparing tender documentation for material procurement and off-site construction delivery.
- Coordinating specialist service providers, including contractors, suppliers, and consultants, and liaising with internal stakeholders across sections such as infrastructure, cargo, environmental compliance, safety, aviation, and shipping to ensure alignment with project objectives.
- Developing detailed works methodologies covering materials handling, installation, and temporary works.
- Monitoring project progress and reporting outcomes to internal and external stakeholders.
- Leading and mentoring a small office-based team, with periodical supervision of on-site trades personnel to ensure safety, wellbeing, and quality delivery in isolated environments; and
- Preparing documents to support decision-making; including scoping papers, and project assessment and evaluations.

The projects cover a wide range of works suitable for the hostile Antarctic environment - high wind speeds, fine snow, low temperatures and dynamic geotechnical conditions. These may include new buildings and renovations works, civil works, above-ground hydraulic and electrical site services, satellite, radio and mobile service communication infrastructure, water treatment and storage, power generation and distribution, HVAC and building monitoring systems. There is an emphasis on implementing solutions that are durable, transportable and can be constructed by a generalist workforce. AAD supports flexible workplace arrangements and will endeavour to reach an arrangement that meets your needs. There will be periods, particularly in the lead up to vessel and aircraft departures, that the role will involve working to achieve outcomes within rigid deadlines.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

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

Mandatory qualifications – your suitability for employment will be dependent on you holding a tertiary qualification in Engineering or project management, construction supervisor or trade qualification (Certificate III), and having demonstrated experience in project or construction management.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

Please note this is a head office position located in Kingston, Tasmania. However, to maintain continuity of our projects the role includes non-mandatory periodical deployment to Antarctica or sub-Antarctic islands to directly supervise works on site during summer in a ‘Project Lead’ capacity. The Project Lead will provide on-station oversight of priority projects and will involve technical direction and direct supervision of a workforce of trades personnel for a duration of up to 4-6 months.

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

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

To Apply

Position Contact	Josephine Gorring, (03) 6232 3126
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=7D1A8428-2534-136C-429B-E4616F

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

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

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

Climate Change, Energy, the Environment and Water

Vacancy VN-0764905

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

Closing Date:Wednesday 26 November 2025

Clean Energy Investment and Facilitation
First Nations Clean Energy and Facilitation Community Engagement Review Response

Job Title	Special Adviser
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$146,942 - $170,725
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 2
Position Number	2025/3139
Agency Website	https://www.dcceew.gov.au/

Job Description

https://www.dcceew.gov.au/about/jobs/apply

Who we are

The First Nations Clean Energy Facilitation Branch supports acceleration of Australia’s clean energy transition by streamlining approvals, improving policy, and fostering strong partnerships.

We work with First Nations communities, industry, and governments to ensure the transition delivers shared economic, social, and environmental benefits, grounded in cultural integrity and genuine engagement.

The Community Engagement Review Response Section leads the implementation of the Government's response to the 2023 Community Engagement Review. Our work focuses on improving social licence outcomes for renewable energy infrastructure through initiatives such as the Developer Rating Scheme and regional communications policy. We collaborate with jurisdictions, industry, and communities to uplift developer capability, enhance community benefits, and ensure transparent and inclusive engagement practices across the energy transition. This is an exciting opportunity to make a difference by working in a division which provides a national framework to encourage new investment in renewable capacity, and delivers initiatives to support industry performance, social licence for the clean energy transition and the participation of First Nations communities.

For more information about us please visit our website.

Duties

• Act as technical adviser on ratings schemes to DCCEEW and support the Government's contractual, governance and operational responsibilities in relation to the Scheme.

• Lead the implementation of the Developer Rating Scheme, including oversight of Scheme design, rollout, and stakeholder engagement.

• Deliver the Government's engagement and awareness activities including collateral development, public register launch, and national outreach.

• Provide strategic advice to Ministers, senior executives, and cross-jurisdictional stakeholders.

• Represent the Department in a range of forums to support Scheme awareness.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Eligibility and other requirements

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a **Baseline** Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

We currently have one vacancy available for immediate filling which can be worked from Brisbane, QLD - Canberra, ACT - Darwin, NT - Hobart, TAS - Melbourne, VIC - Sydney, NSW.

