



Commonwealth of Australia
APSJobs - Vacancies Daily
PS45 Daily Gazette Friday - 10 November 2023.pdf

Australian Government

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS46 Weekly Gazette Thursday - 16 November 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS46 Weekly Gazette Thursday - 16 November 2023.pdf.

Gazette Lodgement Inquiries

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Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0733162

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Consumers, Policy & Markets
Market Performance

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/364
Agency Website	https://www.accc.gov.au/

Job Description

<https://accc.bigredsky.com/page.php?pageID=106>

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to contribute to the AER's purpose to make all energy consumers better off by reporting on the efficiency, performance and competitiveness of the energy markets?

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide,

Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Assistant Director

Assistant Directors review the performance of wholesale and retail energy markets, and energy networks, identifying market events and trends and reporting on efficiency, competitiveness and overall performance.

In this role you will be responsible for:

- leading a small team conducting analytical activities, providing team members with clear direction, supervision and opportunities for development.
- researching, investigating and analysing relevant information and data to develop insights, advice and recommended positions for consideration by the AER Board.
- designing and facilitating processes for consultation with stakeholders, and assess submissions from stakeholders on energy sector matters.
- preparing written material, including issues papers, regulatory determinations, reports, correspondence, briefings, guidelines, advices, speeches and submissions.

About you

In order to succeed in the role, you will have:

- a well-developed understanding, or ability to quickly acquire this understanding, of the Australian energy sector and the role, purpose and objectives of the AER.
- the ability to research, investigate and analyse relevant information and data to develop and present insights, advice and recommended positions.
- experience in successfully leading people and projects.
- the ability to negotiate with and influence internal and external stakeholders to achieve outcomes.
- tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields.

To find out more about us and the role, please read the Candidate Kit.

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

Eligibility Notes

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

About the Australian Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Kieran Anglim, 03 9290 6940
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733163

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Digital ID Program

Job Title	Director (multiple roles)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$132,847 - \$155,684
Classification	Executive Level 2
Position Number	EA2023/362
Agency Website	https://www.accc.gov.au/

Job Description

<https://accc.bigredsky.com/page.php?pageID=106>

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to play a significant role in the establishment of the new Digital Identity Regulator Program?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as one of the Directors in the Digital Identity Regulator Program

The Director roles within the Regulatory and Policy Branch in Digital ID provide an opportunity to be a part of a brand new function for the ACCC as the initial Digital ID Regulator. These roles are

across a number of different teams and will provide you with responsibilities spanning leadership and development, continuous improvement, business continuity planning, project management, guidance development and stakeholder engagement.

Along with other new Directors, you will:

- lead and mentor a team responsible for establishing new processes for considering applications for accreditation, conducting annual reviews of accredited entities and establishing compliance processes.
- continuously assess and enhance operational processes, performance metrics, while gathering stakeholder feedback for ongoing improvements.
- oversee the implementation of guidance materials for stakeholders on the role of the ACCC as the Digital ID Regulator and how to apply for accreditation.

About you

In order to succeed in the role, you will have:

- a proven ability to lead a team, role modelling leadership behaviours, building and supporting a collaborative team environment and to develop productive working relationships with internal and external stakeholders to achieve objectives.
- a strong understanding of (or ability to quickly acquire it) the ACCC's functions under the *Competition and Consumer Act 2010* and other relevant legislation as well as objectives of the Digital ID Program.
- advanced advocacy and effective communication skills and intuitive ability to drive performance, productivity and engagement via innovative approaches.
- proven experience working with senior stakeholders and working collaboratively to build networks across Government and Industry.
- extensive experience working within complex, high pressure operating environments and demonstrated high levels of resilience.
- relevant tertiary qualifications.

To find out more about us and the role, please read the Candidate Kit.

How to apply

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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>

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To Apply

Position Contact	Richard Home, (03) 9290 6960
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733168

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Consumer, Policy and Markets

Job Title	Administration Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$74,703 - \$81,109
Classification	APS Level 4
Position Number	EA2023/365
Agency Website	https://www.accc.gov.au/

Job Description

<https://accb.bigredsky.com/page.php?pageID=106>

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to play a major role in supporting the office of an AER Executive General Manager, using your masterful organisational and prioritisation skills every day?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as an Administration Assistant:

As an Administration Assistant, you will be in contact with high profile agency staff, board members and external stakeholders on a daily basis. You will be working in a fast-paced office environment and responsible for:

- co-ordinating division-wide input into regular reporting
- supporting divisional staff with recruitment activities including lodging recruitment documentation, booking scribes and booking interviews
- booking and managing travel arrangements for divisional employees
- supporting divisional employees in preparing procurement documentation and liaising with procurement officers.

About you

In order to succeed in the role, you will have:

- high level prioritisation skills and be accustomed to working within a dynamic and high productivity environment, responding quickly to changing demands within tight timeframes
- effective organisational skills and excellent attention to detail
- the confidence to build and sustain positive relationships in a service delivery environment

- a level of professionalism, confidentiality and discretion due to the high volume of liaison with internal and external stakeholders
- experience as an Administration Assistant in a professional environment, or similar, and the ability to work collegiately as part of a strong and collaborative team.

To find out more about us and the role, please read the Candidate Kit.

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

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>

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To Apply

Position Contact	Kelly Jameison, 07 3052 1288
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733191

Job Title	Senior Data Analyst (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Adelaide SA
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/363
Agency Website	https://www.accc.gov.au/

Job Description

<https://accc.bigredsky.com/page.php?pageID=106>

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to contribute to the AER's purpose to make energy consumers better off by undertaking analytical activities on a range of energy sector matters?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, this role can be performed at any of the AER offices located in Adelaide, Brisbane, Canberra, Melbourne, or Sydney and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as a Senior Data Analyst

Senior Data Analysts contribute to the AER's purpose to make all energy consumers better off. You will be responsible for undertaking some of the foundation work of the AER, through analysing energy sector issues and drafting papers, recommendations and reports.

You will perform some or all of the following duties:

- Form insights and identify trends from data, and present findings to the AER Board, Senior Managers and other staff
- Draft written material on energy sector matters, for example: proposals, correspondence, briefings, guidelines, presentations, speeches, reports and submissions
- Review, investigate and develop solutions to operational problems and issues
- Maintain constructive working relationships with staff, AER Board members, senior managers, external advisors, energy sector participants, Government agencies (Federal and State/Territory) and consumer groups.

About you

In order to succeed in the role, you will have:

- a well-developed understanding, or ability to quickly acquire this understanding, of Australian energy sector and the role, purpose and objectives of the AER.
- proficiency in a range of data acquisition, processing, analysis and visualisation techniques, including the ability to review the use of these techniques by others.
- ability to research, investigate and analyse complex issues, to identify industry trends; and experience in collecting and analysing complex quantitative data sets.
- ability to write a range of documents tailored to meet audience needs.
- ability to work collaboratively with other people, help build and sustain positive relationships with colleagues and external stakeholders.
- tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields.

To find out more about us and the role, please read the Candidate Kit.

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum)

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>

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To Apply

Position Contact	Patrick Vagg, 03 9910 9530
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733233

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Digital ID Program
Digital Delivery

Job Title	Director, Data & Operations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Perth WA, Sydney NSW, Townsville QLD, East Melbourne VIC
Salary	\$132,847 - \$155,684
Classification	Executive Level 2
Position Number	EA2023/360
Agency Website	https://www.accc.gov.au/

Job Description

<https://accb.bigredsky.com/page.php?pageID=106>

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to play a crucial role in establishing the new Digital ID Program?**

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Director, Data & Operations

As the Director, Data & Operations, you will lead the Digital ID Regulator ICT solution, with responsibilities spanning leadership and development, continuous improvement, business continuity planning, IT support, project management, maintenance, data governance, and vendor management. This role provides you with an excellent opportunity to leverage your analytical skills and industry expertise while collaborating effectively with stakeholders, embodying ACCC values, and making a significant impact.

In this role you will:

- lead and mentor a team responsible for data, delivery, and operations, setting goals and objectives, conducting performance evaluations, and ensuring efficient resource utilisation
- continuously assess and enhance operational processes, performance metrics, and alignment with industry best practices, while gathering stakeholder feedback for ongoing improvements
- oversee the implementation of a business continuity plan to ensure uninterrupted operations, including risk mitigation, disaster recovery guidelines, and redundancy measures
- design and implement an efficient IT support model, troubleshoot issues, and manage the entire project lifecycle for the Digital ID technology solution.

About you

In order to succeed in the role, you will have:

- proven ability to lead a team overseeing data management, project delivery, and operations for complex digital platforms, including role modelling leadership behaviours and building and supporting a collaborative team environment
- a Bachelor's degree in a relevant field, such as Information Technology, Computer Science, or Business Administration, (a master's degree is beneficial)
- advanced advocacy and effective communication skills with an intuitive ability to understand and drive performance, productivity and engagement via innovative approaches
- extensive experience working within complex, high pressure operating environments and demonstrated high levels of resilience
- a strong understanding of data management principles, data governance, and data security practices.

To find out more about us and the role, please read the Candidate Kit.

How to apply

You will be asked to respond to the statement of claims of no more than 500 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

Eligibility Notes

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To Apply

Position Contact	Daniel Ramos, 0439 850 999
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733234

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Digital ID Program
Digital Delivery

Job Title	Architecture Lead, Product Owner, or Operations Lead (various roles)
Job Type	Full-Time; Part-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, East Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/361
Agency Website	https://www.accc.gov.au/

Job Description

<https://accc.bigredsky.com/page.php?pageID=106>

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- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want the opportunity to be part of the new team that will establish and deliver technology strategies and solutions for the new Digital ID Regulator?

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the

best version of you is the one that's true to who you are – and that's the you we want working alongside us.

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Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as an Architecture Lead, Product Owner or Operations Lead

Within the Digital Delivery branch, several EL1 opportunities are available for candidates who are enterprising, collaborative, and aligned with ACCC values. The roles include Architecture Lead, Strategy & Architecture, Product Owner, Strategy & Architecture, and Operations Lead, Data & Operations. You will lead, innovate, and make a significant impact on business operations.

Architecture Lead, Strategy & Architecture: You will lead the development of architectural designs, technology stack selection, and collaborate with cross-functional teams to ensure architectural decisions align with business goals. You will also prioritise quality, scalability, and security while maintaining documentation, managing risks, and continuously improving solutions.

Product Owner, Strategy & Architecture: These roles will define a clear product vision, lead requirements-based change, maintain and prioritise the product backlog, and act as the primary point of contact between stakeholders and the development team. Collaborating on release planning is key in this position, as is testing, decision-making, risk management, user feedback, and the future operating model.

Operations Lead, Data & Operations: You will have the opportunity to oversee the entire project lifecycle, create a detailed implementation roadmap, manage day-to-day operations, design the business support model, plan migrations, and provide leadership to ensure project success and operational efficiency. In addition, you will monitor performance, manage IT change, budget, and engage with stakeholders while closely working with technical teams for system design and configuration.

About you

In order to succeed in these roles, you will have:

- the ability to apply critical thinking and analysis skills to draw accurate conclusions that critically assess and support evidence-based decision making
- the opportunity to work collaboratively with stakeholders to build networks across Government and Industry
- access to a high level of autonomy under broad direction, to ensure quality outputs are delivered by self and team in a timely manner

- superior communication skills, including demonstrated ability to communicate with influence, produce accessible written communication, and effectively communicate material of a complex nature to a wide range of audiences
- relevant qualifications and training for each of the roles.

To find out more about us and the role, please read the Candidate Kit.

How to apply

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Eligibility Notes

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To Apply

Position Contact	Daniel Ramos, 0439 850 999
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733235

Australian Competition and Consumer Commission

Closing Date: Sunday 19 November 2023

Specialist Advice and Services Division
Competition and Consumer Law Unit

Job Title	Deputy General Counsel
Job Type	Full-Time; Part-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, East Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	\$257,213 - \$257,213
Classification	Senior Executive Service Band 1
Position Number	EA2023/358
Agency Website	https://www.accc.gov.au/

Job Description

<https://accc.bigredsky.com/page.php?pageID=106>

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- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want the opportunity to manage complex, but engaging legal matters relating to the ACCC's functions and powers?

Then this is the place for you! At the ACCC, we're proud of the impact we can make together. We understand the responsibilities and challenges that come with a fast moving and ever-changing environment. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. At the ACCC, we believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

We value flexibility, and all roles can be performed from any capital city in a state or territory or Townsville and are available on a full-time, part-time or job-share basis.

Applicants from diverse backgrounds including First Nations peoples, people with disability and those from different cultural backgrounds are encouraged to apply.

Duties

What you will do as the Deputy General Counsel

The Deputy General Counsel role provides high level legal advice and assistance to the ACCC in relation to competition and consumer law. The Deputy General Counsel will work closely with the Chair, Commissioners, General and Special Counsel and senior executives of the ACCC to provide strategic and timely legal advice in relation to investigations, litigation and law reform. The role will work closely as part of a team of staff, internal and external lawyers, to manage proceedings before the Federal Court and High Court.

About you

In order to succeed in the role, you will have:

- strong expertise in competition and consumer law
- highly developed leadership skills and experience in leading high performing teams
- highly effective communication and interpersonal skills
- the ability to manage complex and varying workloads with competing demands and schedules
- been admitted as a practitioner, however described, of the High Court, or the Supreme Court of an Australian State or Territory. You are required to hold a current practising certificate
- tertiary qualifications in relevant field(s).

This role is available for 12-18 months and to find out more about us and the role, please read the Candidate Kit.

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum).

Salary: \$257,213 per annum (total reward including superannuation)

Eligibility

Notes

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

About the Australian Competition and Consumer Commission

The ACCC is an independent statutory authority that administers the Competition and Consumer Act 2010 and other Acts. The ACCC works to promote effective competition and fair trading in the market place to benefit consumers, business and the community, and efficiency in the delivery of certain infrastructure services. The AER is a part of the ACCC. The AER is Australia's

national energy market regulator and has an independent board. The AER shares employees, resources and facilities with the ACCC.

To Apply

Position Contact	Clare O'Reilly, Acting Executive General Manager, 02 9230 3854
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733146

Australian Electoral Commission

Closing Date: Sunday 26 November 2023

Enabling and Regulation
People Branch Recruitment and Onboarding

Job Title	Assistant Director, Recruitment
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$109,443 - \$123,331
Classification	Executive Level 1
Position Number	2023-313 12958
Agency Website	https://www.aec.gov.au/

Job Description

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

The Assistant Director role sits in the Recruitment & Onboarding Section of People Branch, in the Enabling and Regulation Group. The Recruitment & Onboarding team are collaboratively focused on delivering high quality and personalised recruitment services to the agency. We are proud of the work we deliver, and we are looking for someone to join the team who complements the strategic recruitment focus we are embracing.

This is a fantastic opportunity to work in a key role in the People Branch to showcase your leadership skills while contributing directly to the outcomes of the agency. Our branch is committed to supporting our employee's wellbeing, encouraging to come up with new or better ways of doing things and we have an inclusive workplace culture.

Duties

The Assistant Director, Recruitment, leads a team to deliver high quality recruitment services within the AEC to support the changing workforce needs of the agency including for the preparation of electoral events. This role also manages the delivery and governance of the engagement of labour hire personnel in the agency at a strategic level.

This role is responsible for undertaking complex and personnel sensitive work, under broad direction, using expertise across recruitment and HR. This is an opportunity to demonstrate your skills in strategic recruitment, focusing on embracing and embedding modern recruitment practices to attract and engage quality candidates.

To excel you'll have:

Mandatory:

- Demonstrated experience in developing and leading high performing teams, including building a culture of continuous improvement, coaching for career development and building capability.
- Demonstrated ability to plan, prioritise and organise work to achieve work goals and meet deadlines, including dealing with competing demands and managing multiple projects.
- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.
- Demonstrated ability to communicate with influence, negotiate strategic outcomes and facilitate cooperation and partnerships with strategic stakeholders, including across a geographically dispersed network
- Demonstrated ability to make strategic or critical decisions to achieve business outcomes in a timely manner, sometimes with incomplete information and under pressure with sound judgement.

Highly desirable:

- Relevant qualifications in Human Resources or business management
- experience in using Aurion or similar HRMIS or have the ability to quickly attain an understanding of this system.

Eligibility

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

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians actively participate in our democracy. The AEC values of electoral integrity through quality, agility and professionalism drive strategic and corporate planning and assist in organising the

agency in a way that will effectively deliver the business into the future. The AEC is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. The AEC's statutory functions in relation to the conduct of elections and referendums require that the AEC and its employees must be, and must be seen to be, impartial and politically neutral. As a result, the AEC Enterprise Agreement and Political Neutrality Policy state that it is an inherent requirement of AEC employment that employees, and prospective employees, are not publicly active in any political affairs and do not publicly engage in such activities. This includes advocating any issues associated with a referendum. Should a prospective employee fail to meet this inherent requirement, they will be ineligible for employment with the AEC.

To Apply

Position Contact	Anna Calder, anna.calder@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0733183

Department of Finance

Closing Date: Sunday 26 November 2023

Commercial Investment Division
Specialist Investment Vehicles and Funds

Job Title	Senior Executive Service Band 1 - Specialist Investment Vehicles and Funds Branch
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	Senior Executive Service Band 1
Position Number	2023/SES/008
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE GROUP AND DIVISION

Commercial Group is responsible for Finance's role in managing the government's commercial interests, including oversight of the

government companies delivering some of Australia's largest infrastructure projects including the National Broadband Network, Western Sydney Airport, naval shipbuilding infrastructure, and providing commercial management advice in support of the delivery of the nuclear-powered submarine program.

Commercial Group provides advice on the Australian government's Government Business Enterprises 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 manages the government's special claims, insurance, and risk management operations and provides advice on any matters that come forward.

Commercial Group provides a key role in supporting the broader APS by developing providing resources and bolstering capability in critical functions such as procurement and contract management, risk management, regulatory reform, and grants administration.

Commercial Division is responsible for:

- The Government's shareholding in a number of Government Business Enterprises (GBEs) and other public non-financial corporations.
- Advice to Government on projects including the delivery of major projects and other public non-financial corporations

Duties

THE OPPORTUNITY

The Department is seeking a talented leader for the position of Assistant Secretary, (SES Band 1), Specialist Investment Vehicles and Funds, Commercial Group.

To be a strong contender for this important and challenging role you will need to be forward thinking, self-motivated, resilient and adept at building relationships in a complex and fast paced environment.

You will also contribute to and communicate the strategic direction of the Department.

Your strong leadership credentials and ability to engender trust and respect will be complemented by sound judgement, a strong focus on results, and the ability to solve complex issues.

You will actively promote the ongoing transformation of the Department, and drive and implement reform in a rapidly changing public sector environment.

In addition to this, you will:

- Determine and be accountable for objectives, priorities, resources and task allocation;
- Strengthen organisational capability, including through the management and leadership of people;
- Provide leadership and commitment to significant internal change programs and work alongside colleagues to build and maintain a whole-of-department strategic capability to provide advice on emerging priority issues;
- Formulate proposals and advice for Ministers / Secretary on policy and management issues which are the responsibility of the branch;
- Represent the Department in high-level discussions and negotiations with key stakeholders / outside organisations, and work closely with the Department's Executive;
- Drive a positive workplace culture by designing and delivering approaches to embed desired behaviours across the organisation.

DETAILED VACANCY INFORMATION

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

ELIGIBILITY 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.
- 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>

Eligibility Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	David Webster, 02 6215 2639
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0733206

Department of Finance

Closing Date: Thursday 23 November 2023

Ministerial & Parliamentary Services
COMCAR & Programs National Operations/Operations SA

Job Title	COMCAR SA Depot Supervisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	\$69,133 - \$78,905
Classification	APS Level 4
Position Number	2023/315
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

COMCAR provides high quality, secure and confidential car-with-driver and other ground transport services to the Governor-General, Prime Minister (both current and former), parliamentarians, members of the Federal Judiciary and other high office holders.