A merit pool for filling the same or similar positions from any location in Australia may be established at the conclusion of this selection process.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	John Sheldon, 0429 122 285
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Climate Change, Energy, the Environment and Water

Vacancy VN-0764935

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Sunday 07 December 2025

Alligator Rivers Region Technical Committee

Job Title	Independent Scientific Member (Radiation Protection), Alligator Rivers Region Technical Committee
Job Type	Part-Time, Non-Ongoing
Location	Darwin NT, Jabiru NT
Salary	-
Future Merit Locations	Darwin, Jabiru
Office Arrangement	On Site
Office Arrangement Details	In person attendance at meetings twice per year
Classification	Non-Statutory Appointment
Position Number	2025/3226
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=ADADC4B2-F0A1-2886-2153-E46222D4E1B5

The Alligator Rivers Region Technical Committee (ARRTC), established under the Environment Protection (Alligator Rivers Region) Act 1978, advises the Australian Government Minister for the Environment and Water on the quality and appropriateness of the scientific research undertaken by the Supervising Scientist and mining companies to protect and restore the environment in the Alligator Rivers Region from the impacts of uranium mining.

Further information about the role of ARRTC can be found at: https://www.dcceew.gov.au/science-research/supervising-scientist/communication/committees/arrt
.

Duties

The Supervising Scientist is seeking applications for an independent scientific member with expertise in radiation protection for a 3-year term on ARRTC commencing in May 2026.

The role requires travel to attend two meetings per year in either Darwin or Jabiru NT, usually held over 1-week. From time to time there may also be additional out of session meetings.

Appointments to ARRTC are made by the Australian Government Minister for the Environment and Water. Members will receive a sitting fee, currently $476. per day, as set by the Remuneration Tribunal for part-time office holders. All travel and accommodation costs required for committee business will be covered.

In accordance with the Australian Government's commitment to achieving gender balance on government boards, women are encouraged to apply.

How to apply

Apply for this role by submitting your application via email to the ARRTC Secretariat at arrtcsecretariat@dcceew.gov.au by 11:30pm AEDT Sunday 07 December 2025.

Your application should include:

- Current resume / CV
- Cover letter

Eligibility
Notes

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	ARRTC Secretariat, arrtcsecretariat@dcceew.gov.au
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=ADADC4B2-F0A1-2886-2153-E4622

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Climate Change, Energy, the Environment and Water

Vacancy VN-0764951

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Thursday 20 November 2025

Clean Energy Investment and Facilitation Division
CIS Delivery and Governance Commercial

Job Title	Assistant Director, Capacity Investment Scheme Commercial Team
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Albury NSW, Brisbane QLD, Cairns QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/3299
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=5AB617AC-ECA9-A8C6-71C9-E4625D6CB249

The Clean Energy and Investment Facilitation Division (CEIF) in the Department of Climate Change, Energy, the Environment and Water (DCCEEW) is responsible for delivering on the Australian Government's commitment to deliver more reliable, affordable and low-emissions energy for all Australians, through the national Capacity Investment Scheme (CIS). Australia's electricity system is going through unprecedented change, with the transition to net zero by 2050 requiring new ways of managing systems and markets. This is an exciting opportunity to make a difference by working on the CIS which provides a national framework to encourage new investment in renewable capacity, such as wind and solar, as well as clean dispatchable capacity, such as battery storage.

The CIS involves the Australian Government seeking competitive tender bids for renewable capacity and clean dispatchable capacity projects to:

- Deliver an additional 40 GW of capacity by 2030.
- Fill expected reliability gaps as ageing coal power stations exit.
- Deliver the Australian Government's 82% renewable electricity by 2030 target.

The Australian Government will provide revenue underwriting for successful CIS tender projects, with an agreed revenue 'floor' and 'ceiling'. This will provide a long-term revenue safety-net that decreases financial risks for investors and encourages more investment when and where it is needed. The CIS will work alongside the National Energy Transformation Partnership to coordinate action by the Commonwealth, states and territories. The Australian Government expects that as the energy transition develops, genuine and long lasting economic and social partnerships will emerge between the clean energy industry and communities to better support and seize the opportunities of a net-zero economy.

The OCIS Delivery and Governance Branch aims to ensure all operational aspects of the CIS and being delivered in an efficient and effective manner. The Branch works collaboratively across Government and with service delivery partners and advisors to ensure scheme settings are robust and commercially effective.

The Commercial team is responsible for:

- Development of the CISA for each tender process.
- Negotiation and execution of the CISA with successful proponents.
- Briefing of SES and Ministers Office in relation to CISA negotiations.
- Hand-over of CISA to contract management teams and providing advice as required.

For more information about us please visit our website.

Duties

- Help lead the delivery of components of our team's work, particularly in relation to commercial analysis by collaborating with colleagues from across the department and external stakeholders – including other government agencies, industry, market bodies, consumer representatives, tender delivery partners, and commercial and legal advisers.
- Work with key stakeholders across the Division, external legal and commercial advisers and the Tender Delivery Partner to design, negotiate and execute CIS Agreements.
- Develop recommendations for complex commercial issues in relation to CIS Agreements which balance protecting the Commonwealth's interests while providing certainty and confidence for investment in renewable energy and dispatchable projects.
- Write clear and succinct analysis and policy advice and advise senior executives and the Minister on key decision points.
- Contribute to designing social licence policy setting to help build First Nations and community support to transition Australia's electricity system towards a low-carbon, renewable energy future.

We value collegial discussion of ideas, collaboration, creativity and having fun while getting things done. Come and join us!

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Stefan Hladenki, 0438 235 630
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=5AB617AC-ECA9-A8C6-71C9-E462

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Climate Change, Energy, the Environment and Water

Vacancy VN-0764954

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Thursday 20 November 2025

Clean Energy Investment and Facilitation Division
CIS Delivery and Governance Contract Management

Job Title	Assistant Director, Commercial Contract Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$124,861 - $134,295
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 1
Position Number	2025/3297
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=FAF5AA64-87DB-2938-237E-E4625DC4D665

The Clean Energy and Investment Facilitation Division (CEIF) in the Department of Climate Change, Energy, the Environment and Water (DCCEEW) is responsible for delivering on the Australian Government's commitment to deliver more reliable, affordable and low-emissions energy for all Australians, through the national Capacity Investment Scheme (CIS). Australia's electricity system is going through unprecedented change, with the transition to net zero by 2050 requiring new ways of managing systems and markets. This is an exciting opportunity to make a difference by working on the CIS which provides a national framework to encourage new investment in renewable capacity, such as wind and solar, as well as clean dispatchable capacity, such as battery storage.

The CIS involves the Australian Government seeking competitive tender bids for renewable capacity and clean dispatchable capacity projects to:

- Deliver an additional 40 GW of capacity by 2030.
- Fill expected reliability gaps as ageing coal power stations exit.
- Deliver the Australian Government's 82% renewable electricity by 2030 target.

The Australian Government will provide revenue underwriting for successful CIS tender projects, with an agreed revenue 'floor' and 'ceiling'. This will provide a long-term revenue safety-net that decreases financial risks for investors and encourages more investment when and where it is needed. The CIS will work alongside the National Energy Transformation Partnership to coordinate action by the Commonwealth, states and territories. The Australian Government expects that as the energy transition develops, genuine and long lasting economic and social partnerships will emerge between the clean energy industry and communities to better support and seize the opportunities of a net-zero economy.

The CIS Delivery and Governance Branch aims to ensure all operational aspects of the CIS and being delivered in an efficient and effective manner. The Branch works collaboratively across Government and with service delivery partners and advisors to ensure scheme settings are robust and commercially effective.

The Contract Management team is responsible for:

- Capacity Investment scheme contract management
- Data and tracking of CIS portfolio delivery progress
- Federation Funding Agreement with NSW – Capacity Investment Scheme.

For more information about us please visit our website.