COMCAR also provides ground transport and associated support services to visiting Guests of Government such as Royalty, Heads of State, Heads of Government, and other foreign dignitaries. COMCAR frequently delivers services during major international events, such as the ASEAN Special Summit, Group of Twenty meetings (G20), the Commonwealth Heads of Government Meeting (CHOGM) and other Ministerial forums hosted in Australia.

Duties

ABOUT THE OPPORTUNITY

As a member of the COMCAR team, you will be responsible for providing support to the State Depot Manager in the delivery of COMCAR's services.

Core duties include, but are not limited to:

- Supporting the State Depot Manager with the day-to-day operations of the Depot, ensuring the delivery of high quality and timely car-with-driver services to COMCAR clients.
- Supervising and supporting driving staff in an environment operating 24 hours a day, seven days a week.
- Providing administrative support for the COMCAR Depot including timesheet management, payroll systems and data analysis.
- Supporting the management of a vehicle fleet in an efficient, effective, and environmentally sustainable manner. Supporting the State Depot Manager and/or COMCAR's Visits Team with delivery of the Guest of Government visit program, ensuring a high level of service delivery, observing strict security and confidentiality protocols.
- Capably represent COMCAR and the Department of Finance in an official capacity, presenting with credibility.

DETAILED VACANCY INFORMATION

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

Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Sarah Monte, 6215 2654
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0733210

Department of Finance

Closing Date: Thursday 23 November 2023

Ministerial & Parliamentary Services
COMCAR & Programs National Operations/Operations WA

Job Title	COMCAR WA Depot Supervisor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	\$69,133 - \$78,905
Classification	APS Level 4
Position Number	2023/316
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

COMCAR provides high quality, secure and confidential car-with-driver and other ground transport services to the Governor-General, Prime Minister (both current and former), parliamentarians, members of the Federal Judiciary and other high office holders.

COMCAR also provides ground transport and associated support services to visiting Guests of Government such as Royalty, Heads of State, Heads of Government, and other foreign dignitaries. COMCAR frequently delivers services during major international events, such as the ASEAN Special Summit, Group of Twenty meetings (G20), the Commonwealth Heads of Government Meeting (CHOGM) and other Ministerial forums hosted in Australia.

Duties

ABOUT THE OPPORTUNITY

As a member of the COMCAR team, you will be responsible for providing support to the State Depot Manager in the delivery of COMCAR's services.

Core duties include, but are not limited to:

- Supporting the State Depot Manager with the day-to-day operations of the Depot, ensuring the delivery of high quality and timely car-with-driver services to COMCAR clients.
- Supervising and supporting driving staff in an environment operating 24 hours a day, seven days a week.
- Providing administrative support for the COMCAR Depot including timesheet management, payroll systems and data analysis.
- Supporting the management of a vehicle fleet in an efficient, effective, and environmentally sustainable manner.
- Supporting the State Depot Manager and/or COMCAR's Visits Team with delivery of the Guest of Government visit program, ensuring a high level of service delivery, observing strict security and confidentiality protocols.
- Capably represent COMCAR and the Department of Finance in an official capacity, presenting with credibility.

DETAILED VACANCY INFORMATION

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

Notes

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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	Sarah Monte, 6215 2654
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0733217

Department of Finance

Closing Date: Sunday 26 November 2023

Government and Defence
Defence

Job Title	Senior Executive Service Band 1 – Defence Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	2023/SES/010
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE GROUP

Governance and Resource Management (G&RM) Group develops policy and advises on the resource management and governance frameworks for public sector agencies 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.

G&RM 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 G&RM Group.

Government and Defence Division 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

THE OPPORTUNITY

The Department is seeking a talented leader for the position of Assistant Secretary (SES Band 1), Defence Branch, Governance and Resource Management Group.

In this role you will lead Defence Branch in delivering high level policy and financial analysis, to support the Minister for Finance and Finance Executive on the Defence budget and funding, strategic defence policy, the Integrated Investment Program and capability investment proposals, Defence Operations, and Defence industry and innovation policy.

To be a strong contender for this important and challenging role you will need to be forward thinking, self-motivated, resilient and adept at building relationships in a complex and fast paced environment.

You will also contribute to and communicate the strategic direction of the Department.

Your strong leadership credentials and ability to engender trust and respect will be complemented by sound judgement, a strong focus on results, and the ability to solve complex issues.

You will actively promote the ongoing transformation of the Department, and drive and implement reform in a rapidly changing public sector environment.

In addition to this, you will:

- Determine and be accountable for objectives, priorities, resources and task allocation;
- Strengthen organisational capability, including through the management and leadership of people;
- Provide leadership and commitment to significant internal change programs and work alongside colleagues to build and maintain a whole-of-department strategic capability to provide advice on emerging priority issues;
- Formulate proposals and advice for Ministers / Secretary on policy and management issues which are the responsibility of the branch;
- Represent the Department in high-level discussions and negotiations with key stakeholders / outside organisations, and work closely with the Department's Executive;
- Drive a positive workplace culture by designing and delivering approaches to embed desired behaviours across the organisation.

You will gain:

- Central agency experience helping Finance influence how the Government's strategic policy priorities are developed and implemented across the Commonwealth
- A sophisticated understanding of the Machinery of Government, the Federal Budget and related processes
- Strategic policy and financial management/analysis skills
- An opportunity to cultivate strong working relationships with Ministers' Offices and Commonwealth agencies to collectively deliver the Federal Budget and related outcomes
- Experience working within Finance's leadership team.

DETAILED VACANCY INFORMATION

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

ELIGIBILITY 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.
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Eligibility Notes

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

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

About the Department of Finance

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

To Apply

Position Contact	Anna Harmer, 02 6215 1717 option 3
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0733226

Sport Integrity Australia

Closing Date: Sunday 26 November 2023

Safety in Sport
Sport Engagement Safeguarding

Job Title	Assistant Director, Safeguarding
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Melbourne VIC, Tasmania TAS, Adelaide SA, Perth WA
Salary	\$117,002 - \$127,517
Classification	Executive Level 1
Position Number	0100_1123
Agency Website	www.sportintegrity.gov.au

Job Description

<https://www.sportintegrity.gov.au/about-us/employment>

The Assistant Director, Safeguarding is responsible for providing timely, accurate and persuasive child safeguarding and member protection policy advice, underpinned by analysis, contextual awareness and stakeholder consultation.

Duties

- Develop and implement safeguarding policies, which are aligned to agency strategic priorities.
- Support key stakeholders in embedding safeguarding policies and practices in sport.
- Design criteria to monitor and evaluate policy and program effectiveness.
- Identify areas where organisations require support in building their safeguarding capability.
- Support Safeguarding Education by working to translate policy into engaging content and education programs for a range of audiences.
- Build relationships to promote the benefits of adopting and applying safeguarding practices at all levels of sport.
- Develop and implement processes, procedures and tools that support the delivery of high-quality policy advice
- Provide advice on important and sensitive policy matters.
- Work collaboratively with internal stakeholders to develop high quality and effective safeguarding resources.
- Work as part of a high performing team to identify, lead and deliver high quality business outcomes.
- Contribute to the development and implementation of business development plans, strategies and systems.

The key accountabilities of the Assistant Director - Safeguarding include, but are not limited to:

- Ensure all recognised sports have appropriate and reviewed safeguarding policies and practices.
- Engage key stakeholders in sport and Government to support a safe, fair and fun sporting environment.
- Ensuring compliance with the Sport Integrity Australia Act 2020 and Sport Integrity Australia Regulations 2020

- Complying with all relevant legislation and Sport Integrity Australia work health and safety policies, procedures and instructions and Sport Integrity Australia ICT and Information Governance Framework
- Ensuring the APS Values and Code of Conduct are adhered to all times.

Eligibility

The selection criteria of the Assistant Director Safeguarding include:

1. An in-depth understanding of safeguarding principles, with experience in a sporting context highly regarded.
2. Demonstrated experience in assessing safeguarding capability.
3. Significant experience in supporting an organisation to embed safeguarding principles.
4. Highly developed verbal and written communication skills, including the ability to prepare policy documents and briefings for a range of audiences.
5. Established stakeholder liaison, engagement, and negotiation skills.
6. Strong leadership skills, including the ability to influence change.

Notes

Applicants are required to provide a 'pitch' (750 words max.) outlining your skills, knowledge, experience and achievements and why you should be considered for this vacancy. You should take into consideration the position description and selection criteria above when drafting your 'pitch'. As much as possible include specific relevant examples of your 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>

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. Led by David Sharpe APM OAM, 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 • abuse of children and other persons in a sporting environment • manipulation of sporting competitions • failure 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	Lisa Purves, 02 6222 4274
Agency Recruitment Site	https://www.sportintegrity.gov.au/about-us/employment

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Vacancy VN-0733120

Therapeutic Goods Administration

Closing Date: Sunday 26 November 2023

Medical Devices and Product Quality Division
Manufacturing Quality Branch Clearance Section

Job Title	GMP Assessor (several positions), Manufacturing Quality Branch
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT, Parramatta NSW, Melbourne VIC, Brisbane QLD
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-MDPQDIV-21114
Agency Website	

Job Description

<https://www.tga.gov.au/about-tga/corporate-information/work-tga>

The position plays a crucial role in the regulation of therapeutic goods in Australia by performing GMP assessments of overseas manufacturing sites to ensure medicinal products supplied to Australia are manufactured to international quality standards. These assessments are performed across the entire spectrum of medicinal products regulated by the TGA including Active Pharmaceutical Ingredients (APIs), vaccines, chemical and biological prescription medicines as well as over the counter and listed medicines.

We engage with a wide range of stakeholders, including international regulatory authorities and evaluate equivalency of overseas GMP standards with Australian framework as well as participating in various forums and engage with a broad range of stakeholders to support the broader goals of the TGA. If you want to be part of a team who support the supply of medicinal products in Australia, we want to hear from you.

LOCATION: The Department of Health and Aged Care, GMP Clearance section main office is in Fairbairn ACT. Consideration of State office locations will be based on where we can build a team.

Duties

Under limited supervision, this role is responsible for:

- Undertaking desk top based compliance verification/technical review of sterile and non-sterile medicine (including biotech) and/or API manufacturers;
- Liaising with international regulators and assessing equivalency against Australian framework to establish and maintain inspection reliance, where required;
- Applying sound decision making and judgement, including quality assurance of risks in assessing documentary evidence associated with GMP clearance applications, inspection reliance assessment and related enquiries in accordance with applicable regulatory requirements and principles of best practice regulation;
- Initiating, establishing and maintaining strong relationships with a broad range of stakeholders and exercising high level consultation skills to effectively liaise with Australian sponsors, overseas regulators, overseas manufacturers (when required), and other teams within the TGA;

- Providing accurate specialist advice and in depth interpretation of legislation and technical guidance documents relevant to the regulation of manufacturers;
- Undertaking statistical analysis and providing details on the number, type, and kinds of applications received/processed and assessments performed, where required;
- Undertake other duties as directed, commensurate to the classification level of the position.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care, **applicants must be an Australian citizen** at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a **variety of pre-employment check processes**, such as:
 - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
 - Completion of a medical declaration and pre-employment medical (where required),
 - Providing evidence of qualifications (where required), and
 - Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close **11:30pm AEDT**.
- Applicants are asked to quote reference number **23-MDPQDIV-21114** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Flexible work arrangements are available following a period of training. The flexible work model expects in office attendance when the type of work or task is better suited to being completed from an office, for example staff inductions and onboarding, planning days, relationship building activities and project or collaborative 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>

About the Therapeutic Goods Administration

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

To Apply

Position Contact	Amanda Du, (02) 6289 2282
Agency Recruitment Site	https://www.tga.gov.au/about-tga/corporate-information/work-tga

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Agriculture, Water and the Environment

Vacancy VN-0733229

Australian Pesticides and Veterinary Medicines Authority

Closing Date: Sunday 03 December 2023

Job Title	Executive Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	\$138,052 - \$158,375
Classification	Executive Level 2
Position Number	01211
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

The Opportunity

Are you an experienced business professional with a high level of discretion and initiative? Keen to operate at a high level affecting important decisions in a federal government agency? Join us in shaping a brighter and safer future for Australians.

The APVMA's Office of the Chief Executive is seeking applications for an Executive Officer to provide high level strategic and operational support direct to the CEO on a wide range of complex and organisational issues.

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

The Role

As an Executive Officer, you will be required to maintain close working relationships with all members of the Senior Executive Service (SES) and the Office of the CEO. In addition, this position will work closely with the APVMA's Board Secretary, Senior Leadership Team (SLT), communications team and senior stakeholders across the organisation to coordinate the agency's agenda.

Externally, the role will work with the minister's office, industry stakeholders and Department of Agriculture, Forestry and Fisheries staff to navigate the interactions of strategy, policy, relationships, and technology.

Duties

- Providing direct, timely and well-judged advice and support to the CEO.

- Engaging with a range of operational issues and projects and utilising excellent judgement in the provision of strategic advice.
- Interpret, draft, and review relevant correspondence, communication activities and/or preparation of reports with complex and sensitive information such as senate estimate briefs, Board reports, CEO speeches, and meeting briefings.
- Manage all aspects of the CEO's office in collaboration with the EAs.
- Assist the CEO with relevant Executive Leadership Team processes, action plans and relevant workflows in collaboration with the SLT.
- Manage a large and dynamic workload, prioritising, coordinating and delegating tasks as required.
- Exercise a high degree of independence and self-direction.
- Operate as an effective team player with the ability to work well with others, have strong interpersonal skills and work well under pressure.

Eligibility
Notes

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Jarrod Lee, +61 2 6770 2350
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0733103

Job Title	Field Services Technician – Willis Island (remote posting)
Job Type	Full-Time, Non-Ongoing
Location	Cairns QLD, Brisbane QLD, Casuarina NT, Perth WA, Adelaide SA, Hobart TAS, Melbourne VIC, Sydney NSW, Canberra ACT
Salary	\$84,670 - \$96,267
Classification	APS Level 6
Position Number	60016290
Agency Website	

Job Description

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

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 voluntary remote posting on Willis Island for approximately 6 months as a member of a team of four. The successful applicant will be expected to depart for Willis Island from Cairns in April 2024. We are also seeking applicants interested in applying for the October 2024 – April 2025 deployment.

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 support the Willis Island Station Manager to lead a local work culture that supports staff to live and work in an isolated environment, building resilience in other staff and managing relationships with staff and supervisors.

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.

Duties

1. **Maintenance & Operations:** Undertake routine maintenance and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment including Weather Radars, Satellite communications equipment, Automatic Balloon Release Systems, Surface Observations Systems, Specialist Observations and Space Weather activities. Verify the performance of meteorological instruments against calibrated reference standards. Undertake site inspections and document the meteorological exposure and maintain associated records.
2. **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. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.
3. **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 such as

generators, desalination plant, refrigeration, air-conditioning plant etc. Other network support activities might include coordinating network and asset auditing, asset inspection and environmental management activities.

4. 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.
5. 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.
6. Supervision: Mentor, manage, supervise and develop other staff and contractors.
7. Data Quality: Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
8. 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 AustralianPublic Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
9. 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.
10. Compliance: Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
11. Diversity & Inclusion: Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
12. 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

The successful candidate must:

- Be an Australian Citizen
- Be able to provide evidence of being fully vaccinated with an approved COVID-19 vaccine
- Be willing to undertake psychometric, medical & dental assessments

Notes

About Willis Island

Willis Island is the only permanently inhabited island in the [Coral Sea Islands Territory](#) , an external territory of [Australia](#), located beyond the [Great Barrier Reef](#) in the [Coral Sea](#) . The island is located some 450 kilometres east of [Cairns, Queensland](#) . It is the southernmost of the Willis Islets, a group of three islands which with their associated sandy cays stretch in a NNE to SSW line for about 12 kilometres. Willis Island itself is aligned NW to SE and is about 500 metres long by 150 metres wide, rising to about 9 metres above sea level. Willis Island is home to an abundance of wildlife particularly birdlife and is an important Green Turtle nesting site.

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

About the 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/

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Agriculture, Water and the Environment

Vacancy VN-0733145

Bureau of Meteorology

Closing Date: Sunday 26 November 2023

Community Services
Environmental Prediction Services

Job Title	Team Lead – Flood Operations
Job Type	Full-Time; Part-Time, Ongoing
Location	Melbourne VIC
Salary	\$125,428 - \$140,871
Classification	Executive Level 2
Position Number	60017169
Agency Website	

Job Description

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

Australia is regularly affected by severe weather events. These events are growing in frequency and severity, leading to increased impacts on the economy, infrastructure, property, and wellbeing.

To address this, the Bureau of Meteorology has undertaken significant steps to deliver a more customer focussed, integrated and resilient national operation through the Community Services Group (CSG).

CSG is comprised of Environmental Prediction Services (EPS), Decision Support Services (DSS) and National Production Services (NPS) which have been configured to enable scalable, national and resilient services.

Operating with a national capability, this program will establish a world class centre of scientific expertise and practice. To achieve this, EPS has been configured into four predictive service units: Severe Weather, Marine and Antarctic, Water, and Climate, each of which play a key role in the value chain of the Bureau's capability to deliver a suite of valuable products and services to the Australian community.

The Team Lead Flood Operations reports to the Manager, Water and works closely within their team as well as across teams in EPS Water and within the Community Services Group. The successful candidate will have a unique opportunity to establish and grow the Bureau's services in EPS.

The flood operations function operates as one across Brisbane, Melbourne and Sydney and is focussed on year-round National Water Operations with this shifting to forecasting and warning during flood events.

The Team Lead is a people centric leader responsible for ensuring the Team deliver on the Bureau's strategy and will ensure continuous improvement of flood services aligned with a key national capability area. This may include the development and improvement of flood forecasting systems, forecasting techniques, processes, training and documentation that support the national Flood Warning Service.

To be successful in this role, you will have a solid understanding of operational flood forecasting and an excellent understanding of the total flood warning system. The role will require the occupant to lead national flood operations on a planned roster as a National Flood Operations Manager alongside other senior leaders and work seamlessly with colleagues in NPS and DSS to deliver an unrivalled water operations service. During periods of enhanced flood risk and severe weather events, you will be committed to supporting the Bureau and our customers outside the scope of standard working hours.

Duties

1. Connecting seamlessly and coherently within the Bureau's national footprint, the Team Lead Flood Operations will build, lead and manage a high performing team that delivers outstanding products and services to emergency managers and first responders.
2. Ensuring the Bureau's flood products and processes consistently deliver impact and value for our customers, partners and government stakeholders. This role includes the management and lifecycle ownership of all products and processes for flood services.
3. Through the development and maintenance of strong relationships across the organisation, you will prioritise innovations and improvements that offer the greatest benefits for public safety, economic prosperity, and the environment.
4. Overseeing the delivery of flood services, including monitoring, forecasting and performance reporting, while driving continuous improvement of all products and processes.
5. Ability to manage within high pressure, complex and dynamic operating environments, supporting the Bureau, our customers and partners during significant weather events outside the scope of standard working hours. You will lead flood operations at a national level. At the request of the DSS teams, your team will provide specialist advice to our customers or Bureau staff as it relates to flood forecasting and warning services and products.
6. Maintaining an awareness of the flood status and / or unfolding flood events that might cause impacts and oversee the delivery of monitoring, analysis and performance reporting.
7. Your leadership style will reflect a pragmatic response to ensure operations are collaborative, responsive, and built on the principles of innovation and continuous improvement. Where necessary, this includes leading customer-driven strategically innovative product and process management and embraces the implementation of lessons learnt from post event reviews.
8. Demonstrating your strategic and tactical thinking to create a shared sense of team purpose by demonstrating how elements fit together and contribute to the higher level goals as defined by Group Plans and the Bureau Strategy 2022-27. You will maintain consistent collaboration with your peers whilst cooperating and innovating across CSG and the wider Bureau to contribute to the ongoing delivery of the Bureau's strategic direction.
9. Confidently lead a geographically distributed team across Brisbane, Melbourne, and Sydney and a commitment to cross team collaboration and national ways of working.
10. Leading the capability uplift of the Team and responsibility for their ongoing professional development as a people centred change leader and agile communicator whilst demonstrating a thorough understanding of all key domains in Water Environmental Prediction Services.

11. In working closely with the Bureau of Meteorology Training Centre (BMTC) you will prioritise staff development and the learning culture to ensure world leading competencies are held within the team.
12. The role will be required to support our routine national flood operations which includes a planned roster involving out of hours restriction with extended hours particularly during flood events for which relevant compensation will be offered.
13. Commitment to APS Values and Code of Conduct and understanding of the Bureau's diversity and inclusion statement of commitment and the Bureau way.
14. Complying 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

Eligibility

A degree or diploma from an Australian educational institution or a comparable overseas qualification; or other comparable qualifications, which are 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>

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To Apply

Position Contact	Victoria Dodds, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Bureau of Meteorology

Closing Date: Sunday 26 November 2023

Enterprise Services
Business Management

Job Title	Asset Accountant
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Canberra ACT, Casuarina NT, West Perth WA, Adelaide SA, Hobart TAS
Salary	-
Classification	Executive Level 1
Position Number	60018017
Agency Website	

Job Description

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

The Bureau is seeking a high performing Executive Level 1 to undertake the role of Asset Accountant, working with the Manager of Statutory Reporting and Operations, Enterprise Services Group.

The role will:

- Manage all financial aspects of the Bureau's assets including asset reporting, asset validation (including stocktake, revaluation and impairment reviews), lease accounting, maintenance of the assets register and assets under construction
- Provide leadership, expert, and strategic advice in relation to the Bureau's Asset Management framework
- Lead and drive cultural change to deliver asset management capability for the Bureau
- Maintenance and improvement of controls that relate to assets.

This role will manage a large and geographically dispersed network of assets, including complex observing network instrumentation (including Radars, satellites, Automatic Weather Stations etc), property and facilities, ICT, software, and intangible assets. **Duties**

1. Promotion and leadership to build a climate of continuous improvement to ensure high quality delivery within the Asset Accounting Team
2. Leading a team responsible for all aspects of financial asset management
3. Managing the statutory asset accounting requirements for a large, complex and geographically dispersed asset base within tight monthly and annual deadlines
4. Manage stocktakes, asset valuations, impairments and associated accounting and reporting including lease accounting and managing makegood
5. Ensure all appropriate asset reconciliations, quality assurance reviews and accounting workpapers are prepared to a high standard within required timeframes
6. Development and maintenance of all relevant policies and internal controls for the effective management and control of the Bureaus assets, including education material and engagement with our Bureau colleagues

7. Strong knowledge of, and the ability to apply, Australian Accounting Standards, Commonwealth Government financial frameworks and accounting principles
8. Provision of specialist financial and accounting advice in relation to Commonwealth financial asset management
9. 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

- Experience with the Public Governance, Performance and Accountability (PGPA Act) 2013 and managing assets in a Commonwealth Government setting.
- Demonstrated experience in and knowledge of SAP would be advantageous.
- Appropriate qualifications or progress towards, (CA/CPA or equivalent) are desirable with strong financial management experience within a commonwealth government context.

Notes

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To Apply

Position Contact	Joanna Stone, 0407 154 161
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Bureau of Meteorology

Closing Date: Sunday 26 November 2023

Enterprise Services
Business Management

Job Title	Business Improvement Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Sydney NSW, Canberra ACT, Casuarina NT, West Perth WA, Adelaide SA, Hobart TAS
Salary	-
Classification	Executive Level 1
Position Number	60018545
Agency Website	

Job Description

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

The Bureau of Meteorology is seeking an enthusiastic and motivated change advocate to join its Finance Business Improvement team. As the Business Improvement Officer, you will lead process, capability and engagement developments for the Bureau's Finance team, with a strong focus on utilising Microsoft SharePoint and Teams (and other O365 Applications where identified).

Finance's SharePoint presence is an essential element of the team's communication, collaboration and engagement with stakeholders across the Bureau. We are seeking to continue the uplift of our user experience, making it easier for staff and internal stakeholders to find and use information and material that support day-to-day operations, financial processes, governance and compliance frameworks in a Commonwealth setting.

The role will be the central point of contact for the Finance team in the ongoing uplift and enhanced user experience within the O365 environment and provide support for our rolling program of Business Improvement initiatives in-line with Commonwealth and industry best practice methodologies.

Duties

- Support the Business Improvement team in the identification and introduction of new systems and tools, seeking opportunities for improvement to existing systems and processes
- Develop and review materials and processes for relevance, currency and usability to support the user experience in Sharepoint
- Develop and introduce a range of tools and materials to promote self-service and simplify and streamline processes
- Uplift skills throughout Finance in the use of M365 applications (most notably SharePoint and Teams), through developing and maintaining support materials and delivering training
- Initiate, explore and propose delivery solutions for complex situations, that meet stakeholder needs
- 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.
- Other ad-hoc duties as required

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>

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To Apply

Position Contact	Joanna Stone, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0733134

Department of Agriculture, Fisheries and Forestry

Closing Date: Friday 24 November 2023

Farm Resilience
Several Several

Job Title	Assistant Director
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	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/3390
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Farm Resilience Division is responsible for the department's policy response to drought, including drought resilience and the Future Drought Fund, farm support policy and programs including the Farm Household Allowance, and the Rural Financial Counselling Service. It also works closely with other agencies, including the National Emergency Management Agency, Services Australia, the Regional Investment Corporation (RIC), the Australian Taxation Office, and the Australian Prudential and Regulation Authority.

The Drought Policy Branch is responsible for providing whole-of-government coordination and advice on drought policy and strategic communication. This includes collaborating across government to improve how government plans for drought and coordinates drought response; developing and delivering strategic drought communication and engagement activities to support stakeholders to connect with drought policy and programs; and engaging with States and Territories on the National Drought Agreement and how we all plan for, and respond to, drought.

The Financial Policy and Business Support Branch develops policies, programs and advice about the primary industry business environment supported by collecting accurate and timely data. This includes targeted assistance to primary producers and their families to help them better manage in hard times. The branch delivers the Farm Household Allowance (FHA), the Rural Financial Counselling Service (RFCS) program, and the Farm Management Deposit (FMD) Scheme. The branch has policy responsibility for the RIC and the loans it delivers.

The Future Drought Fund (FDF) provides secure, continuous funding to help Australian farmers and communities become more prepared for, and resilient to, the impacts of drought. Established under the Future Drought Fund Act 2019 in September 2019, it is a \$5 billion commitment with \$100 million each year allocated to drought resilience programs. Program Design is guided by the 4-year Drought Resilience Funding Plan. There are two Future Drought Fund branches:

The FDF Strategy and Delivery Branch supports the FDF strategic policy direction and program design and delivers a range of programs with different delivery partners.

The FDF Innovation and Adoption Branch is focused on driving the development and adoption of new drought resilient technologies and practices. This includes supporting the new Drought Resilience Adoption and Innovation Hubs.

There are multiple sections under each branch detailed above.

Duties

The Jobs

The duties of the roles include but are not limited to:

- Liaising across the department and government and consulting with external stakeholders.
- Undertaking research and analysis to inform policy and project development and implementation.
- Preparing briefing materials for the minister and departmental executives.
- Delivering public consultation and engagement programs to inform decision making.

- Developing and proposing policy
- Report and review writing.
- Strategic project management including planning and financial management.
- Managing and supporting staff.

Please note that this selection process will initially be used to fill several ongoing and non-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 18 months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the division where the duties are of a similar nature.

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

Successful applicants will demonstrate knowledge and experience in one or more of the following:

- Policy and program development and/or implementation and/or assessment of program performance.
- Preparing high quality briefings, correspondence, submissions and advice to departmental executive and ministerial offices.
- Delivering stakeholder engagement functions to support the Minister and executive.
- Undertaking public stakeholder consultation or event management.
- experience in preparing submissions and proposals for the consideration of Cabinet highly desirable.
- Working in a team environment.
- Budget and Cabinet processes would be desirable.
- Staff supervision and management.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tim Sides, 02 6276 4842
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0733181

Department of Agriculture, Fisheries and Forestry

Closing Date: Friday 01 December 2023

Plant Protection & Environmental Biosecurity
Plant Health Policy Plant Health Diagnostics

Job Title	Senior Laboratory Quality Assurance Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/2799
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant Health Policy Branch provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by; providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

The MTDT program is leading the uplift to the department's plant health diagnostics system under the 21-22 Modern Technologies and Diagnostic Tools (MTDT) budget measure. This program covers the entirety of the diagnostics system - from policy, operations, assurance, information systems, technical capability, and R&D. The Program is integrated with the Science and Surveillance Group who are the primary beneficiaries of the uplift. The Science and Surveillance Group, within the Biosecurity Plant and Science Services Division, is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

Duties

The Job

Reporting to the Director, Laboratory Assurance, the Senior Laboratory Assurance Manager, will lead a small, national team of Laboratory Assurance Managers establishing and implementing an ISO/IEC 17025-compliant quality management system within our network of plant health diagnostic laboratories. Responsibilities include:

- Contributing to the establishment, implementation and monitoring of an ISO 17025-compliant quality management system within a network of plant health diagnostic laboratories.
- Implementing project plans, set tasks and priorities and manage workflows relating to developing, delivering and monitoring the

- quality management system.
- Providing supervision to Assurance staff including managing staff and their performance, financial management and corporate governance.
 - Promoting the value of assurance and helping lead the development of a strong, positive assurance culture within a large, geographically dispersed diagnostic workforce.
 - Monitoring through management system reviews including planning, executing or facilitating internal and external audit programmes, ensuring the validity of results, supporting investigations into non-conformances and verifying corrective actions.
 - Working constructively with laboratory diagnosticians and senior management to identify risks and opportunities to ensure improvements to working practices, systems and processes to comply to ISO/IEC 17025.
 - Leading the development and delivery of quality-related training material and contribute to training in other relevant regulatory standards (such as biocontainment, biosafety and WH&S).
 - Ensuring and supporting compliance with department WH&S, Quality and Environmental management system policies and guidelines.
 - Assisting with the progression of other laboratory reform and divisional and branch initiatives.

Please note the vacancy may be either ongoing or non-ongoing. The non-ongoing position is currently available until 30 June 2025 with the possibility of extension. This position may become ongoing in the next eighteen months which may result in the successful applicant being offered ongoing employment.

Eligibility

Knowledge and experience
The successful candidate will have:

- Experience in establishing or managing laboratory quality management systems aligned to ISO/IEC 17025.
- Experience undertaking a range of administrative, operational and/or assurance activities that contribute to the efficient and effective operation and performance of a laboratory.
- Knowledge of relevant legislative and reporting requirements, quality assurance standards and procedures, and best-practice models to ensure strong levels of regulatory compliance.
- Understanding that spending time and educating stakeholders has significant benefits to quality compliance and success comes from strong relationships across sites.
- Experience managing small teams.
- Laboratory experience with knowledge in at least one area of microbiology, molecular biology, entomology, plant pathology, botany or other field related to plant biosecurity.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Leigh Cuttell, 0466025557
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0733185

Department of Agriculture, Fisheries and Forestry

Closing Date: Friday 01 December 2023

Biosecurity Plant and Science Services
Science & Surveillance Laboratory Operations

Job Title	Assistant Director - Senior Laboratory Operations Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Brisbane QLD, Cairns QLD, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/3135
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant Health Policy Branch provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic, and international markets for Australian plant industries. This is achieved by; providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

The MTDT program is leading the uplift to the department's plant health diagnostics system under the 21-25 Modern Technologies and Diagnostic Tools (MTDT) budget measure. This program covers the entirety of the diagnostics system - from policy, operations, assurance, information systems, technical capability, and R&D. The Program is integrated with the Science and Surveillance Group (SSG) who are the primary beneficiaries of the uplift. The Science and Surveillance Group (SSG) is the department's team of scientists, technical and support staff who provide on-the-ground operational advice, surveillance, and diagnostic services for the department around Australia. The Laboratory Operations team ensures these scientists are equipped with the resources required to deliver plant health diagnostics.

Duties

The Job

Reporting to the Director of Laboratory Operations, the Senior Laboratory Operations Manager, will lead a small, national team of Managers applying a program of continuous improvement, coordination and maintenance of key department laboratory infrastructure, assets, systems and processes within our network of plant health diagnostic laboratories. Responsibilities include:

- Working with the Science and Surveillance Group (SSG) leadership and the laboratory reform team to establish and implement a harmonised national operating model for laboratory operations management.
- Leading a national team of Laboratory Operations Managers in monitoring continuity of laboratory operations across geographically dispersed laboratories.
- Establishing operational processes and achieving compliance across laboratories to relevant standards (ISO/IEC 17025, Biosecurity Act 2105, Work, Health & Safety (WHS) and in accordance with stakeholder expectations.
- Contributing to strategic planning for program and projects, with a particular emphasis on addressing continuous improvement and delivery of practical outcomes across a broad span of operations including, budgets and capital, assets, procurement of consumables, document control, training, data and systems.

- Delivery of project-based critical reform measures operationalising modernised methodology from concept to completion.
- Leading, promoting and ensuring effective implementation of Australian Public Sector (APS) Values, Employment Principles and Code of Conduct, WHS and Rehabilitation policies.

Please note the vacancy may be either ongoing or non-ongoing. The non-ongoing position is currently available until 30 June 2025 with the possibility of extension. This position may become ongoing in the next eighteen months which may result in the successful applicant being offered ongoing employment.

Eligibility

Knowledge and experience

The successful applicants will have the following:

- Experience undertaking a range of activities that contribute to the efficient and effective operation and performance of a laboratory.
- Knowledge of relevant legislative and reporting requirements, quality assurance standards and procedures, and best-practice models to ensure strong levels of regulatory compliance.
- Laboratory experience, with knowledge in at least one area of microbiology, molecular biology, entomology, plant pathology, botany or other field relevant to plant health diagnostics or biosecurity.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Stacey Azzopardi, 0432758159
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0733190

Department of Agriculture, Fisheries and Forestry

Closing Date: Friday 01 December 2023

Plant Protection & Environmental Biosecurity
Plant Health Policy Modern Technologies and Diagnostic Tools

Job Title	Laboratory Managers - Quality Assurance and Operations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/3034
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant Health Policy Branch provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic and international markets for Australian plant industries. This is achieved by; providing focus for national and international plant biosecurity activities; preparing for and coordinating national responses to plant pests and exotic weeds; promoting reform of the plant biosecurity system; improving plant health capacity and capabilities in near-neighbour countries and trading partners; domestically improving national surveillance and diagnostic capability and capacity; and assisting the department to meet national and international obligations and influencing plant health policies.

The Modern Technologies and Diagnostic Tools (MTDT) program is leading reforms to the department's plant health diagnostic systems via a 4-year budget measure. This program reviews, and where appropriate, enhances various aspects of the diagnostic system to ensure compliance with the ISO/IEC 17025 standard for calibration and testing laboratories. Aspects or areas covered include policy, operations, assurance, information systems, technical capability, and R&D. The Program is integrated with the Science and Surveillance Group (SSG) who are the primary beneficiaries of the uplift. The Science and Surveillance Group, within the Biosecurity Plant and Science Services Division, is the department's team of scientists, technical and support staff who provide on-the-ground operational advice, surveillance, and diagnostic services for the department around Australia.

Duties

The Jobs

The MTDT Program is seeking to fill several positions nationally relating to multiple roles. These roles will include a national team of managers responsible for Laboratory Operations, applying continuous improvement to department laboratory assets, systems and processes; and a national team of managers responsible for Laboratory Quality Assurance, delivering harmonised quality assurance processes and monitoring these to ensure conformity to relevant standards within the department's network of laboratory sites.

The team of Laboratory Operations Managers will report to the Senior Laboratory Operations Manager, and each manager will work closely with leadership, enabling services, Laboratory Assurance Managers and diagnosticians to ensure daily operation and site-specific safety, biosecurity and quality management requirements across finance, assets, training, data and systems management of the department laboratory/s at their location.

The team of Laboratory Assurance Managers will report to the Senior Laboratory Assurance Manager, each manager will work closely with the leadership team, Laboratory Operations Managers and diagnosticians to ensure national consistency and compliance in quality management as well as reviewing the site-specific quality management requirements of the department laboratory/s at their location.

Responsibilities include:

- Contributing to the establishment and implementation of operational policies and procedures within laboratories that are compliant with the relevant standards (ISO/IEC 17025, Biosecurity Act 2015, WH&S) and facilitate continuity and harmonisation of these across the network of department laboratories.
- Contributing to the establishment, implementation, monitoring and verification of an ISO/IEC 17025-compliant quality management system within a network of plant health diagnostic laboratories.
- Working collegially with the national laboratory workstreams to ensure a balance between assurance and operational practicality is being met, as well as driving and facilitating continuous improvement of the quality and operations management systems.

- Documenting performance of laboratory management against identified measures.
- Developing and delivering operations or quality-related training as well as providing advice relating to the laboratory processes quality system, standards and any changes.
- Promoting the value of assurance and fostering a positive assurance culture within a geographically dispersed workforce.
- Promoting and ensuring compliance with departmental quality, biosecurity and WH&S policies and guidelines, and actively report risks and identify opportunities for improvement in relation to these systems.

Please note that non-ongoing positions are currently available until 30 June 2025 with the possibility of extension. The positions may become ongoing in the next eighteen months which may result in the successful applicants being offered ongoing employment. This recruitment process will be used to fill multiple vacancies. 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 division where the duties are of a similar nature.

Eligibility

Knowledge and experience
The successful applicants will have the following:

- Experience undertaking a range of administrative, operational and/or assurance activities that contribute to the efficient and effective operation and performance of a laboratory.
- Knowledge of relevant legislative and reporting requirements, quality assurance standards and procedures, and best-practice models to ensure strong levels of regulatory compliance.
- Laboratory experience, with knowledge in at least one area of microbiology, molecular biology, entomology, plant pathology, botany or other field relevant to plant health diagnostics or biosecurity.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Stacey Azzopardi, 0432 758 159
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0733211

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 24 November 2023

Biosecurity Operations
Traveller Policy & Operations, Human Health and Response Human Health
Policy

Job Title	National Vector Coordinator
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/2792
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Traveller Policy and Operations & Human Health develops and implements policy and controls to manage biosecurity and human health risks at the border. The pathway also works to address emerging post border biosecurity detections and deliver integrated system solutions to facilitate/support effective regulation across traveller and mail trade pathways.

Human Health Policy Section operationalises human health related biosecurity policy developed by the Australian Government Department of Health and Aged Care, for delivery at the border. This includes vector monitoring, which is conducted at over 85 first point of entry locations across Australia pursuant to World Health Organization International Health Regulations (2005). The program comprises nearly 1000 individual monitoring sites nationally and identifies an average of 360,000 mosquito specimens and respond to an average of 23 exotic detections per annum.