Duties

- Oversee the deployment of renewable energy projects through the management of Commonwealth underwriting contracts (Capacity Investment Scheme Agreements (CISAs), including ensuring contractually binding development milestones are met and project social licence obligations are carried out.
- Support the delivery of the portfolio of CIS projects by identifying and resolving barriers to delivery and providing input into policy processes to accelerate the deployment of renewable energy.
- Manage relationships with operators and stakeholders to proactively identify and address risks and opportunities.
- Investigate and document the resolution of complex contractual issues, ensuring decision-makers are well-informed.
- Collaborate across the department and with external stakeholders – including other government agencies, industry, market bodies, consumer representatives and commercial and legal advisers.
- Build robust contract management governance, including processes and procedures, delegations, and timely fulfilment of obligations.
- Supervise and mentor contract management staff, fostering high-performing teams.

We value collegial discussion of ideas, collaboration, creativity and having fun while getting things done. Come and join us!

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Tien Phan, 0478 264 664
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=FAF5AA64-87DB-2938-237E-E4625I

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Climate Change, Energy, the Environment and Water

Vacancy VN-0764955

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Thursday 20 November 2025

Clean Energy Investment and Facilitation Division
Capacity Investment Scheme (CIS) Delivery and Governance Contract Management

Job Title	Director, Commercial Contract Management
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$146,942 - $170,725
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	A mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 2
Position Number	2025/3291
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=8DC21846-5758-9DEE-7AA1-E4625DD5F2A7

The Clean Energy and Investment Facilitation Division (CEIF) in the Department of Climate Change, Energy, the Environment and Water (DCCEEW) is responsible for delivering on the Australian Government's commitment to deliver more reliable, affordable and low-emissions energy for all Australians, through the national Capacity Investment Scheme (CIS). Australia's electricity system is going through unprecedented change, with the transition to net zero by 2050 requiring new ways of managing systems and markets. This is an exciting opportunity to make a difference by working on the CIS which provides a national framework to encourage new investment in renewable capacity, such as wind and solar, as well as clean dispatchable capacity, such as battery storage.

The CIS involves the Australian Government seeking competitive tender bids for renewable capacity and clean dispatchable capacity projects to:

- Deliver an additional 40 GW of capacity by 2030.
- Fill expected reliability gaps as ageing coal power stations exit.
- Deliver the Australian Government's 82% renewable electricity by 2030 target.

The Australian Government will provide revenue underwriting for successful CIS tender projects, with an agreed revenue 'floor' and 'ceiling'. This will provide a long-term revenue safety-net that decreases financial risks for investors and encourages more investment when and where it is needed. The CIS will work alongside the National Energy Transformation Partnership to coordinate action by the Commonwealth, states and territories. The Australian Government expects that as the energy transition develops, genuine and long lasting economic and social partnerships will emerge between the clean energy industry and communities to better support and seize the opportunities of a net-zero economy.

The CIS Delivery and Governance Branch aims to ensure all operational aspects of the CIS and being delivered in an efficient and effective manner. The Branch works collaboratively across Government and with service delivery partners and advisors to ensure scheme settings are robust and commercially effective.

The Contract Management team is responsible for:

- Capacity Investment scheme contract management
- Data and tracking of CIS portfolio delivery progress
- Federation Funding Agreement with NSW – Capacity Investment Scheme.

For more information about us please visit our website.

Duties

The duties of the position include:

- Build and manage a team of commercial contract managers.
- Deliver a robust contract management function – through developing systems and processes, supervising and mentoring contract management staff, fostering high-performing teams.
- Oversee the deployment of renewable energy projects through the management of Commonwealth underwriting contracts (Capacity Investment Scheme Agreements (CISAs), including ensuring development milestones are met and social licence obligations are carried out.
- Support the delivery of the portfolio of CIS projects by identifying and resolving barriers to delivery and providing input into policy processes to accelerate the deployment of renewable energy.
- Manage relationships with operators and stakeholders to proactively identify and address risks and opportunities.

- Investigate and document the resolution of complex contractual issues, ensuring decision-makers are well-informed.
- Collaborate across the department and with external stakeholders – including other government agencies, industry, market bodies, consumer representatives, tender delivery partners and commercial and legal advisers.
- Build robust contract management governance, including procedures, delegations, and timely fulfilment of obligations.