Duties

The Job

The duties of the role include:

- providing coordination, support and vector monitoring advice to the national vector monitoring network to ensure national consistency in delivering vector monitoring activities
- completing national quarterly vector monitoring reports for internal and external stakeholders
- assisting the development and review of vector monitoring policy and instructional material
- responding to internal and external (redline and SSR (See, Secure, Report)) mosquito enquiries
- providing advice to policy areas on mosquito risks relating to import pathways, imported goods and conveyances
- liaising with and organise/attend stakeholder meetings (State Health, Defence, port authorities, etc) as required and/or during responses to exotic mosquito detections
- assisting in the development of national training and verification/competency material.

Please note that the recruitment process maybe used to establish a merit pool, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the division where the duties are of a similar nature.

Eligibility

Knowledge and experience

- Demonstrated experience in mosquito vector monitoring activities.
- Knowledge of mosquito biology and mosquito risk pathways.
- Demonstrated experience managing and analysing data to produce reports.
- Experience in writing instructional material.
- Experience with liaising, consulting, and negotiating with expert groups and a range of internal and external stakeholders.
- Experience in managing or responding to exotic mosquito detections.
- Knowledge of relevant Biosecurity legislation and international conventions relating to mosquito vector monitoring at the border

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Angus Sly, 0401565226
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0733232

Department of Agriculture, Fisheries and Forestry

Closing Date: Tuesday 28 November 2023

Plant Protection & Environmental Biosecurity
Environmental Biosecurity Office, Plant Health Policy Various

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/2775
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **Plant Protection and Environmental Biosecurity Division (PPEBD)** provides policy leadership and support on plant health and environmental biosecurity. PPEBD is the home of the Australian Chief Plant Protection Officer (ACPPPO) and Australian Chief Environmental Biosecurity Officer (ACEBO). The division: aims to improve Australia's plant health and environmental biosecurity systems and outcomes; helps meet relevant national and international obligations; and works to minimise the impacts of current and emerging biosecurity risks to Australia's agricultural production and trade, environment, Indigenous and cultural heritage, and associated amenities. The division comprises of two branches; the Plant Health Policy Branch and the Environmental Biosecurity Office, which also oversees the Australian Plague Locust Commission's activities.

The **Environmental Biosecurity Office (EBO)**, headed by the ACEBO provides policy leadership and support for national environmental biosecurity issues to ensure Australia's environment, Indigenous cultural heritage, and social amenity interests are safeguarded from the impacts of exotic and established invasive pests, weeds, and diseases.

The **Plant Health Policy Branch** provides a national focal point for plant biosecurity issues within Australia and has responsibility for the national leadership in managing Australia's plant health. The work of the branch underpins biosecurity and helps to open new, and maintain existing, domestic, and international markets for Australian plant industries.

The **Invasive Species Research and Development (ISRaD) Section** works across the intersection of plant, animal, and marine biosecurity with a focus on established and exotic environmental pests, weeds, and diseases. The team collates information to evaluate the effectiveness of environmental biosecurity and manages research and development projects that will reduce environmental biosecurity risk and improve the environmental biosecurity system. ISRaD looks for opportunities to support and build on existing or emerging capability to ensure benefits are realised on the ground. Major categories of focus include databases and data systems, biocontrol research, environmental surveillance, biosecurity modelling, image analysis detections and drone technologies.

The **National Policy & Implementation Section** focusses on national plant health policy development and advice, fruit fly and other pests of economic and trade significance, commonwealth input on fruit fly policy development, stakeholder engagement and technical and scientific advice.

Duties

The Jobs

The successful applicant(s) will contribute to the coordination and facilitation of environmental biosecurity or plant biosecurity policies and programs. Depending on the position, this may include routine biosecurity operational activities, secretariat, grant and procurement management as well as assisting with reforms to the national system and appropriate integration with department arrangements. Major categories of focus can include databases and data systems, biocontrol research, environmental surveillance, biosecurity modelling, image analysis, detection and drone technologies.

Please note that this recruitment process will initially be used to fill two ongoing vacancies. 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 division where the duties are of a similar nature.

Eligibility

What we are looking for

Knowledge and experience

- Experience building and maintaining effective working relationships with a range of government and non-government stakeholders.
- Knowledge and experience working with legislative frameworks and within government decision-making and agency guidelines.
- Experience with data management including the collection, collation, analysis and communication of complex data.
- Knowledge of the biosecurity system is desirable but not 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>

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Andrew Pearce, 02 6272 2090
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0733102

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

Closing Date: Friday 24 November 2023

Australian Antarctic
Operations & Logistics Maritime Logistics

Job Title	Maritime Capabilities Officer
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/4168
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to: -maintain the Antarctic Treaty System and enhance Australia's influence within it -protect the Antarctic environment -understand the role of Antarctica in the global climate system -undertake scientific work of practical, economic and national significance. The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard and McDonald Islands.

Antarctic Operations and Safety Branch plan, coordinate, facilitate and deliver operations for the Australian Antarctic Program by safely resupplying and sustaining the Antarctic Stations and building operational capacity to deliver future Antarctic projects.

The AAD's Maritime Assets and Maritime Logistics sections jointly facilitate and administer the full scope of maritime activities for the AAD each season, encompassing:

- the provision of all shipping and watercraft capabilities for operations in the Antarctic, sub-Antarctic and the Southern Ocean,

- the planning, management and execution of voyages to deliver program outcomes as defined in each seasonal plan,
- the recruitment, training and deployment of specialist voyage management and watercraft operation personnel,
- the execution of responsibilities as 'vessel owner' for the RSV Nuyina on behalf of the Commonwealth of Australia, including through the management and monitoring of all activities undertaken by Serco Defence as contracted Ship Manager,
- the execution of responsibilities as vessel owners, of the AAD's commercial vessel fleet, including science workboats, IRBs/RIBs, jet barges and amphibious vessels,
- oversight of all vessel operation and lifecycle maintenance activities for the RSV Nuyina and the AAD's commercial vessel fleet.

Duties

The Job

Key duties will include, but are not limited to:

- Contributing to the section's coordination of and support for AAP maritime operations via:
- supporting the implementation of the AAD's annual watercraft support program,
- coordinating the implementation of key tasks in support of the AAD's shipping program,
- periodic reviewing of AAD watercraft operational instructions, vessel specific safety management systems, including identifying and implementing any required changes, supporting the planning.
- Implementation and administration of small vessel (watercraft) operations, including liaison with internal stakeholders, external agencies and contractors.
- Supporting planned and unplanned watercraft maintenance activities, safely operate a range of AAD watercraft and provide administrative support to AAD shipping section.
- Completing maintenance records for AAD vessels.
- Assisting with procurement of inventory and recommended spare parts required to maintain AAD watercraft and voyage support operations.
- Arranging logistical support for AAD vessels including transport and slipping services.
- Support the preparation of AAD watercraft for operation, regulatory inspections and operational deployment, including systems checks and verification along,
- Conducting vessel sea trials.
- Gathering and analysing information from diverse sources to develop and review key operational documentation which includes Standard Operating Procedures (SOPs), Risk Assessments, Job Hazard Analysis (JHA), business continuity plans and training manuals.
- Undertaking records management, procurement, and finance activities.
- Supporting, and where required delivery, of voyage management and watercraft operator briefing and training programs.
- Supporting planning for maritime operations and provide support to voyage management and watercraft operator teams.

What we are looking for

Knowledge and experience

- Proven experience on a range of domestic commercial vessels and maintenance of fleet vessels.
- Proven experience in procurement, financial and records management.
- Demonstrated experience in the development and delivery of briefing and training programs.
- Demonstrated stakeholder liaison experience.
- Demonstrated experience in the production of procedures and operating instructions.

Skills and capabilities

- Demonstrated ability to support planning and development of practical and innovative maritime logistics capabilities and solutions.
- Strong communication skills and a proven ability to work collaboratively and liaise extensively with a variety of internal and external stakeholders.
- The ability to analyse and interpret procedural, regulatory and legislative documentation to facilitate the production of procedural documentation and training programs.
- A strong safety culture with demonstrated experience in analysing, developing, and operating to, risk management processes within the maritime industry.

Please note that the successful applicant may be required to travel to the Antarctic and sub-Antarctic regions therefore they may be required to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments. In order to undertake travel to the Antarctic & sub-Antarctic regions they will need to:

- demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and sub-Antarctic environments,
- demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment,
- be certified as fit for Antarctic service by the AAD's Polar Medicine Unit.

Mandatory Qualifications

Applicant must hold and maintain a current Coxswains 1 (NC) Certificate or higher and a current Level 2 First Aid Certificate. **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.

Notes

The successful applicant must:

- hold and maintain a current manual driver's licence and ability to drive a 4WD vehicle,
- note that the physical requirements of the role(s) involve a combination of outdoor and office based work,
- wear appropriate protective personal equipment and clothing to comply with departmental Work Health & Safety policies and procedures,
- have a relevant qualification from an Australian tertiary institution and/or demonstrated industry experience.

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

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

To Apply

Position Contact	Jeremy Grey, 0411 254 208
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0733195

Australian Financial Security Authority

Closing Date: Sunday 19 November 2023

Regulatory Operations Group

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$90,357 - \$101,277
Classification	APS Level 6
Position Number	31247
Agency Website	

Job Description

<https://www.afsa.gov.au/current-vacancies>

Organisational context

The Australian Financial Security Authority (AFSA) is responsible for managing the application of bankruptcy and personal property securities laws through the delivery of high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services.

The office of the **General Manager, Regulatory Operations Group (OGM)** is a central coordination point responsible for providing high-level executive, leadership, and support services to the General Manager, including managing communications and implementing strategies to support the achievement of AFSA's strategic and operational objectives.

Duties

The Executive Assistant (EA) provides high-level executive support services to ensure efficient operations of day-to-day business of the OGM. This role directly supports key administrative requirements of the General Manager and works cohesively with the Regulatory Operations Executive team.

This position is responsible for the direct administrative coordination and support of the OGM, and work cohesively as part of a team to support the Regulatory Operations Group Executive team, including:

- Manage, facilitate, and monitor the OGM administrative activities including email and diary management, coordination of travel arrangements, incoming correspondence, and phone enquiries.
- Works under limited guidance and acts as the Executive point of contact in liaising with internal and external stakeholders to action requests, coordinate activities and support divisional projects with some complexity.
- Prepares and co-ordinates the provision of effective communications and correspondence including briefings, reports, submissions, and notes to ensure the comprehensiveness, accuracy, and timeliness of written information for the Executive and supporting the Executive Officer as required.
- Identify, drive and support improvement in administrative practices, systems, and procedures.
- Maintaining records in accordance with agency policies and procedures.
- Financial management including reconciliation and maintenance of travel and credit card accounts and related cost centres.
- Identifies, monitors and reports on emerging issues to the Executive to ensure effective resolution /escalation.
- Work as part of a team with Executive Officers and Executive Assistants across AFSA to ensure a coordinated approach to enable the flow of information and work.

II duties will be performed in accordance with:

- the APS Values, Code of Conduct and Employment Principles.
- WHS obligations, taking responsibility for own health and safety and that of others.
- AFSA's risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks.

Core skills and capabilities

Working with ambiguity

Maintains a calm and composed approach in the face of uncertainty. Maintains communication and collaboration with team members, peers, stakeholders and managers. Utilises mistakes as a learning opportunity for self and others.

Operates efficiently to achieve business outcomes

Ensures the team's adherence to systems and processes to ensure optimal use of resources in achieving outcomes. Collaborates with others and encourages collaboration where possible. Leverage opportunities to share resources and avoid duplication and waste.

Applies digital dexterity

Demonstrates openness to learn new ways of working and encourages others to do the same. Supports the implementation of system improvements and new technology, ensuring new practices are adopted. Demonstrates persistence when faced with challenges or setbacks.

Drives innovation and continuous improvement

Designs new processes or adds value to existing ways of working by introducing smarter/more efficient approaches. Demonstrates and encourages a growth mindset.

Qualifications, accreditations, and experience

- Demonstrated experience in provision of administration support with a strong attention to detail, personal integrity and excellent problem-solving skills
- Excellent oral and written communication skills, stakeholder engagement skills and the ability to support colleagues working across tasks to manage competing priorities
- Proficient IT skills in the Microsoft Office suite (Word, Excel, Teams, SharePoint and Outlook) and an ability to learn other software specific to the role:
 - o CTM travel booking system.
 - o Finance One financial management system, and
 - o Records Management system.

Eligibility

Please note that this opportunity is open only to Australian Citizens.

The successful applicant must have, or be willing to undergo a security clearance to the level of Baseline Vetting as a condition of employment.

To satisfy character requirements all AFSA employees must undergo a police records check.

Where a person has received a redundancy benefit from APS agency employment and their corresponding redundancy benefit period has not expired, they may be ineligible for employment.

Notes

Why AFSA?

You will enjoy excellent conditions including: Generous superannuation (15.4%)

- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

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

We encourage applications from Indigenous Australians, LGBTIQ+ persons, people from culturally diverse backgrounds and people with disabilities.

At AFSA we encourage and support employees to balance their family commitments and personal interests with flexible working options.

How to apply?

Applications close: 11:59PM AEDT Sunday 19 November 2023

If you would like to be considered for this opportunity, please email afsa@au.manpowergroup.com the following:

- A completed Position Application Form (available on AFSA's website).
- A current resume.
- A one-page pitch setting out the value you will bring to AFSA, informed by the key accountabilities and skills and capabilities as outlined in the position description.
- Clearly state your name, the position title and location of the role you are applying for 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>

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, NA
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies

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Attorney-General's

Vacancy VN-0733214

Australian Human Rights Commission

Closing Date:Friday 24 November 2023

Legal Services

Job Title	Paralegal
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$69,513 - \$76,955
Classification	APS Level 4
Position Number	N/A
Agency Website	

Job Description

<https://humanrights.gov.au/about/jobs>

Duties

1. Conduct legal research including international developments in human rights law.
2. Assist in the preparation of briefs for counsel to advise and appear in Commission interventions in court proceedings, including Federal and High Court matters.
3. Assist in the preparation of submissions in Commission interventions in court proceedings, including legal research, proof reading, checking of references and footnotes, filing documents in court.

4. Assist in the preparation of reports to Parliament, including proofreading, checking of references, organising desk topping and tabling in Parliament.
5. Assist lawyers in the conduct of applications under the Freedom of Information Act. Prepare the quarterly/annual reporting statistics.
6. Provide support and assistance as required for the provision of internal legal advice.
7. Provide general administrative services to the Legal Section such as photocopying, filing, database and record management, document preparation and making travel arrangements.

Eligibility

1. Demonstrated legal research and strong analytical skills.
2. Well-developed oral and written communication skills.
3. Well-developed interpersonal and liaison skills, including the ability to liaise with legal practitioners, litigants and others.
4. Well-developed organisational and administrative skills including the abilities to work with minimal supervision, to set priorities and to meet deadlines.
5. Demonstrated ability to communicate sensitively and effectively with people from a range of backgrounds and to work effectively within a team environment.
6. Knowledge of and/or work experience in, international human rights law.
7. Completing final year of a law degree, or a recent graduate of a law degree.

Notes

About the Australian Human Rights Commission

To Apply

Position Contact	Julie O'Brien, 0292849600
Agency Recruitment Site	https://humanrights.gov.au/about/jobs

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Attorney-General's

Vacancy VN-0733147

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Sunday 26 November 2023

Regulation and Reform / Capability and Strategy
Reform Design / Strategic Planning, Finance and Performance Executive and
Ministerial / Planning and Performance

Job Title	Director (Various Roles)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$133,669 - \$157,930
Classification	Executive Level 2
Position Number	Several
Agency Website	https://www.austrac.gov.au/

Job Description

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

AUSTRAC (the Australian Transaction Reports and Analysis Centre) is Australia's financial intelligence unit and its anti-money laundering and counter-terrorism financing regulator. Our purpose is to build resilience in the financial system and use financial intelligence and regulation to disrupt money laundering, terrorism financing and other serious crime.

At AUSTRAC we recognise that our people are our strength and support us to achieve our mission of fighting financial crime together. We value those with sharp, analytical minds and our environment encourages curiosity and courage. We take measured risks in pursuit of our mission in a changing world. We foster growth and self-development. We have the rights tools in place to support our innovative and flexible workplace.

Duties

Director, Executive and Ministerial

Under the direction of the Chief of Staff, the Director, Executive and Ministerial (E&M) is responsible for coordinating whole-of-agency input for portfolio, cross-government and parliamentary requests. The E&M team supports the CEO and Attorney-General's Office by managing requests from the Attorney-General's Department (AGD) as well as parliamentary and ministerial documents, including Question Time Briefs, meeting/event briefs, ministerial submissions and correspondence, parliamentary committee submissions and briefings, and managing Cabinet input and briefs.

Director, Planning and Performance

Under the direction of the National Manager Strategic Planning, Finance and Performance Branch, the Director, Planning and Performance is responsible for ensuring the effectiveness and alignment of AUSTRAC's strategic planning, performance reporting, governance framework and secretariat services in line with executive expectations and PGPA requirements. The role also support effective governance and decision-making in AUSTRAC through the continuous improvement of AUSTRAC's governance framework and the provision of high quality secretariat services.

In addition, these roles, under broad supervision, are responsible for:

- Providing strategic direction and leadership in relation to areas of functional responsibility, including through the provision of advice to agency SES and stakeholders, understanding of AUSTRAC's operating environment, and the development of CEO/SES briefings on a range of strategic matters, such as external engagements and key governance forums.
- Leading a team to effectively acquit the agency's obligations against legislative requirements and whole-of-government frameworks and ensure requisite internal policies, strategies, plans and processes are maintained, embedded and remain fit-for-purpose. Depending on the roles, these may include the Public Governance, Performance and Accountability Act 2013, the Commonwealth Risk Management Policy and parliamentary processes).
- Managing whole-of-agency responses to portfolio and non-portfolio requests for input and ensuring AUSTRAC representations are accurate, consistent and reflect agency position.
- Contributing to the achievement of wider agency business, project implementation and strategic goals.
- Representing AUSTRAC in external forums, building and maintaining networks and liaising with key external and internal stakeholders.
- Leading the budget and resource management for the section and contributing to budget and resource management at the branch level.

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks. The successful application will be required to obtain and maintain NV1 Clearance. An NV2 or PV security clearance is desirable.

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

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

All selection decisions are based on merit which means that:

- the assessment process is fair and consistent
- assessment is based on position specific requirements for the position – things that are genuinely required for someone to perform the role at the respective classification
- as evaluated, the best person for the position is offered the position

The merit pools established from this merit-based process 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.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Nicole Patterson, 0427314172
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Attorney-General's

Vacancy VN-0732953

Office of the Australian Information Commissioner

Closing Date:Friday 24 November 2023

Office of the Australian Information Commissioner

Job Title	Australian Information Commissioner
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	Statutory Appointment
Position Number	NA
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

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

The OAIC is the national independent statutory body dealing with privacy, freedom of information (FOI) and government information policy. The OAIC exercises certain functions under the Privacy Act 1988 (Privacy Act), the Freedom of Information Act 1982 (FOI Act) and the Australian Information Commissioner Act 2010 (AIC Act).

The OAIC has a broad range of functions under the Privacy Act, FOI Act and AIC Act, including conducting investigations and assessments relating to privacy, administering the notifiable data breaches scheme, handling privacy and FOI-related complaints, reviewing decisions that are made under the FOI Act and providing advice to the public, government agencies and businesses.

The OAIC was set up by the AIC Act, which provides for a three-commissioner structure including the Information Commissioner as the Accountable Authority, the Freedom of Information Commissioner and the Privacy Commissioner.

Further information about the OAIC can be obtained at the [Office of the Australian Information Commissioner website](#).

Duties

The Information Commissioner is a full-time statutory office holder, appointed by the Governor General under section 14 of the AIC Act.

The Information Commissioner is the head of the OAIC and is responsible for overseeing information policy functions of government.

As agency head, the Information Commissioner will be responsible for leading the agency to administer its functions, driving its strategic direction, and for its performance and corporate operations. This will include continued implementation of the outcomes of the Strategic Review of the OAIC to ensure the organisation meets all of its functions including privacy and FOI.

The Information Commissioner may be required to exercise functions under statute, including reporting to the Attorney-General on matters relating to Australian Government information management policy and practice, including FOI and privacy.

The Information Commissioner will be expected to be a public spokesperson for the OAIC on matters relating to information policy, including promoting open government, and other matters within the OAIC's responsibilities including robust privacy protections and the effective operation of the FOI framework.

Eligibility

Applicants must have, or be able to hold, and maintain, a Positive Vetting security clearance. Therefore, applicants must be Australian citizens and have a checkable background.

Selection Criteria

In addition to meeting the eligibility criteria as set out above, applicants will need to meet the following agency head selection criteria consistent with the APSC Merit and Transparency Guidelines for statutory appointments:

- Demonstrates high level leadership and vision
 - sets a strategic vision and inspires others to achieve this
 - innovative in dealing with issues
 - articulates a clear direction for their organisation.
- Manages large and/or complex operations
 - achieve results within the context of organisational and/or Government policy
 - strong people management skills
 - strong financial management, ensuring efficient, effective and ethical use of resources
 - understanding of and commitment to quality organisational governance.
- Works with others to meet objectives
 - operates collaboratively with others to meet organisational objectives
 - cultivates productive relationships
 - listens to people and values different perspectives.
- High level of judgement.
- Demonstrates a high standard of professional and personal integrity and capacity to promote these in an organisation.

Applicants should also:

- have significant experience with privacy, FOI and government information issues
- be familiar with the relevant Commonwealth laws (noting it is not a requirement that applicants be legally qualified)
- have a capacity to deal with dispute resolution to support the OAIC's complaints handling function
- have a strong presence and be comfortable with significant industry engagement
- be comfortable with media engagement and having a public profile
- be able to work constructively with Government to advance information law issues, and be accountable to the Parliament through its committees.

Notes

Terms and conditions

The term of appointment is up to 5 years with the AIC Act providing for reappointment. This is a full time position. It is principally based in Sydney, however other base locations may be considered.

Remuneration and allowances for the position are set by the Remuneration Tribunal. Remuneration Tribunal (Remuneration and Allowances for Holders of Full time Public Office) Determination 2022 can be viewed at <https://www.remtribunal.gov.au/full-time-offices>.

How to apply

Applications must include:

- a statement of claims, of no more than 4 pages, against the eligibility and selection criteria
- a resume of no more than 6 pages outlining qualifications, experience and expertise
- the names and contact details of at least two referees who have direct and relevant experience of the applicant's work. Applicants will be notified prior to referees being contacted.

Applications should be emailed to appointments@ag.gov.au by 5:00pm (AEDT) on 24 November 2023.

Contact

Enquiries about the position, or the application process, may be emailed to appointments@ag.gov.au.

Assessment process

Applicants will be initially assessed by a panel on their written application. Shortlisted applicants will be further assessed by the panel at interview.

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	appointments@ag.gov.au , NA
Agency Recruitment Site	https://www.oaic.gov.au/

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Department of Defence

Closing Date: Sunday 19 November 2023

Air Force
Air Command Australia

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Williamstown NSW
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	AF/11034/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=54773D7C-7671-E794-0335-D22F6B444C6F>

Duties

The Role

The key duties associated with the role is managing and processing security clearances for personnel posted to 2 Squadron. This involves tracking the posting and roles of personnel, inputting personnel information into the AGSVA database, for AGSVA to process clearances. The incumbent will also track any information that relates to personnel security management, security procedures for the unit.

About our Team

2 Squadron is a highly motivated unit that participates in a number of important roles for Defence. The personnel are friendly and professional, with trades consisting of aircrew, maintenance, ICT and administrative personnel working as a team to operate the E-7A Wedgetail aircraft.

Our Ideal Candidate

Our ideal candidate has a background in security policy and managing security status and clearances for personnel; open to learn the nuances of the role, work autonomously and proactively to support security procedures, policy and clearances for the unit.

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>

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	Ryan Kanay, 02 4723 1393
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=54773D7C-7671-E794-0335-D22F6B444C6F

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Defence

Vacancy VN-0732811

Department of Defence

Closing Date: Sunday 10 December 2023

Associate Secretary Group
Defence Legal

Job Title	Legal Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$64,749 - \$136,464
Classification	
Position Number	ASG/09725/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D37A34CF-7838-14BA-F58F-D22FA73046C1>

Duties

The Role

Defence Legal (DL) is a national organisation which provides legal advice and other legal support services to Defence. We draw upon the professional talent of our people to pursue excellence in support of Defence operations, command, management and administration. As part of the General Counsel-Defence Branch, this position provides legal support to Defence groups and decision makers on Employment Law matters, the Public Governance, Performance and Accountability Act 2013 (PGPA Act) and

discretionary financial mechanisms.

Our team provides complex and sensitive legal advice to assist Defence to manage a diverse workforce, ensure compliance with the Commonwealth Financial Framework and to resolve financial claims against the Commonwealth. Working as a member of the team, the day to day tasks undertaken by the role include:

- Providing legal advice to internal Defence clients, drafting and reviewing documents on matters relating to APS Employment, ADF Service and Contractor Engagement.
- Providing legal advice to internal Defence clients, drafting and reviewing documents on matters relating to the PGPA Act, including grants.
- Managing requests for discretionary financial assistance submitted in relation to the work of Defence, including gathering information and providing advice to assist decision makers to determine claims.
- Providing support to the Defence Force Advocate and Defence Force Remuneration Tribunal processes.
- Drafting, reviewing and providing legal advice on various legal documents, including ministerial submissions, briefs and correspondence.
- Providing strategic advice to assist internal Defence clients to improve decision making and systems with a view to reducing legal risk.
- Working closely with other parts of Defence Legal, Defence and other parts of Government, to facilitate the provision of legal advice in accordance with the Legal Services Directions 2017.
- Supervising and mentoring junior members of the team.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review.

Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Directorate of Employment Law and Discretionary Claims in Defence Legal provides legal and claims management services to internal Defence clients.

Team members are authorised by the Minister to make decision under the Scheme for Compensation for Detriment caused by Defective Administration (CDDA) and are accountable to provide information and advice on behalf of Defence for consideration by decision makers in other Commonwealth Departments to assist with their determination of applications for discretionary compensation.

The small but growing team provides legal advice to Defence clients on matters relating to PGPA Act compliance and employment law issues and supervises access to external legal advice via the Whole of Australian Government Legal Services Panel where appropriate.

The DELDC Team play a crucial role in managing legal risk for Defence in the areas of Employment and Financial Governance.

Our Ideal Candidate

We are seeking an APS 6 or EL 1 Legal Officer who has:

- Experience in Employment Law or the Commonwealth Financial Framework
- Administrative Law and decision making skills
- Excellent problem solving, communication, and client engagement skills
- Ability to lead and work collaboratively as a member of a team and manage competing priorities in a high tempo environment.

Eligibility

Mandatory Qualifications:

- Hold a relevant degree in law (at minimum undergraduate level).
- 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.

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>

About the Department of Defence

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To Apply

Position Contact	Ingrid Singh, 02 6203 6875
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D37A34CF-7838-14BA-F58F-D22FA73046C1

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Defence

Vacancy VN-0732898

Department of Defence

Closing Date: Sunday 26 November 2023

NAVY
Navy Engineering

Job Title	Assistant Director Requirements
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	NAVY/08650/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3749C7CA-277C-1764-C286-D22FE2E65B32>

Duties

Your Role

The Assistant Director Requirements within the Maintenance Requirements Branch will be working closely under Director Requirements and Governance. They will play an important role in developing, setting and monitoring strategic maintenance requirements within the Navy. They will achieve this by developing comprehensive, feasible and representative requirements addressing all aspects of the Navy's maintenance system, and facilitating their incorporation in all stages of a capability's lifecycle.

The role requires innovative thinking, professionalism and exceptional communication and stakeholder relationship skills, to deliver branch outcomes. It requires sound knowledge of compliance, legislative frameworks, and Navy's mission and policies requirements.

Our Team

The newly formed Maintenance Requirements branch will develop into a diverse workforce that is responsible for developing and implementing Navy's sovereign maintenance requirements and assurance functions for all current and future platforms and systems.

The Branch will become an authoritative source of advice for Navy's sovereign maintenance concepts, policies and systems, and for strategic advice relating to the sustainment of a large and complex naval fleet for Navy, Ministers and the Prime Minister.

Our Ideal Candidate

We are looking for a dynamic leader with the drive and commitment to formulate and manage complex tasks related to maritime governance with in newly established Maintenance Requirements Branch. Our ideal candidate will possess a good understanding of Navy's maintenance system, and philosophies related to a maintenance delivery environment.

They will possess strong liaison and interpersonal skills and will excel in developing productive working relationships with internal and external stakeholders, including industry partners. We are seeking an effective leader capable of motivating and guiding a collaborative team to achieve branch outcomes as well as align to whole of Defence and Government objectives. The candidate will exemplify professionalism, responsiveness and attention to detail within the team. They will be a team player, be adaptable, supportive and tactful with all staff. People who work for us will display leadership at all levels and work collaboratively with the team to achieve desired outcomes.

Eligibility

Security Clearance

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

Mandatory Qualifications

Bachelor of Engineering from an Australian institution, or a qualification that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

Notes

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To Apply

Position Contact	Pablo Baleato, 02 6203 6561
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3749C7CA-277C-1764-C286-D22FE2E65B32

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Defence

Vacancy VN-0732902

Department of Defence

Closing Date: Sunday 26 November 2023

NAVY
Navy Engineering

Job Title	Maintenance Liability Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	NAVY/09863/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E3DD6F97-E195-E55A-A625-D22FE31F0E55>

Duties

Your Role

Be part of a growing specialist team responsible for a range of governance functions looking at Navy maintenance requirements of both the current fleet and future needs. The successful applicant will undertake an important role in this newly established branch in contributing to the development of a governance framework for maintenance requirements, providing recommendations on governance activities to support the Director Requirements and Governance with decision making. Experience in working with a governance or policy development and implementation framework is preferred, and you will have well-developed stakeholder engagement and communication skills.

In this role you will:

- Identify key factors for influencing the governance of maintenance liability in the RAN.
- Liaise with stakeholders to understand their needs and facilitate the delivery of effective maintenance.
- Assist in developing policies, requirements and procedures, and the development of maintenance concepts throughout the capability lifecycle ensuring that the maintenance liability is acquitted effectively and efficiently.

Our Team

The newly formed Maintenance Requirements branch in Navy Engineering Division is seeking an experienced governance officer to work as part of a small team within the Maintenance Requirements Branch. Over time, the Maintenance Requirements Branch will develop into a diverse workforce that is responsible for developing and implementing Navy's sovereign maintenance requirements and assurance functions for all current and future platforms and systems.

Our Ideal Candidate

We are seeking a motivated team member who exemplifies professionalism, brings external ideas, diverse experience and perspectives, and enjoys working on a broad range of tasks. People who work for us will display leadership at all levels, effectively apply information literacy in order to solve problems, and work collaboratively to achieve outcomes.

You will be someone that can cultivate productive relationships, deliver quality outputs and achieve results within defined timeframes. You will have some analyst experience and proven research skills. You will have well-developed written and verbal communication skills and be comfortable engaging with a range of stakeholders as stakeholder engagement and collaboration

is critical to successful research. You will be a team player and be adaptable, supportive and considerate with all staff. **Eligibility**

Security Clearance
Applicants must be able to obtain and maintain a security clearance at “Baseline Vetting” level.

Notes

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To Apply

Position Contact	Rebecca Angove, 02 6155 9089
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E3DD6F97-E195-E55A-A625-D22FE31F0E55

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Defence

Vacancy VN-0732924

Job Title	Defence Ranger
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT, Nowra NSW
Salary	\$64,749 - \$71,343
Classification	APS Level 3
Position Number	SEG/11162/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=6F9E445C-ABC8-3A1D-CE74-D22FE4C5AD3E>

Duties

The Role

As a Defence Ranger under limited direction exercise responsibility in enabling public access to Beecroft Weapons Range. Your duties will be varied and include supporting environmental and land management, visitor and stakeholder liaison and educational activities, protection of indigenous sites of cultural significance, and field-based activities such as emergency response management and compliance with the Defence (Public Area) By-laws.

You will engage with a wide range of people, as you will represent Defence in liaising with diverse stakeholders, including Defence personnel, contractors, interest groups, the local community and Australian and international visitors. Your day will be a blend of outdoor work by motor vehicle or boat, office-based administrative duties and responding to public enquiries.

You will police range access, oversee natural environment and cultural heritage values within the Beecroft Peninsula and take charge of and direct public visitors during emergency incidents in accordance with emergency response plans and at times without direct supervision. The successful candidate will be employed on a shift work basis and should be prepared to work weekends and holiday periods.

About our Team

The Directorate of Operations and Training Area Management (DOTAM) is an exciting place to work with very broad responsibilities providing opportunities for career progression and travel. DOTAM's three main functions are:

The operation and management of 39 military Training Areas and Ranges across Australia,
Delivery of Bushfire Mitigation activities across the entire Defence Estate, and
The coordination of the Security & Estate Group support to major military exercises and facilitation of Defence domestic operations within Australia.

This includes the full range of Joint Operations Support Staff (JOSS) services comprising the coordination of Defence Assistance to the Civil Community, Defence Force Aid to the Civil Authority and ceremonial requests. The Directorate works closely with the Services, aiming to provide quality military exercise areas and facilities to ensure Defence and partnered countries can operate safely on modern and sustainable training areas. The development of these areas ultimately ensures forces can enhance Defence capability and readiness, helping protect our nation.

DOTAM HQ is currently based in Campbell Park Canberra and the team works in an integrated (civilian and military) environment. The organisation consists of a team of approximately 220 Defence personnel (ADF, APS, Reserve) plus contracted personnel located nationally across five regions. The Defence Rangers are a small team whose principal role is managing public access including public safety and environmental compliance.

They identify safety related maintenance, respond to issues arising from public areas us, such as campgrounds, beaches and the lighthouse precinct, and they take charge of public visitors in the event of an emergency incident, such as bush fire. The team is the face of Defence to visitors and the local community accessing the Beecroft Peninsula Public Area.

The team works collaboratively with internal & external contractors and stakeholders to provide Defence Capability, protection of environment and cultural heritage values within the Beecroft Peninsula.

Our Ideal Candidate

The ideal candidate for this role will:

- Have an understanding of the traditional custodians of 'Bundarwa', the Jerrinja people, and of their connection to Country.
- Be customer focused with service delivery experience.
- Enjoy working outdoors and engaging with the public, have customer service skills, and feel confident dealing with difficult customers.
- Apply sound judgement and exercise control in directing range visitors during emergency incidents and other challenging situations.
- Be a strong team player who is comfortable working in a small team as well as working alone with limited supervision.
- Be reasonably fit and physically able to tolerate outdoor work under a variety of thermal conditions.
- Have administrative experience, including records and finance management (taking monies, receipting, banking etc.).
- Possess well developed communication skills and the ability to persuade and influence outcomes with a diverse range of stakeholders and the ability to resolve customer issues.
- Possess some experience in land management and/ or an understanding of species, flora and fauna of the local area.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Adrian Brandt, 0418 125 371
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6F9E445C-ABC8-3A1D-CE74-D22FE4C5AD3E

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Defence

Vacancy VN-0732947

Department of Defence

Closing Date: Sunday 26 November 2023

Security and Estate Group
Service Delivery Division

Job Title	Service Delivery Team Leader
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - WA WA, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - NT NT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	SEG/11187/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7054C405-D131-96AB-9A8E-D2309475B3C9>

Duties

The Role

Are you a dynamic and motivated leader?

Are you enthusiastic about making a difference in a fast-paced environment?

We have exciting opportunities for an APS 5 Service Delivery Team Leader to assist our teams in delivering high quality customer service outcomes. Grow your leadership in a directorate that is dedicated to making a positive impact for Defence capability and building a culture that empowers its' people to thrive.

As an APS 5 Service Delivery Team Leader, you have the unique chance to hone your people leadership skills and business acumen. You will be responsible for coaching and inspiring a team to reach their full potential. Your ability to foster a collaborative and inclusive work environment will be crucial in managing change and driving innovation and process improvements.

Apply now and take the next step in your career as an APS 5 Service Delivery Team Leader. Service Delivery Team Leader responsibilities:

- **Inspire and Motivate:** Lead by example, fostering a positive team culture where people can be their authentic selves at work. Motivate team members to excel while guiding them effectively to adapt and embrace change in our fast paced work environment.
- **People Leadership:** Effectively manage a team with a clear communication style that builds trust, promotes teamwork and encourages collaboration and open dialogue.
- **Performance Management:** Pro-actively monitor your team's performance, building a strong understanding of your team members' capabilities and levels of motivation (skill/will). Provide effective and timely feedback and coaching to enhance productivity and address any performance gaps.

- **Business Acumen and Strategic Nous:** Demonstrate a strong understanding of Defences strategic priorities and how they link to the Customer Service Network's goals, objectives and strategic direction.
- **Stakeholder Engagement:** Build and maintain mutually beneficial relationships with key stakeholders, to ensure a cohesive and collaborative approach to achieving organisational goals.

About our Team

The Directorate of Defence Library Services and Service Centres (DLSSC) is part of the Defence Customer Service Network (CSN) that comprises of call centre, email and face-to-face customer services, archives, travel, publishing and library functions. We value our team and expect all members to demonstrate leadership behaviours. We are committed to ongoing learning and will invest in your training and development to ensure your work with us is deeply rewarding, both personally and professionally.

Our Ideal Candidate

The successful candidate will have a proven record of building high performing teams within a customer service or service delivery environment. To be successful in this role, you will have:

- A proven track record in people leadership, including successful performance management of a team in a customer service or service delivery environment
- Strong coaching acumen to allow easy identification of development opportunities and enable you to set appropriate goals and measures to support each team members' progression.
- Highly developed communication and negotiation skills, that motivate and inspire others
- Sound time management skills with the ability to prioritise competing demands
- Demonstrated ability to build effective relationships with stakeholders and work collaboratively across dispersed teams
- Operational awareness of workforce capacity planning and its importance within a scheduled service delivery environment, to meet the ebbs and flows of customer enquiries.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Georgia Dargue, 0437 879 657
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7054C405-D131-96AB-9A8E-D2309475B3C9

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Defence

Vacancy VN-0732987

Department of Defence

Closing Date: Sunday 26 November 2023

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Project Director
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	CASG/10385/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=BCC64E9D-1342-6474-1E7D-D2309722CBD9>

Duties

The Role

Are you looking for a leadership opportunity in a challenging and highly complex enterprise?

An exciting opportunity exists for experienced Project Directors to join Space Systems Branch within Air Defence and Space Systems Division.

The Project Director will manage and lead a program or a group of projects and products delivering satellite communications capability to the Australia Defence Force.