We value collegial discussion of ideas, collaboration, creativity and having fun while getting things done. Come and join us!

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Tien Phan, 0478 264 664
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=8DC21846-5758-9DEE-7AA1-E4625

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Climate Change, Energy, the Environment and Water

Vacancy VN-0764958

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Thursday 20 November 2025

Clean Energy Investment and Facilitation Division
Capacity Investment Scheme (CIS) Delivery and Governance Commercial

Job Title	Director, Capacity Investment Scheme Commercial
Job Type	Full-Time, Ongoing
Location	Perth WA, Adelaide SA, Albury NSW, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$146,942 - $170,725
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	a mixed working arrangement about where the employee will work - it can be a combination of working from home, working onsite and working remotely.
Classification	Executive Level 2
Position Number	2025/3298
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=96A59523-B004-6765-2B4E-E4625DE3ABE2

The Clean Energy and Investment Facilitation Division (CEIF) in the Department of Climate Change, Energy, the Environment and Water (DCCEEW) is responsible for delivering on the Australian Government's commitment to deliver more reliable, affordable and low-emissions energy for all Australians, through the national Capacity Investment Scheme (CIS). Australia's electricity system is going through unprecedented change, with the transition to net zero by 2050 requiring new ways of managing systems and markets. This is an exciting opportunity to make a difference by working on the CIS which provides a national framework to encourage new investment in renewable capacity, such as wind and solar, as well as clean dispatchable capacity, such as battery storage.

The CIS involves the Australian Government seeking competitive tender bids for renewable capacity and clean dispatchable capacity projects to:

- Deliver an additional 40 GW of capacity by 2030.
- Fill expected reliability gaps as ageing coal power stations exit.
- Deliver the Australian Government's 82% renewable electricity by 2030 target.

The Australian Government will provide revenue underwriting for successful CIS tender projects, with an agreed revenue 'floor' and 'ceiling'. This will provide a long-term revenue safety-net that decreases financial risks for investors and encourages more investment when and where it is needed. The CIS will work alongside the National Energy Transformation Partnership to coordinate action by the Commonwealth, states and territories. The Australian Government expects that as the energy transition develops, genuine and long lasting economic and social partnerships will emerge between the clean energy industry and communities to better support and seize the opportunities of a net-zero economy.

The OCIS Delivery and Governance Branch aims to ensure all operational aspects of the CIS and being delivered in an efficient and effective manner. The Branch works collaboratively across Government and with service delivery partners and advisors to ensure scheme settings are robust and commercially effective.

The Commercial team is responsible for:

- Development of the CISA for each tender process.
- Negotiation and execution of the CISA with successful proponents.
- Briefing of SES and Ministers Office in relation to CISA negotiations.
- Hand-over of CISA to contract management teams and providing advice as required.

For more information about us please visit our website.

Duties

The duties of the position include:

- Build and manage a team of commercial and energy market experts to deliver elements of the Capacity Investment Scheme, including working with key stakeholders across the department, external legal and commercial advisers and the CIS Tender Delivery Partner to design, negotiate and execute CIS Agreements.
- Lead the team's work, particularly in relation to commercial analysis by collaborating with colleagues from across the department and external stakeholders – including other government agencies, industry, market bodies, consumer representatives, tender delivery partners, and commercial and legal advisers.
- Lead the team to develop recommendations for complex commercial issues in relation to CIS Agreements which balance protecting the Commonwealth’s interests while providing certainty and confidence for investment in renewable energy and dispatchable projects.
- Write clear and succinct analysis and policy advice and advise senior executives and the Minister on key decision points.
- Contribute to designing social licence policy setting to help build First Nations and community support to transition Australia’s electricity system towards a low-carbon, renewable energy future.

We value collegial discussion of ideas, collaboration, creativity and having fun while getting things done. Come and join us!