As part of the role, the incumbent will:

- Be accountable for managing and leading multi-disciplinary teams to deliver outcomes;
- Be accountable for the interpretation of Government and Defence policies, concepts and strategies applicable to the development and delivery of projects;
- Advise and support senior management and project managers on a broad range of very complex and diverse issues associated with the management and delivery of programs and projects;
- Set strategic direction, develop plans and implement strategies for the acquisition and sustainment of satellite communications capability;
- Direct the multi-disciplinary project team for the planning, control, implementation and reporting of highly complex project;
- Operate with significant autonomy, applying extensive knowledge of and compliance with legislative frameworks, government decision-making and Defence guidelines and regulations, including financial management;
- Contribute to the strategic planning of Defence and CASG wide objectives including implementation of reforms; and
- Establish and sustain productive relationships and networks with colleagues and stakeholders including Defence, industry, other Commonwealth and State Government representatives and international partners.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review.

Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

Space Systems Branch has been established to acquire and sustain SATCOM systems, and be a trusted advisor of SATCOM systems for the Australian Defence Organisation.

Current and Future SATCOM Systems Program Offices within Space Systems Branch operate in a high-tempo and dynamic environment. The teams comprise 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

Our ideal Candidates will have extensive knowledge and experience in project management relating to highly complex programs and engineering projects. You will have excellent people management skills, experience in leading high performing teams, proven ability to achieve outcomes and work under pressure and in a high tempo environment.

You will have outstanding communication and interpersonal skills, high level of organisational

skills, self-drive and initiative with the ability to influence others to achieve business objectives. You will also possess strong commercial and business acumen and a demonstrated understanding of the Defence and Defence Industry.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Natalie Spencer, 02 5109 9395
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BCC64E9D-1342-6474-1E7D-D2309722CBD9

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Environment and Energy

Vacancy VN-0733189

Clean Energy Regulator

Closing Date: Wednesday 22 November 2023

Corporate Human Resources, Facilities and Security

Job Title	Senior HR Advisor – HR Helpdesk
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$91,619 - \$104,302
Classification	APS Level 6
Position Number	CER 128/23
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

<https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm>

About the Branch

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

The branch complements the scheme-focus of other agency divisions by providing digital services for internal and client-facing systems and facilitating strategic communications and client engagement through the agency's website and contact centre. In addition, the branch supports efficient resource management and corporate accountability through functions such as financial management, performance reporting, parliamentary services, procurement, facilities management and human resource management.

About the Section

The Human Resources function is to support the agency to achieve its objectives and purpose. It does this by providing business focussed people advice and support, with the goal of ensuring the agency will attract, retain and develop a highly skilled, motivated, and engaged workforce. We strive to continuously improve the quality of our services and ensure our workplace is one that respects and meets the needs of our staff, and supports our corporate goals.

The Facilities function manages property and facilities in accordance with government and industry guidelines to support the agency. The Security function manages protective security as directed in the Protective Security Policy Framework (PSPF) to ensure the agency physical and personnel security requirements.

Duties

- Oversight of CER's payroll function through its shared service provider.
- Manage the HR Helpdesk function which includes managing a small team, setting priorities, allocating work and managing workloads and ensuring quality outputs for the work area.
- Ensure timely and accurate advice is provided on terms and conditions of employment and a range of HR matters in line with the Enterprise Agreement and related legislation, policies, and best practice principles.
- Liaise with internal and external stakeholders.
- Assist with the development of HR policies and procedures including Standard Operating Procedures.
- Maintain relationships with internal stakeholders including HR specialists to continuously improve HR services within the agency.

Qualifications/experience

- Tertiary qualifications in Human Resource Management are desirable.
- At least 2 years experience in a payroll related role is essential.
- Experience in Aurion (HRMIS) system administration is highly desirable.
- Excellent knowledge of HR processes and procedures.
- Experience with managing a small team in a HR environment.

For more information on the position and how to apply, please click '**Apply**'. **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. This position is designated to hold a Baseline clearance 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

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About the Clean Energy Regulator

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

To Apply

Position Contact	Elissa Campbell, 02 6159 3337
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Health

Vacancy VN-0732817

Department of Health and Aged Care

Closing Date: Friday 01 December 2023

Service Delivery Division
WA/SA Branch Country WA Section

Job Title	Senior Engagement Officer
Job Type	Full-Time, Ongoing
Location	Bunbury WA
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-SDDIV-21151
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

Duties

The Department of Health and Aged Care is looking for passionate and motivated individuals to join our Country WA Aged Care Engagement Team. This team will be responsible for stewardship of the aged care system in the South-West and Great Southern Aged Care Planning Regions (ACPRs) as well as the southern part of the Wheatbelt ACPR from our newly established office in Bunbury WA.

The team is also responsible for assisting with the implementation of aged care reforms, place-based solutions brokering, capability and capacity building as well as informing national planning and policy design to benefit older people living in the regions.

The positions offer flexible working arrangements including some working from home arrangements and opportunities to visit and work from different communities across the region.

Working with us gives you an opportunity to understand how health and aged care policies and programs are developed, and to influence the delivery of these programs to improve outcomes for the region.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
 - Completion of a medical declaration and pre-employment medical (where required),
 - Providing evidence of qualifications (where required), and
 - Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 23-SDDIV-21151 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks 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>

About the Department of Health and Aged Care

The Department of Health and Aged Care 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	Susan Moffat, 0420 268 633
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0732955

Department of Health and Aged Care

Closing Date: Sunday 26 November 2023

Technology Assessment and Access Division
Office Health Technology Assess Branch Support Unit Section

Job Title	Executive Level 2 - Director - Office Health Technology Assess Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS
Salary	\$133,555 - \$158,121
Classification	Executive Level 2
Position Number	23-TAADIV-21315
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The EL2 will be responsible for managing the Consumer Evidence and Engagement Unit (CEEU) and its work as it relates to the design and implementation of projects supporting consumers and patients in Australian Health Technology Assessment (HTA) advisory processes.

The successful candidate will be experienced in leading officers with a strong focus on attention to detail, meeting policy requirements within specified timeframes, overseeing preparation of written material to support decision making, as well as having an understanding of the Health policy context. The successful candidate will engage effectively with consumers, industry and HTA committees and other bodies, leading change processes, while supporting the development of team capabilities and associated processes. The EL2 will also work with the Chair of the HTA Consumer Consultative Committee (CCC), and Chairs of other HTA committees to deliver on work plan activities and support the committee functions and outcomes.

The CEEU provides information to consumers and consumer groups about HTA consultations and manages a consultation hub and regular communication dissemination.

Please note: Applicants found suitable through this process will be placed in a merit pool that may be used to fill similar positions (ongoing or non-ongoing) within the Division and Department of Health and Aged Care for up to 18 months.

Duties

- Lead a team and collaborate on the development, implementation and participation in HTA engagement and consumer inputs, and establish activity measures
- Managing specific consumer projects across the Office of Health Technology Assessment as identified in the work plans of the CEEU and the HTA CCC
- Contributing to strategic advice to the development, implementation and evaluation of priorities for the work area
- Provide direction and review of publication content via various communication channels including web updates, communiques, and e-alerts to keep interested stakeholders engaged and updated about the activities of the CEEU and HTA CCC, as well as broader reviews and consultations of the Division.
- Liaise with HTA consumer committee members, contractors and consumer groups in the design, planning and implementations of work plan projects.
- Prepare and provide verbal updates on project plans, reports and presentations as required, both for internal and external audiences
- Providing leadership, mentoring and coaching to EL1s and other staff within the team
- Consult with and provide high level input to government, the Department's senior executive, and independent, expert advisory bodies on policy, program and legislative issues.

Eligibility

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

An applicant's suitability for employment with Health and Aged Care 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.

Desirable Experience and Qualifications:

- Qualifications and experience in a health-related science (e.g. pharmaceutical/clinical, medicine, nursing, pharmacy, biochemistry, genetics, genomics etc.)
- Qualifications and experience in health economics or other HTA related disciplines
- Qualifications and experience in Public Health, Qualitative research methods or Mixed Methods research with patients / community organisations and networks.
- Knowledge of the Australian health system and health funding programs.
- Understanding of PBS and MBS processes, or the ability to acquire knowledge quickly.
- Experience and knowledge in policy/program areas relating to health.
- Experience in public administration.

Notes

- **Applications close 11:30pm AEDT**
- Applicants are asked to quote reference number **23-TAADIV-21315** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires **a minimum of one day a week in the office**. The negotiation with a manager seeks 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>

About the Department of Health and Aged Care

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To Apply

Position Contact	Jo Watson, 0414 880 005
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0732975

Department of Health and Aged Care

Closing Date: Sunday 26 November 2023

Technology Assessment and Access Division
Office Health Technology Assess Branch Support Unit Section

Job Title	Executive level 1 - Assistant Director - Office Health Technology Assess Branch (Several Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-TAADIV-21314
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

EL1s are part of a core leadership group involved in various administrative, policy and project activities across the Unit/Section, as well as projects that involve other areas across the Branch, Division, Department and externally. This will include to design and implement projects supporting consumers and patients in Australian Health Technology Assessment (HTA) advisory processes. The EL1s will also work with the Chair/s of the HTA committees to deliver on work plan activities and support the committee functions and outcomes.

Please note: Applicants found suitable through this process will be placed in a merit pool that may be used to fill similar positions (ongoing or non-ongoing) within the Division and Department of Health and Aged Care for up to 18 months.

Duties

- Managing a team/sub section undertaking a range of internal and external consumer and committee activities

- Managing specific projects across the Office of Health Technology Assessment as identified in the work plans of the Consumer Evidence and Engagement Unit (CEEU), the HTA Consumer Consultative Committee (CCC) and HTA Support Unit
- Contributing to strategic advice to the development, implementation and evaluation of priorities for the work area
- Provide direction and review of publication content via various communication channels including web updates, communiques, and e-alerts to keep interested stakeholders engaged and updated about the activities of the CEEU, HTA CCC, HTA committees, as well as broader reviews and consultations of the Division
- Liaise with HTA consumer committee members (and other committee members), and consumer groups in the design, planning and implementations of work plan projects
- Prepare and verbally brief on project plans, reports and presentations as required, both for internal and external audiences
- Providing leadership, mentoring and support to junior staff within the team
- Maintain excellent working relationships at all levels across the organisations and contribute to a positive culture.

Eligibility

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

An applicant's suitability for employment with Health and Aged Care 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 AEST.**
- Applicants are asked to quote reference number **23-TAADIV-21314** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires **a minimum of one day a week in the office**. The negotiation with a manager seeks 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>

About the Department of Health and Aged Care

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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	Jill Graham, 02 5156 6699
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0732984

Department of Health and Aged Care

Closing Date:Friday 24 November 2023

Technology Assessment and Access Division
Office Health Technology Assess Branch

Job Title	APS Level 6 - Departmental Officer - Office Health Technology Assess Branch (Several Positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-TAADIV-21313
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The APS6 role will include administrative, policy and project management activities and may also work across relevant projects as part of collaboration with other areas of the Branch, Division, Department and externally. This will include to design and implement projects supporting consumers and patients in Australian Health Technology Assessment (HTA) advisory processes. The APS6 will also work with the Chair/s of the HTA committees to deliver on work plan activities and support the committee functions and outcomes.

Please note: Applicants found suitable through this process will be placed in a merit pool that may be used to fill similar positions (ongoing or non-ongoing) within the Division and Department of Health and Aged Care for up to 18 months.

Duties

- Working as part of a small team undertaking a range of project management and support services.
- Working with internal and external stakeholders, contributing to the development of procedures on consumer engagement, and supporting committee activities.
- Preparing written materials, including new policy proposals, external communications content, reports and reviews.
- Contributing to planning and monitoring of workloads to ensure the timely achievement of short- and long-term activities
- Maintaining effective relationships with internal and external stakeholders, including Departmental staff, other Government agency staff, and staff within external HTA organisations/groups
- Coordinating planning, implementation and reporting processes

Eligibility

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

An applicant's suitability for employment with Health and Aged Care 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 **23-TAADIV-21313** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires **a minimum of one day a week in the office**. The negotiation with a manager seeks 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>

About the Department of Health and Aged Care

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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	Jill Graham, 02 5156 6699
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0733032

Department of Health and Aged Care

Closing Date: Sunday 26 November 2023

Technology Assessment and Access
Office of Health Technology Assessment

Job Title	APS Level 6 - Departmental Officers, Office of Health Technology Assessment - Several Positions (Affirmative Measure - Indigenous)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS, Darwin NT, Brisbane QLD
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-TAADIV-20647
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The **APS Level 6 - Departmental Officer** role will include administrative, policy and project management activities and may also work across relevant projects as part of collaboration with other areas of the Branch, Division, Department and externally. This will include to design and implement projects supporting consumers and patients in Australian Health Technology Assessment (HTA) advisory processes. The APS6 will also work with the Chair/s of the HTA committees to deliver on work plan activities and support the committee functions and outcomes.

Affirmative Measures - Indigenous

The vacancy advertised under this measure is open only to Aboriginal and/or Torres Strait Islander people. Successful candidates will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage. For further information on confirmation of Aboriginal and/or Torres Strait Islander heritage documents, please refer to the applicant kit.

Duties

- Working as part of a small team undertaking a range of project management and support services.
- Working with internal and external stakeholders, contributing to the development of procedures on consumer engagement, and supporting committee activities.
- Preparing written materials, including new policy proposals, external communications content, reports and reviews.
- Contributing to planning and monitoring of workloads to ensure the timely achievement of short- and long-term activities
- Maintaining effective relationships with internal and external stakeholders, including Departmental staff, other Government agency staff, and staff within external HTA organisations/groups
- Coordinating planning, implementation and reporting processes

Eligibility

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

An applicant's suitability for employment with Health and Aged Care 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 **23-TAADIV-20647** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks 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 12 months** with the possibility of being extended.

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

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

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To Apply

Position Contact	Jill Graham, 02 5156 6699
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0733034

Department of Health and Aged Care

Closing Date: Sunday 26 November 2023

Technology Assessment and Access
Office of Health Technology Assessment

Job Title	Executive Level 1 - Assistant Director, Office of Health Technology Assessment - Several Positions (Affirmative Measure - Indigenous)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Darwin NT, Sydney NSW, Canberra ACT, Hobart TAS, Adelaide SA, Perth WA, Brisbane QLD
Salary	\$111,940 - \$127,670
Classification	Executive Level 1
Position Number	23-TAADIV-20652
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

Executive Level 1's are part of a core leadership group involved in various administrative, policy and project activities across the Unit/Section, as well as projects that involve other areas across the Branch, Division, Department and externally. This will include to design and implement projects supporting consumers and patients in Australian Health Technology Assessment (HTA) advisory processes. The EL1s will also work with the Chair/s of the HTA committees to deliver on work plan activities and support the committee functions and outcomes.

Affirmative Measures - Indigenous

The vacancy advertised under this measure is open only to Aboriginal and/or Torres Strait Islander people. Successful candidates will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage. For further information on confirmation of Aboriginal and/or Torres Strait Islander heritage documents, please refer to the applicant kit.

Duties

- Managing a team/sub section undertaking a range of internal and external consumer and committee activities
- Managing specific projects across the Office of Health Technology Assessment as identified in the work plans of the Consumer Evidence and Engagement Unit (CEEU), the HTA Consumer Consultative Committee (CCC) and HTA Support Unit
- Contributing to strategic advice to the development, implementation and evaluation of priorities for the work area
- Provide direction and review of publication content via various communication channels including web updates, communiques, and e-alerts to keep interested stakeholders engaged and updated about the activities of the CEEU, HTA CCC, HTA committees, as well as broader reviews and consultations of the Division
- Liaise with HTA consumer committee members (and other committee members), and consumer groups in the design, planning and implementations of work plan projects
- Prepare and verbally brief on project plans, reports and presentations as required, both for internal and external audiences
- Providing leadership, mentoring and support to junior staff within the team
- Maintain excellent working relationships at all levels across the organisations and contribute to a positive culture.

Eligibility

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

An applicant's suitability for employment with Health and Aged Care 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 **23-TAADIV-20652** to assist when making an enquiry.

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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 12 months** with the possibility of being extended

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

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

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To Apply

Position Contact	Jill Graham, 02 5156 6699
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0733038

Department of Health and Aged Care

Closing Date: Sunday 26 November 2023

Technology Assessment and Access
Office of Health Technology Assessment HTA Support Unit

Job Title	Executive Level 2 - Director, Office of Health Technology Assessment (Affirmative Measure - Indigenous)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Hobart TAS, Darwin NT, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Brisbane QLD
Salary	\$133,555 - \$158,121
Classification	Executive Level 2
Position Number	23-TAADIV-20939
Agency Website	

Job Description

<https://www.health.gov.au/about-us/work-with-us/current-vacancies>

The **Director - Executive Level 2** will be responsible for managing the Consumer Evidence and Engagement Unit (CEEU) and its work as it relates to the design and implementation of projects supporting consumers and patients in Australian Health Technology Assessment (HTA) advisory processes.

The successful candidate will be experienced in leading officers with a strong focus on attention to detail, meeting policy requirements within specified timeframes, overseeing preparation of written material to support decision making, as well as having an understanding of the Health policy context. The successful candidate will engage effectively with consumers, industry and HTA committees and other bodies, leading change processes, while supporting the development of team capabilities and associated processes.

The EL2 will also work with the Chair of the HTA Consumer Consultative Committee (CCC), and Chairs of other HTA committees to deliver on work plan activities and support the committee functions and outcomes. The CEEU provides information to consumers and consumer groups about HTA consultations and manages a consultation hub and regular communication dissemination.

Affirmative Measures - Indigenous

The vacancy advertised under this measure is open only to Aboriginal and/or Torres Strait Islander people. Successful candidates will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage. For further information on confirmation of Aboriginal and/or Torres Strait Islander heritage documents, please refer to the applicant kit.

Duties

- Lead a team and collaborate on the development, implementation and participation in HTA engagement and consumer inputs, and establish activity measures
- Managing specific consumer projects across the Office of Health Technology Assessment as identified in the work plans of the CEEU and the HTA CCC
- Contributing to strategic advice to the development, implementation and evaluation of priorities for the work area
- Provide direction and review of publication content via various communication channels including web updates, communiques, and e-alerts to keep interested stakeholders engaged and updated about the activities of the CEEU and HTA CCC, as well as broader reviews and consultations of the Division.
- Liaise with HTA consumer committee members, contractors and consumer groups in the design, planning and implementations of work plan projects.
- Prepare and provide verbal updates on project plans, reports and presentations as required, both for internal and external audiences
- Providing leadership, mentoring and coaching to EL1s and other staff within the team
- Consult with and provide high level input to government, the Department's senior executive, and independent, expert advisory bodies on policy, program and legislative issues.

Eligibility

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

An applicant's suitability for employment with Health and Aged Care 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 **23-TAADIV-20939** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks 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 12 months** with the possibility of being extended.

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

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

About the Department of Health and Aged Care

The Department of Health and Aged Care 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	Jo Watson, 0414 880 005
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0732151

National Health Funding Body

Closing Date: Monday 27 November 2023

National Health Funding Body
National Health Funding Body Finance

Job Title	Chief Finance Officer
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	\$131,052 - \$155,160
Classification	Executive Level 2
Position Number	20023133
Agency Website	https://www.publichospitalfunding.gov.au/about-us/our-people

Job Description

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

The NHFB has an Executive Level Two (EL2) employment opportunity available for an appropriately qualified Chief Financial Officer. This role undertakes a range of functions to improve the transparency of public hospital funding in Australia.

Duties

The role of the Chief Financial Officer is to:

- Lead and manage a team to achieve best practice financial administration of the National Health Funding Pool

- Maintain the integrity of the National Health Funding Pool Payments System in accordance with the National Health Reform Act 2011 (the Act), National Health Reform Agreement and Addendum to the National Health Reform Agreement
- Lead jurisdictional and cross-agency forums and manage stakeholder relationships
- Work with the ANAO and State and Territory Auditors-General to produce annual National Health Funding Body and National Health Funding Pool financial statements
- Provide strategic financial advice to the CEO and Administrator
- Work closely with the CEO to deliver outcomes and promote best practice and fit for purpose approaches consistent with the APS values and NHFB's United Leadership Behaviours.

Eligibility

The National Health Funding Body is seeking a candidate with diverse experience who is willing to explore innovative ways of working. People who work at the NHFB will display leadership at all levels and work collaboratively with the Commonwealth, States and Territories and Industry Partners to achieve outcomes.

Essential Requirements/Job Specific Capabilities:

- Shape strategic thinking
- Achieve results
- Cultivate productive working relationships
- Exemplify personal drive and integrity
- Communicate with influence

Notes

Why NHFB?

The National Health Funding Body is a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. The NHFB values the health and wellbeing of employees and offers a range of benefits to support staff including:

- Offering flexible work arrangements
- Fostering a positive workplace culture and encouraging work-life balance
- Providing a supportive and inclusive work environment.

In the 2023 Australian Public Service Employee Census, the NHFB was ranked first from 100 agencies when it came to 'SES Leadership' and second for 'Innovation' and 'Wellbeing'. Furthermore, 100% of staff expressed confidence that should they request flexible work arrangements, they would be given reasonable consideration.

About the National Health Funding Body

The Administrator of the National Health Funding Pool (the Administrator) and the National Health Funding Body (NHFB) were established through the Council of Australian Governments National Health Reform Agreement (NHR Agreement) of August 2011. The primary functions of the NHFB are to assist the Administrator in: Calculating and advising the Commonwealth Treasurer of the Commonwealth's contribution to public hospital funding in each State and Territory (\$26 billion in 2022-23) Reconciling estimated and actual public hospital services, and adjusting Commonwealth payments (over 38 million records each year) Undertaking funding integrity analysis to identify public hospital services that potentially received funding through other Commonwealth programs (over 595 million records) Monitoring payments of Commonwealth, State and Territory public hospital funding into the

National Health Funding Pool (over \$64 billion in 2022-23) Making payments from the Pool to each Local Hospital Network (LHN) Reporting publicly on funding, payments and services Developing and providing three-year data plans to the Commonwealth, States and Territories.

To Apply

Position Contact	Beci Imbriano, (02) 6289 1470
Agency Recruitment Site	https://www.publichospitalfunding.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0733130

National Emergency Management Agency

Closing Date: Sunday 19 November 2023

N/A
National Coord Mechanism National Crisis Exercising and Lessons Capability

Job Title	NEMA Exercise and Lessons Assistant Director
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$112,822 - \$128,586
Classification	Executive Level 1
Position Number	130299
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130299/>

National Emergency Management Agency:

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 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.

Overview of the Branch and Section:

National Coordination Mechanism Branch

The National Coordination Mechanism Branch (NCMB) leads NEMA's preparedness initiatives and ensures the Australian Government, states, territories, industry and NGOs are prepared for all hazards and supported when crises occur. NCMB is comprised of three sections: National Coordination Mechanism Operations, National Crisis Exercising and Lessons Capability and Strategic Planning and Engagement.

National Crisis Exercising and Lessons Capability Section

The National Crisis Exercising and Lessons Capability (NCEC) section works collaboratively across the Australian Government and states and territories to design and deliver a program of multi-jurisdictional, multi-agency national exercises to support, examine and evaluate national capabilities for crisis response and recovery. We also support the Emergency Management and Response Group to evaluate and learn from NEMA's internal operational responses and the national exercising program.

Our strategy sets out NEMA's framework for the design and delivery of national crisis exercising and lessons management including a capability uplift program across the Australian Government. The section provides secretariat services for the National Crisis Exercising and Lessons Forum and National Crisis Exercise Steering Committee, and team members can opt-in as rostered members of NEMA's Crisis Coordination Team.

Our work contributes to Australians being better prepared for, and supported during, disasters and emergencies. Our team of high performing, adaptable and collaborative people go above and beyond to contribute to national crisis response and recovery preparedness and coordination while supporting each other to deliver successful outcomes.

About the role:

As an Assistant Director, you will join a dynamic team responsible for the design and delivery of projects within NEMA's national crisis exercising and lessons program. You will manage the delivery of crisis exercise and/or lessons projects and programs and lead a high performing team.

You will have an opportunity to develop your knowledge of Australia's crisis and emergency response architecture whilst driving effective exercise and/or lessons management. You will prepare exercise, lessons and project management documentation, represent NEMA in national-level planning groups, engage with state, territory and industry stakeholders and support reporting and evaluation activities.

Project management, and/or previous crisis related exercising experience and/or lessons management are highly desirable skills for this role.

Members of the team also have an opportunity to support crisis operations and to develop crisis planning expertise.

At times, the role may be required to assist in other functions delivered by the Emergency Response group including the Crisis Coordination Team and may be required to work outside of standard business hours, in support of NEMA operational priorities.

Our ideal candidate:

NEMA is looking for people who are forward thinkers and leaders, who are able to see the bigger picture, and who push boundaries to ensure creative solutions are devised to solve complex problems. Excellent verbal and written communication skills are essential in the role, as well as stakeholder engagement, and project management.

Our ideal candidate will be passionate about assisting the Australian community, delivering effective and compassionate emergency response support and driving long-term preparedness measures and lasting recovery efforts.

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**

Specific duties/responsibilities:

- Take responsibility for the management of deliverables, monitor progress and follow through to deliver quality outcomes
- Undertake work activities with an awareness of the possible impact on strategic, political or operational outcomes for the project
- Work with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes
- Manage stakeholders through change, resolving conflict and managing sensitivities
- Build capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.

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
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period

- Undergo a health assessment (if applicable).

Notes

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

This process is being used to fill immediate vacancies. A merit pool may be established and used to fill similar vacancies for up to 18 months from the date the vacancy was advertised in the Gazette.

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

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

About the 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	Kimberley Wilson, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/130299/

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Industry, Science, Energy and Resources

Vacancy VN-0733188

**Australian Nuclear Science and Technology
Organisation**

Closing Date: Wednesday 22 November 2023

Nuclear Safety, Security and Stewardship
Radiological and Nuclear Security Science Nuclear Forensics

Job Title	Expression of Interest: Scientists & Senior Scientists Multiple Opportunities
Job Type	Full-Time, Non-Ongoing
Location	Lucas Heights NSW
Salary	-
Classification	
Position Number	PD-2031, PD-2032, PD-1540
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

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

Expression of Interest: Scientists & Senior Scientists Multiple Opportunities

[Technical Officer, Microanalysis](#)

Scientist, Microanalysis

Senior Scientist, Nuclear Forensics and Microanalysis

We are seeking exceptional candidates with a range of qualifications, skills and/or experience to support nuclear forensics activities by applying their unique expertise to capability development

Position Overview

- Full time | Fixed-term | multiple vacancies

- Opportunity to join a small team developing a new microanalytical capability for nuclear forensics
- Remuneration commensurate to your qualifications and/or experience
- Scientists at all levels are encouraged to apply

About the Opportunity

With the nuclear sector growing in the coming years, we are looking to expand our highly diverse and capable workforce for the exciting future ahead. As Australia looks to ANSTO as the leading source of nuclear expertise, advice, and services, you will have a crucial role in providing benefit to Australians through nuclear science and technology.

About You

Technical Officer, Microanalysis - You are an early career scientist or laboratory technician who is willing to learn new analytical processes and then apply them under stringent quality requirements. You are self-motivated, flexible and have a high attention to detail.

Scientist, Microanalysis – You are an experienced scientist who is willing to support the development and validation of new analytical processes and quality requirements, and ensure they are stringently applied to laboratory operations. You are self-motivated and comfortable training others.

Senior Scientist, Nuclear Forensics and Microanalysis – You are an experienced scientist with demonstrated skills in engaging with stakeholders and coordinating the delivery of services for clients. You are willing to develop leadership and project management skills. You are self-motivated, have excellent communication skills and can apply discretion and judgement to different situational contexts.

About Us

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

Benefits of Working with Us

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

We support and reward our employees through eligibility for:

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

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

Duties

Your Duties and Responsibilities

For all roles; experience in cleanroom practices, optical microscopy or microanalysis techniques is highly desirable.

Please see the position descriptions below for more information:

- [PD-2031 Technical Officer, Microanalysis](#)
- [PD-2032 Scientist, Microanalysis](#)
- [PD-1540 Senior Scientist, Nuclear Forensics and Microanalysis](#)

Eligibility

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Emma Young on 02 9717 7413. 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 22nd November 2023

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

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

To Apply

Position Contact	Emma Young, 02 9717 7413
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and
Resources

Vacancy VN-0733085

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 03 December 2023

Analysis & Insights

Job Title	Economic Modelling Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	\$72,967 - \$99,167
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	0436_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The Analysis and Insights Division has an expansive remit that includes topics such as evaluation, industry policy, innovation, productivity, resources and the transition to net-zero. We provide influential analysis, insights and advice, build cutting edge models, analyse microdata and engage across the Australian Public Service, industry, academia and society to support high-quality public policy.

We do all of this in a supportive and friendly environment, harnessing diversity across our teams, collaborating with policy areas and other agencies. We value innovative thinking, initiative and teamwork. We have a flexible work environment, with teams in a range of cities.

The opportunity

Are you curious and excited to learn about and gain practical experience modelling and analysing policy issues like Australia's transition to net-zero and how Australian businesses and industries prosper? Consider an Economic Modelling role in Analysis and Insights Division where you will be able to flex your critical thinking and analytical capability with access to granular data on activity and firm emissions, microdata on firm behaviour and information on Australia's innovation system. This includes information from the Business Longitudinal Analysis Data Environment.

It's not all numbers. We brief and present on a range of subjects to varied audiences and keep a keen eye on the policy environment in which we work.

What's in it for you?

We have high performing teams and a culture that supports individuals to take ownership of their work, grow and succeed. This includes access to on the job training, learning and development opportunities and access to opportunities for further studies so you can expand your modelling and analysis skills and experience, build networks and help solve complex problems.

Our ideal candidate

Our ideal candidates are highly motivated, and outcome-focused with the following qualities, skills and experience:

- Strong initiative and a can-do, positive attitude
- Curious and willing to learn new things and problem solve
- Ability to think critically and deliver technical economic analysis
- Ability to work as part of a team and balance multiple competing priorities
- Demonstrated ability to interpret data and use it to tell a story
- Economic, econometric and/or statistical analysis
- Data management
- Programming languages (e.g. R, SQL, Python)
- Stakeholder management (including the ability to provide technical advice to a non-technical audience)
- Managing projects independently with support from others as required
- Written and verbal communication (including the ability to produce strategic briefs, papers and effective communication materials).

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where everyone is valued and respected for their contribution. Our ideal candidates add to this culture and our workplace in their own way. **Duties**

We have several teams that ensure our modelling is accurate and influential in shaping policy decisions, program design and effective service delivery.

As an APS4 in these teams you will support:

- The application of economic models relevant to a range of policy priorities (e.g. Net-Zero, innovation, technology and competition)
- The delivery of analysis in a supportive and encouraging environment
- Communication with a range of technical and non-technical audiences.

In addition, at the APS5 level you will support:

- The development and/or application of economic models relevant to a range of policy priorities
- The management of projects
- Work with stakeholders to achieve outcomes

Additional responsibilities of an APS 6 Economic Modelling Officer may include:

- Leading work on complex issues and preparing evidence-based policy advice including ministerial briefings

- Collaborating with representatives from industry, state and territory governments, and other Commonwealth Government agencies on development of economic modelling
- Working closely with executive level team members to influence the strategic direction of the team's work.

Eligibility

Tertiary qualifications or experience in a relevant field such as evaluation, economics, psychology, statistics, behavioural science will be highly regarded but not essential.

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

The department offers flexible work opportunities for many roles. These vacancies are Canberra, Brisbane, Melbourne, Sydney, or Adelaide, and flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

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

To Apply

Position Contact	Warwick Jones, 02 6276 1494
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0733090

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 03 December 2023

Analysis & Insights

Job Title	Evaluation Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	\$72,967 - \$99,167
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	0434_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The Analysis and Insights Division has an expansive remit that includes topics such as evaluation, industry policy, innovation, productivity, resources and the transition to net-zero. We provide influential analysis, insights and advice, build cutting edge models, analyse microdata and engage across the Australian Public Service, industry, academia and society to support high-quality public policy.

We do all of this in a supportive and friendly environment, harnessing diversity across our teams, collaborating with policy areas and other agencies. We value innovative thinking, initiative and teamwork. We have a flexible work environment, with teams in a range of cities.

The opportunity

You will join a team where you can learn about and gain practical experience in the use of evidence in the public service, including in the development of policy. You will be at the forefront of evaluation, supporting delivery of best practice evaluations and uplifting capability across the department through the provision of advice, support, and tools to enable planning and use of appropriate evaluation activities and monitoring assessments. We value evaluative practices as a strategic investment.

What's in it for you?

You will be able to expand your research and project management skills and experience in evaluation. You will build networks by providing strategic evaluation advice and problem solving for internal and external stakeholders.

We will give you opportunities to demonstrate your skills and help us reinvigorate evaluation in the department and build our reputation of best practice.

Our ideal candidate

Our ideal candidates are motivated and outcomes-focused with the following skills and experience:

- Good written and verbal communication skills, including the ability to produce briefs, strategic papers and effective communication materials.
- Ability to work as part of a team, including showing initiative under limited direction.
- Managing projects, including solving problems to achieve results.
- Good analytical and problem-solving skills.
- Effective internal and external stakeholder management skills, including the ability to provide technical advice to a non-technical audience.

Desirable qualities include training and/or experience in:

- designing and implementing program and/or policy evaluations.
- collecting or using different types of data, such as surveys or administrative data.
- developing evaluation practices, processes, tools and templates.
- creating survey questionnaires and running focus groups and/or semi-structured interviews.

Support to learn these tools and technical capabilities will be provided for APS4 candidates.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where everyone is valued and respected for their contribution. Our ideal candidates add to this culture and our workplace in their own way. **Duties**

These roles will assist with ensuring strategies and frameworks are in place to enable the department to provide evidence-based insights for informing policy decisions, program design and effective service delivery.

As an APS 4 Evaluation Officer, you will be responsible for:

- developing evaluation practice documents (e.g. survey development, analysis and reporting)
- undertaking department wide co-ordination activities
- drafting ministerial briefs, short research and evaluation papers
- supporting team priorities as directed.

Additional responsibilities of an APS 5 Evaluation Officer include:

- developing and maintaining productive working relationships with internal and external stakeholders
- designing and drafting evaluation practices, training and tools to mature the department's evaluation capability
- supporting departmental governance structures and processes through the provision of clear and accurate reporting on evaluation activities
- analysing evidence with support and direction.

Additional responsibilities of an APS 6 Senior Evaluation Officer include:

- providing tailored advice on the design, planning and implementation of evaluations and working with program and policy areas to implement those evaluations
- working with stakeholders across the department to provide advice and guidance on:
 - evaluation content and costings for New Policy Proposals
 - appropriate monitoring activities
 - the design, planning and conduct of evaluations
- developing new data collection methods (e.g. surveys) and analysing new and existing data
- supervising and/or mentoring staff including managing performance, allocating work and identifying opportunities for learning.
- Work closely with executive level team members to influence the strategic direction of the team's work.

Eligibility

Tertiary qualifications or experience in a relevant field such as evaluation, economics, psychology, statistics, behavioural science will be highly regarded but not essential.

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

The department offers flexible work opportunities for many roles. These vacancies are Canberra, Brisbane, Melbourne, Sydney, or Adelaide, and flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the department with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements. Our employees say they recommend our department as a good place to work. Our workplace is one that encourages and supports all employees to have a sense of belonging and a culture that allows them to bring their authentic selves to work every day. Our reconciliation vision supports a workforce with opportunities and career pathways for Aboriginal and Torres Strait Islander peoples. The vision allows them to feel empowered and helps to ensure that the department and broader community can benefit from the knowledge and experience of Australia's First Peoples. We encourage applications from people of all ages, abilities, nationalities and backgrounds including Aboriginal and/or Torres Strait Islander people, mature age, culturally and linguistically diverse people, people of the

LGBTIQ+ community and people with disability. The department wants to give candidates the opportunity to demonstrate their full potential during a recruitment process. We encourage candidates who require any adjustments or support as part of the recruitment process to reach out and discuss them with the job's contact officer. Candidates are also welcome to contact our Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Tina Tjia, 02 6102 9239
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0733093

Department of Industry, Science and Resources
(DISR)

Closing Date:Sunday 03 December 2023

Analysis & Insights

Job Title	Data and Geospatial Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	\$72,967 - \$99,167
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	0432_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The Analysis and Insights Division has an expansive remit that includes topics such as evaluation, industry policy, innovation, productivity, resources and the transition to net-zero. We provide influential analysis, insights and advice, build cutting edge models, analyse microdata and engage across the Australian Public Service, industry, academia and society to support high-quality public policy.

We do all of this in a supportive and friendly environment, harnessing diversity across our teams, collaborating with policy areas and other agencies. We value innovative thinking, initiative and teamwork. We have a flexible work environment, with teams in a range of cities.

The opportunity

You will join a multi-disciplinary team working on strategic and complex data priorities across the department. Some work is reactive, requiring quick access to and analysis of data to support the provision of evidence-based advice. Other work is proactive, including creating strategic documents and data governance frameworks, or creating products for staff such as interactive dashboards, maps and self-service guidance material. You will be part of a dynamic environment that provides excellence in data, evaluation and economics advice to Ministers and the department.

What's in it for you?

Our **Data and Geospatial Officer** roles provide an opportunity to develop your data analysis, visualisation, geospatial, mapping or coding skills. As a self-motivated team member, you will be supported to develop and learn. You will also use your communication skills to support staff across the department with their needs.

The Analysis and Insights Division supports all areas across the department, which provides an opportunity to engage with others from a range of diverse areas. For example, you will assist in setting data standards for the collection of data for a range of programs that support businesses, creating maps to communicate resources policies, or making interactive dashboards to communicate the impacts on and opportunities for various industries through the transition to Net Zero.

Our ideal candidate

Our ideal candidates will have:

- Initiative and a can-do, positive attitude.
- Motivation to learn on the job.
- Ability to work as part of a team and balance multiple competing priorities.
- Demonstrated good judgement, creative problem-solving skills and ability to quickly learn the business needs of different areas across the department.

You will be able to demonstrate experience or qualifications in at least some of the following areas:

- Using data in your work.
- Use of Power BI.
- Using geospatial data and GIS tools (e.g. QGIS, Esri ArcGIS) to create static and interactive customised maps.
- Programming language experience (e.g. R, SQL, Python).
- Confidence in supporting others to use data, including location data, in their work.

Support to learn these tools and technical capabilities will be provided for APS4 candidates.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where everyone is valued and respected for their contribution. Our ideal candidates add to this culture and our workplace in their own way. **Duties**

Assist with the provision of data analysis, visualisation, spatially enabling data, mapping or coding to support the department in providing evidence-based insights for informing policy decisions, program design and effective service delivery.

As an APS 4 Data Officer, you may be supporting:

- The development of standard data reporting products, including factsheets, regional and sector reports, and ready-to-use data dashboards
- Responses to ad-hoc data requests for policy, program areas, and Ministers' offices
- Communication with a range of technical and non-technical audiences.