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Stefan Hladenki, 0438 235 630
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=96A59523-B004-6765-2B4E-E4625D

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Climate Change, Energy, the Environment and Water

Vacancy VN-0764960

Department of Climate Change, Energy, the Environment and Water (DCCEEW)

Closing Date:Wednesday 03 December 2025

Parks Australia
Booderee and Uluru-Kata Tjuta National Park Joint Management Section

Job Title	Anangu Education and Training Officer
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	$77,728 - $84,619
Future Merit Locations	Alice Springs
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 4
Position Number	2025/3248
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=4763371E-14C8-58E1-2B39-E4625E027485

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Booderee and Uluru-Kata Tjuta National Parks Branch

Beyond the spinifex sand plains of arid central Australia lies Uluru-Kata Tjuta National Park, one of three national parks leased by their Aboriginal owners to the Director of National Parks and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park’s natural and cultural heritage. The Joint Management section works closely with Anangu, to work and make decisions together as equals, build relationships and support Anangu governance, training and employment in the park.

For more information about us please visit our website.

Duties

Under limited supervision, at the direction of the Joint Management Manager and in accordance with the Lease Agreement, Management Plan and the Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act) the duties of the role include, however are not limited to:

- Coordinating the agreed training and development requirements identified by the Joint Management Manager to develop individual learning pathways and group training.
- Identify, create and promote educational, training and employment opportunities and resources.
- Assisting in the reviewing and updating of existing training materials produced by third parties or internally to determine appropriateness and relevance.
- Provide support to the Joint Management and Anangu Engagement teams to deliver on-country camps and trips to facilitate intergenerational transfer of knowledge.
- Provide logistical support to the Joint Management team to deliver training, working groups and Board of Management meetings.
- Manage training data base including recording individual staff training records, ensuring staff and Mala Rangers and other trainees meet recertification requirements.

For detailed information about the job-specific capabilities for this role, please view the **Job Description** which can be downloaded from our website - the **Apply Now** link will take you there.

Eligibility

Citizenship - to be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Additional requirements - hold and maintain a valid Australian motor vehicle drivers licence

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the agency.

About the Department of Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Zoe Gavan, 0428 565 928
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=4763371E-14C8-58E1-2B39-E4625E

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Employment and Workplace Relations

Vacancy VN-0765004

Fair Work Ombudsman

Closing Date:Thursday 27 November 2025

Criminal Investigations Branch Evidence Management Team

Job Title	Senior Evidence Management Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	$100,493 - $115,525
Future Merit Locations	Brisbane, Sydney, Canberra, Melbourne, Hobart, Adelaide, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	25/092EA
Agency Website	http://www.fairwork.gov.au

Job Description

https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=7A26A857%2D2489%2D43

We are seeking a highly motivated and experienced evidence professional to join the Office of the Fair Work Ombudsman's (OFWO) Evidence Management Team within the Criminal Investigations Branch.

This is a new team, and you will have the opportunity to shape the culture and work practices of the area.

We are looking to fill an APS Level 6 (APS6) Senior Evidence Management Officer vacancy. Full-time and part-time hours and hybrid work arrangements are available. Offers will be based on candidate performance and operational requirements.

About the OFWO

The Office of the Fair Work Ombudsman (OFWO) is an independent statutory office established by the Fair Work Act 2009 (Fair Work Act). Our functions outline the responsibilities we have as set by the Fair Work Act and other legislation to achieve our purpose:

- provide education, assistance, advice and guidance to employers, employees, outworkers, outworker entities and organisations
- promote and monitor compliance with workplace laws
- inquire into and investigate breaches of the Fair Work Act
- take appropriate enforcement action
- perform our statutory functions efficiently, effectively, economically and ethically.

What our employees say about us

We are one of the most engaged and high performing agencies in Australia; consistently scoring above average on employee engagement and wellbeing when surveyed against other APS agencies.

What we offer you

We provide a diverse, inclusive and supportive work environment with access to:

- Great training and development opportunities
- Generous leave and flexible working arrangements
- Our Employee Assistance Program (EAP), a free counselling service for you and your family
- A competitive salary, plus 15.4% superannuation
- Rewards and recognition initiatives

We Value Diversity

OFWO has been accredited as a Breastfeeding Friendly Workplace since 2011. We are also members of the Australian Network on Disability and Pride in Diversity. We encourage and welcome applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

About the Team

The Criminal Investigations Branch (**CIB**) was established in response to the *Fair Work Legislation Amendment (Closing Loopholes) Act 2023*, which introduced a criminal offence for employers intentionally failing to pay employee entitlements. The OFWO is responsible for investigating contraventions of the offence and referring matters to the Commonwealth Director of Public Prosecutions (**CDPP**) or the Australian Federal Police (**AFP**). The CIB is responsible for

establishing the systems, processes, capabilities and policies required to effectively operate as a dual civil and criminal regulator.

The Evidence Management Team within the CIB is responsible for overseeing and supporting the proper collection, processing, documentation, analysis and preservation of evidence to a criminal standard of proof throughout an investigation. This includes the delivery of briefs of evidence and support during prosecutions.

This is a high-profile area with interest from the Australian public and stakeholder groups both within and external to the OFWO. You will need to be comfortable working in an environment with a high level of scrutiny.

Duties

Typical Duties

Reporting to the Director of the Evidence Management Team, the duties of this role includes (however, are not limited to):

- provide expertise and leadership to team members and investigation teams on evidence management practices and techniques
- work closely with investigation teams to develop and implement efficient evidence review strategies ensuring the appropriate use of technology
- implement electronic evidence systems and related technologies to ensure consistency, efficiency and quality including the use of automation
- assist with preparation, compilation and reproduction of evidentiary material for criminal briefs and disclosure using eDiscovery platforms and related technologies
- develop and implement evidence management policies and procedures that can be used to establish guidelines/practice notes and ensure team compliance
- develop and undertake educational activities to investigation teams, stakeholders and external parties on evidence management practices and services
- foster and maintain relationships with key internal and external stakeholders to create and maintain a collaborative working environment
- undertake evidence processing tasks including preparation of hard copy and electronic evidence, data import/export, and electronic file remediation using early case assessment and litigation support tools
- perform evidence management tasks including processing, importing/exporting, filtering and remediation, whilst ensuring quality assurance and compliance with established procedures

Interstate and overnight travel may be required in this role.

Selection Criteria

To be successful in the role, you will possess:

- demonstrated ability to provide technical advice, training and assistance across the full lifecycle of an investigation matter including receipt, registration, processing, remediation, archiving and disposal of evidence
- demonstrated ability to build and maintain productive working relationships with a diverse group of stakeholders preferably in an enforcement agency, professional services firm or law firm
- strong written and oral communications skills, including the ability to articulate complex information and communicate effectively with a variety of audiences
- analytical and problem-solving skills, with accuracy and attention to detail to ensure high quality control, and ability to adjust to meet changing work demands and circumstances
- experience in the use and understanding of eDiscovery platforms or computer forensics principles in complex or highly sensitive investigations

Strong data and digital skills and understanding of relational databases (MS Access/SQL) are highly desirable.

Vocational qualifications in investigations, data science and/or a minimum of 5 years of relevant job experience in an enforcement agency are desirable and highly relevant.

Eligibility

- To be eligible for employment with the OFWO you must be an Australian citizen.
- The successful candidate must hold a current Australian Government Security Clearance (AGSVA) or be willing to undergo and obtain a Baseline security clearance.

A range of other conditions may be required depending on the role you are applying for.

Notes

How to Apply

If you are excited about this opportunity, please tell us in no more than **800 words:**

- Why you want to apply for this role?
- How your skills and experience address the requirements of this role.

You should also be mindful of the Integrated Leadership System (ILS) and the capabilities required to be successful at the APS6 level. Additional information about the ILS is available on the Australian Public Service Commission website: ILS - A guide to the ILS | Australian Public Service Commission.

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: RecruitAbility scheme: a guide for applicants.

All applications must be submitted via our online application system through the OFWO website.

If you have any questions about this recruitment exercise, please email recruitment@fwo.gov.au.

Please ensure you check your junk mail throughout the recruitment process, as sometimes our emails sent from our online system end up in junk mail folders.