Additional responsibilities of an APS 5 Data Officer may include:

- Providing location-based services and insights including geocoding services, location-based analysis and map production
- Delivering data training to improve staff data literacy, from beginner to advanced level, including data visualisation
- Managing projects
- Working with stakeholders to understand user needs and influence outcomes

Additional responsibilities of an APS 6 Data Officer may include:

- Managing the Government's policy commitment to make the Geocoded National Address File (G-NAF) openly available, with updates published quarterly via data.gov.au
- Leading work on complex issues, undertake analyses and prepare evidence-based policy advice including ministerial briefings
- Working closely with executive level team members to influence the strategic direction of the team's work.

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

The department offers flexible work opportunities for many roles. These vacancies are Canberra, Brisbane, Melbourne, Sydney, or Adelaide, and flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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To Apply

Position Contact	Tina Tjia, 02 6102 9239
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0733096

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

Closing Date: Sunday 03 December 2023

Analysis & Insights

Job Title	Economic and Data Policy Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	\$72,967 - \$99,167
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	0435_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The Analysis and Insights Division has an expansive remit that includes topics such as evaluation, industry policy, innovation, productivity, resources and the transition to net-zero. We provide influential analysis, insights and advice, build cutting edge models, analyse microdata and engage across the Australian Public Service, industry, academia and society to support high-quality public policy.

We do all of this in a supportive and friendly environment, harnessing diversity across our teams, collaborating with policy areas and other agencies. We value innovative thinking, initiative and teamwork. We have a flexible work environment, with teams in a range of cities.

The opportunity

Are you curious and excited to learn about and gain practical experience in applied economics to influence and shape policy in areas like Australia's transition to net-zero and how Australian businesses and industries prosper? Or would you like to help drive data policy, strategy and

governance outcomes across the department? Consider a role in the Analysis and Insights Division where you will be able to flex your policy experience and critical thinking capability to make a real difference!

What's in it for you?

We have high performing teams and a culture that supports individuals to take ownership of their work, grow and succeed. This includes access to on-the-job training, learning and development opportunities and access to opportunities for further studies.

You will be able to expand your economic and data policy and analysis skills and experience, build networks and help solve complex problems.

Our ideal candidate

Our ideal candidates will have:

- Initiative and a can-do, positive attitude.
- Motivation to learn on the job.
- Ability to work as part of a team and balance multiple competing priorities.
- Demonstrated good judgement, strong critical thinking, creative problem-solving skills and ability to quickly learn the business needs of different areas across the department.
- Good written and verbal communication skills.

You will be able to demonstrate experience in at least some of the following areas:

- Ability to interpret a wide range of information, including economic information and data, and find new sources of information to give unique insights on policy issues
- Ability to produce strategic briefs, papers and meeting agendas, and effective communication materials.
- Ability or willingness to learn to work with data and produce tables and charts.
- Ability to build an evidence base and develop or use frameworks to analyse policy issues
- An understanding of data policy, strategy and governance and why the use of data is important for informing evidence-based policy.
- Effective internal and external stakeholder management.

Our department has a commitment to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where everyone is valued and respected for their contribution. Our ideal candidates add to this culture and our workplace in their own way. **Duties**

We have several teams that contribute to evidence-based and influential advice that shapes policy decisions, program design and effective service delivery.

As an APS 4 Economic or Data Policy Officer, you may be supporting:

- Research and analysis to inform the development and assessment of policy in a supportive and encouraging environment
- The Department's data governance and analytical frameworks, including ensuring they meet the department's needs to implement data projects using emerging technologies
- The provision of advice on a range of priority issues (e.g. Net-Zero, innovation, technology and competition), tailored to range of audiences including internal and external stakeholders.

Additional responsibilities of an APS 5 Economic or Data Policy Officer may include:

- Undertaking more complex research and analysis

- Building and maintaining relationships across the department, and with representatives from industry, state and territory government, and other Commonwealth Government agencies
- Driving data strategy and governance outcomes for the department, including guidance for what data sources the department holds and how to access them, and developing the department's next data strategy
- Engaging in data policy matters, including through the Deputy Secretaries Data Group and the department's Data Governance Board
- Supporting data sharing across agencies via the Data Availability and Transparency Act 2022.

Additional responsibilities of an APS 6 Economic or Data Policy Officer may include:

- Leading work on complex issues and preparing evidence-based policy advice including ministerial briefings
- Working closely with executive level team members to influence the strategic direction of the team's work.

Eligibility

Qualifications or experience in the following will be highly regarded but not essential:

- Economics, evaluation, psychology, statistics, or behavioural science
- Data management, governance, or policy and strategy development
- Experience in policy and strategy development.

Notes

The department offers flexible work opportunities for many roles. These vacancies are Canberra, Brisbane, Melbourne, Sydney, or Adelaide, and flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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To Apply

Position Contact	Warwick Jones, 02 6276 1494
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0733179

Department of Industry, Science and Resources (DISR)

Closing Date: Sunday 26 November 2023

Anti-Dumping Commission

Job Title	Commissioner, Anti-Dumping Commission
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Darwin NT, Perth WA, Hobart TAS, East Melbourne VIC
Salary	-
Classification	Statutory Appointment
Position Number	0531_11/23
Agency Website	https://www.industry.gov.au/

Job Description

industrycareers.nga.net.au

The Anti-Dumping Commission (Commission) is established in legislation by the Customs Act 1901 and is led by a Commissioner who is an independent statutory office holder, reporting directly to the Minister for Industry and Science. The Commission is a key part of Australia's trade regulation framework that ensures international competition is fair and not at the expense of Australian industrial capacity and jobs. We are seeking applications from highly experienced executives to lead the Commission when the current Commissioner's term ends in February 2024. We require a flexible and adaptive leader who can apply the Commissioner's legislative powers to a variety of industries, from steel to chemicals to food products.

The Commission is a dynamic organisation of approximately 80 professionals across multiple disciplines. As Commissioner you will lead these professionals to investigate allegations of dumped and subsidised goods from across the world and deliver important outcomes for Australian industries.

As the independent Commissioner you will advise the Minister on decisions that have significant impacts on Australian manufacturers, importers and consumers. A confident decision maker with excellent judgement is needed to ensure that decisions are evidence-based and defensible.

Duties

We seek an excellent communicator who can engage with large and small companies and other government officials from across Australia and the world. We need an efficient and pragmatic leader who will enhance Australia's rules-based trade reputation amid domestic and international scrutiny.

Key attributes sought:

- A strong background in a contemporary regulatory setting.
- Highly developed stakeholder negotiation, influencing and relationship management skills proven across broad and complex environments in the public sector and the private sector.
- Strong understanding of trade, business and geostrategic trends. Previous experience working directly in international trade would be well regarded.
- A skilled leader of people who will build and maintain a positive workplace culture.
- A strong track record of operational delivery, timeliness, business workflow processes and systems optimisation that gets the best out of organisational resources.
- Strong analytical interest and an understanding of, and commitment to quality organisational governance, including identifying and managing risk.
- Strong financial management experience, ensuring efficient, effective and ethical use of resources.
- Excellent verbal and written communication skills.

Eligibility

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

This position requires a negative vetting 2 security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The successful applicant may be employed for up to an initial 3-year term, with the possibility of a contract extension up to the maximum 5-year term. The minister will determine the length of the initial contract in consultation with the Department. The position offers an attractive remuneration package including generous employer superannuation contributions. Salary and conditions for this role are in line with those offered to Senior Executive Service Band 2 officers based on the skills and experience of the successful applicant.

Most staff are located at the Commission's office in Melbourne, Victoria. The successful candidate will be considered for flexible working from any national location. This can be negotiated with the successful applicant prior to commencement. Applications are invited from suitably qualified candidates and should include a covering letter and a current resume that details your professional expertise, qualifications, experience and capabilities in relation to this appointment.

Previous applicants for this position will remain actively considered and need not reapply.

For more information please call Louise Talbot on 6276 1619 or email louise.talbot@industry.gov.au

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

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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	Louise Talbot, 6276 1619
Agency Recruitment Site	industrycareers.nga.net.au

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Industry, Science, Energy and Resources

Vacancy VN-0733199

Geoscience Australia

Closing Date: Sunday 26 November 2023

Space Division
Positioning Australia SouthPAN

Job Title	Senior Project Manager
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$129,536 - \$161,431
Classification	Executive Level 2
Position Number	18916
Agency Website	www.ga.gov.au

Job Description

<https://www.ga.gov.au/about/careers/current-vacancies>

Geoscience Australia is an Australian Government entity within the Industry, Science, Energy and Resources 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 are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace. 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.

The Program

The Australian and New Zealand Governments are collaborating to deliver improved position, navigation, and timing services across both countries with a Satellite Based Augmentation System (SBAS) capability through a multi-billion program named the Southern Positioning Augmentation Network (SouthPAN). The SBAS capability will be utilised by a broad range of industry sectors, including transport, resources, agriculture, spatial, and utilities.

The SouthPAN project is a joint undertaking between Geoscience Australia and Land Information New Zealand, and the project team comprises people from both organisations.

Duties

The Senior Project Manager (SPM) is a role in the Positioning Section in the Positioning Australia Branch within Space Division, and is responsible for the project management of the SouthPAN Program. The role maintains a strong relationship with Geoscience Australia's delivery partner Land Information New Zealand, supporting the joint delivery and operation of SouthPAN.

This role is responsible for managing a large, high value program that includes multiple technical and infrastructure projects and other complex stakeholder management, delivered across multiple organisations and countries. The project is currently in the establishment (acquisition) phase.

The role is responsible for the project management function, providing leadership and integration to improve outcomes during the entire lifecycle of program implementation and sustainment.

The SPM is one of the key points of liaison between the engineering team and the project management team. The SPM will manage and coordinate cross-program collaborative activities; including virtual teams located across Australia and New Zealand, and will ensure consistent high-quality communication and reporting between the entities responsible for delivering the SouthPAN system. The SPM reports to the SouthPAN Delivery Manager.

What You Will Do

In this role you will build and lead a team of ten staff to:

- establish and maintain a standard set of practices, processes and templates for monitoring and controlling projects consistently and efficiently to reduce project related risks and costs;
- collect, consolidate and evaluate program and project data to support effective reporting, decision-making and governance;
- exercise the project controller function including by assessing contractor schedules and building and maintaining the integrated master schedule for the program;
- manage interdependencies and balance interdependencies to ensure outcomes are delivered;
- monitor and report on compliance to ensure the program adheres to agreed scope, standards and tolerances;
- oversee Quality Assurance across the program, including initiating reviews or audits (project management-based);
- manage relationships with stakeholders to achieve project and agency goals; anticipate and respond to stakeholder needs and expectations.

Demonstrating Success

To be successful in the role you will:

- construct project plans that have clear and appropriate goals, timeframes and budgets; anticipate change and build contingencies into plans;
- frame objectives in a meaningful way and communicate expectations of their achievement;
- evaluate projects and business processes to understand critical factors for success; engage in and encourage others to contribute to continuous improvement monitor progress against plans;
- recognise and resolve issues impacting on the achievement of desired outcomes;

- consult internal and external experts; tap into their technical and professional knowledge and experience to improve work outcomes;
- build and sustain long-term relationships; liaise with a range of stakeholders including other teams, peers and colleagues across the organisation, and in other organisations;
- foster teamwork by working collaboratively and cooperatively; encourage and reward those behaviours in others;
- nurture a long-lasting partnership between GA and LINZ leading to a mutually beneficial outcome for the project;
- adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

To be successful in your application you will meet the following minimum requirements:

- Project Management qualifications / accreditation such as PMP / PRINCE2 Practitioner;
- demonstrated advanced skills in MS Project;
- in-depth knowledge and experience of Project Management Frameworks, the Systems Development Lifecycle (SDLC) and systems engineering methodologies;
- a proven track record of successfully managing and delivering complex engineering, infrastructure or technology programs in industry or government, ideally with significant contract management components;
- sound knowledge of financial and risk management processes;
- strong interpersonal skills;
- an inclusive and adaptive leadership style that values individual differences and diversity;
- demonstrated ability to communicate, influence and negotiate to drive program outcomes.

Eligibility

- To be eligible for this position you must be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain and maintain a NV1 level security clearance or hold a current security clearance of an appropriate level.
- Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment 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: <http://www.apsc.gov.au/priorities/disability/recruitability>

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and requesting to be connected with Recruitment on 02 6249 9777 in order to obtain selection documentation. **Notes**

How to Apply

Apply now by submitting your current CV along with a tailored statement (less than 1200 words) outlining your skills and experience against the role profile. You should include specific examples that demonstrate your ability to perform this role.

If you have any questions regarding the role, please contact Sven Wittchen (+61 2 6126 8745, sven.wittchen@ga.gov.au). If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

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

About the Geoscience Australia

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio. Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged. We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

To Apply

Position Contact	Sven Wittchen, 02 6126 8745
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0733101

IP Australia

Closing Date: Sunday 26 November 2023

Finance and People Services Property and Services

Job Title	Facilities Officer - Affirmative Measure - Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$65,308 - \$70,873
Classification	APS Level 3
Position Number	494527
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

The Facilities Officer role is to provide support and assist the Facilities Manager as well as being a backup to other staff in the section where required. This role requires an approachable and service driven person who works under limited direction and can exercise reasonable autonomy and accountability within their scope of duties. This position is primarily responsible for coordination of facilities maintenance within the IP Australia office in compliance with the Whole of Government's Property Services Coordinated Procurement arrangements. Participation in administrative and records management tasks associated with the team objectives are also expected.

Duties

- Assist in the management of the Facilities Client Services group mailbox
- Log maintenance work orders in Corrigo to ensure consistency of service and data integrity
- Escort maintenance Contractors onsite at all times (where this is a specific requirement)
- Assist in monitoring and following up work/requests, escalating where required, until completed to satisfaction
- Assist in day-to-day operations for the Property and Services team in relation to facilities management including administrative support
- Assist and provide backup to other facilities team staff duties as required including:
 - Overseeing the loading dock area
 - Maintaining regular lock dock equipment maintenance
 - Providing meeting room support activities such as set up and operable wall management
 - Distribution of all staff hand outs
 - An additional point of contact for stakeholder both internal and external in relation to mail management and distribution services

Eligibility

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.

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 share all relevant and required information.

Notes

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 LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability.

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

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	Antonio Barilaro, 02 6283 2772
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0733175

IP Australia

Closing Date: Sunday 26 November 2023

Finance & People Services Financial Management Office

Job Title	Director, Revenue & Costing Analysis
Job Type	Full-Time, Ongoing
Location	Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA
Salary	\$135,875 - \$158,395
Classification	Executive Level 2
Position Number	494530
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

IP Australia is seeking a committed and experienced financial management professional to fill the role of Director Revenue & Costing Analysis. The Director Revenue & Costing Analysis is a subject matter expert and works under limited direction exercising reasonable autonomy and accountability.

The role incorporates a diverse set of responsibilities and includes leading the team responsible for:

- Revenue modelling, forecasting, and reporting
- Cost recovery and fee setting analysis
- Maintenance of IP Australia's Activity Based Costing system
- Generating product and program costings to support management decision making and reporting obligations
- Forecasting IP Australia's forward year budget estimates

The Director Revenue & Costing Analysis will work closely with Executives, the Chief Financial Officer (CFO), senior personnel, and other internal and external stakeholders, and will be called upon to provide professional advice as and when required. The successful applicant should have strong collaboration, communication, and negotiation skills, as well as a strong working knowledge of Microsoft Excel, a FMIS (preferably SAP), an Activity Based Costing product, and reporting tools such as Power BI.

We are looking to fill this position on an ongoing basis. **Duties**

- Lead a team of dedicated professionals committed to providing strategic financial information, forecasts, and advice
- Advise of emerging resourcing and financial risks to the CFO and Executive, and, as necessary advise possible solutions or treatments, including solution implementation
- Assist with modelling and forecasting IP Australia's forward year budget estimates
- Integrate revenue expectations into IP Australia's financial planning, reporting and accountability framework, including maintaining IP Australia's Revenue Forecast Model
- Assist with forecasting the demand for the various IP Rights' products and services
- Construct IP Australia's revenue budgets and ensure approved budgets are entered and maintained within the FMIS
- Contribute to IP Australia's fee reviews and portfolio charging reviews, including fee setting and updating of IP Australia's Cost Recovery Implementation Statement
- Responsible for internal monthly revenue and product costing reporting for senior management
- Oversee the management of IP Australia's Activity-Based Costing system and the provision of costing information and data
- Effectively liaise with both finance and nonfinance employees and managers about financial and budgetary information, reports, and processes
- Contribute to the development of the Annual Portfolio Budget Statements
- Assist with end of year Annual Report financial analysis and reporting obligations
- Ensure robust processes are in place to assist with audit processes

For more information about this role, including the type of person we are looking for, please refer to the position profile available by clicking the 'Apply Now' button. **Eligibility**

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

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 share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis.

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 Country) 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>

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	Kieran Sloan, 02 628 32715
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Australian Maritime Safety Authority

Closing Date: Thursday 23 November 2023

Corporate Services
Communications

Job Title	Senior Advisor, Contact Centre
Job Type	Full-Time, Ongoing
Location	Braddon ACT, Coffs Harbour NSW
Salary	\$138,821 - \$160,932
Classification	Executive Level 2
Position Number	1348
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Senior Advisor, Contact Centre (AMSA7)
\$138,821 - \$160,932 + 15.4% super
Coffs Harbour or Canberra based
Ongoing, Full-time

ABOUT THE ROLE

You will be responsible for AMSA's contact centre which services customers via telephone, email, face-to-face and various processes work. You will work with business areas to deliver service excellence via the contact centre and influence service design across the agency. Your focus will be to drive continuous improvements and optimise efficiency across the contact centre.

You will be responsible for:

- Overseeing the efficient and effective operation of AMSA's customer contact centre to ensure it provides a positive customer experience and key targets are met.
- Inspiring the contact centre team to perform optimally and deliver customer service excellence across telephone, email, face to face and various process work.
- Building strong working relationships with key internal and external stakeholders to achieve outcomes that align and support AMSA's purpose, objectives, and strategic priorities.
- Applying a customer-centric approach while driving-down demand, achieving service level targets, and optimising operational efficiency.
- Driving continuous improvement through insight and data analysis, industry benchmarking, and leveraging existing and emerging contact centre technology and digital channels.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Successfully managed a contact centre function, within a government context preferred.
- Ability to lead a diverse and geographically dispersed team, which manages enquiries including various process work.
- Strong interpersonal and communication skills and working collaboratively with stakeholders.
- Sound strategic thinking and problem-solving skills, with ability to work with limited direction.
- Driving continuous improvement and innovation within a contact centre or customer service context.

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 2016-2019](#).

AMSA BENEFITS

We are committed 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

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 450 people across Australia. To learn more about our organisation please visit [our website](#).

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”*.

We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

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 by **23 November 2023**. 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 Thea Robotis, Manager Communication on 0417 549 429.

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	Thea Robotis, 0417 549 429
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733213

Australian Maritime Safety Authority

Closing Date: Sunday 26 November 2023

Operations
Operations North

Job Title	Port Marine Surveyor - North (Townsville)
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	\$138,828 - \$162,871
Classification	Executive Level 1
Position Number	1201
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Port Marine Surveyor - North (Townsville)
\$138,828 - \$162,871 + 15.4% super
Based in Townsville
Full time permanent

- AMSA Vehicle provided
- Generous leave arrangements
- Flexibility

ABOUT THE ROLE

Operations carries out a range of activities to ensure vessels are maintained in good condition, operated safely by people with the required skills, and that cargoes are handled and stowed appropriately to ensure safe transit. Our people undertake a range of flexible and targeted compliance functions, including communication and education, provision of information and advice, certification and monitoring activities, incident investigation and the issue of notices as the need arises.

A Port Marine Surveyor's role includes:

- Undertake marine surveys, inspections, and investigations to establish compliance with maritime safety, pollution and other legislation.