Applications close 11:00pm (AEDT) Thursday 27 November 2025

More Information

- Working with us and tips on applying, visit fairwork.gov.au/about-us/careers
- OFWO's purpose and functions, visit fairwork.gov.au/about-us/our-role-and-purpose
- Office locations, visit fairwork.gov.au/about-us/contact-us/offices

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 Fair Work Ombudsman

The Fair Work Ombudsman (FWO) is an independent government agency created by the Fair Work Act 2009. The FWO is responsible for promoting harmonious, productive, cooperative and compliant workplace relations in Australia. Please visit the FWO website for further information. For a full list of our current office locations in each state, please visit: https://www.fairwork.gov.au/contact-us/offices The FWO provides a challenging and supportive work environment with access to great training and development opportunities and flexible working arrangements. To be eligible for employment with the FWO, you must be an Australian citizen.

To Apply

Position Contact	Recruitment Team, N/A
Agency Recruitment Site	https://fwocareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Employment and Workplace Relations

Vacancy VN-0765007

Safe Work Australia

Closing Date:Thursday 27 November 2025

Policy & Engagement Group
Legal & Industries Policy Legal Services

Job Title	Government Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Perth WA, Sydney NSW, Melbourne VIC, Hobart TAS
Salary	$102,410 - $112,898
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	Positions may be offered for flexible/hybrid working
Classification	APS Level 6;Government Lawyer
Position Number	31836
Agency Website	https://www.safeworkaustralia.gov.au//

Job Description

https://swacareers.nga.net.au/?jati=CEBEB596-E64D-4AA8-FEC6-E4629A2C2B5D

Government Lawyer, Legal Services, reports to the Senior Government Lawyer and works within a multidisciplinary team responsible for advising the Agency on a range of WHS and workers compensation policy as well as Agency corporate matters.

Internally, the Government Lawyer maintains strong relationships with Policy sections, Corporate Services, Data Improvement and Analysis and the People Strategies teams to provide timely and high-quality legal advice.

The Legal Services section is responsible for:

- advising on the model WHS laws
- advising on matters relating to workers' compensation
- assisting policy teams to consider legal aspects of their policy work
- amending the model WHS laws
- advising on commercial and corporate matters, including privacy, employment law, copyright, intellectual property and freedom of information.

Duties

Key Responsibilities

- Assist other lawyers through conducting legal research into various WHS, privacy, contracts and other legal matters.
- Provide legal assistance to the Agency to help achieve its policy goals, including advising on proposed amendments to the model WHS laws, associated guidance materials, the model WHS laws and workers' compensation legislation.
- Considering policy instructions and assisting in preparing drafting instructions for Australasian Parliamentary Counsel's Committee for amendments to the model WHS laws.
- Monitor case law, legal policy and legislation developments, including identifying and monitoring opportunities for amendments to the model WHS laws.
- Work collaboratively with Agency colleagues to assist in providing advice on issues applicable to the Agency including those arising under the Privacy Act, PGPA Act and FOI Act.
- Develop and maintain an understanding of the Commonwealth legal policies framework and procurement and governance requirements.
- Using excellent written and verbal communication skills to provide advice on administrative law matters including FOI and privacy.
- Assist in managing statutory oversight matters including reporting, updating policies and procedures and quality assurance over administrative decisions.
- Assist in guiding and mentoring others including paralegals or other staff who are new to the Agency.

Eligibility

Mandatory

- Admission as a legal practitioner of the High Court or the Supreme Court of an Australian State or Territory.
- Current ACT Practising Certificate (or ability to obtain one).

Preferred

- Experience as a lawyer (generally 2+ years post admission experience).
- Demonstrate a willingness to explore, collect and harness new information.
- Demonstrated experience working collaboratively and collegiately across teams and with people at different levels, and to distil and communicate legal advice clearly to a range of audiences.
- Strong written and verbal communication skills, with the ability to influence, persuade and negotiate effectively.

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 Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

To Apply

Position Contact	Laura McGee, (02) 4979 3522
Agency Recruitment Site	https://swacareers.nga.net.au/?jati=CEBEB596-E64D-4AA8-FEC6-E462

This notice is part of the electronic Public Service Gazette PS45 Weekly Gazette Thursday (Vacancy Notices) - 13 November 2025.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies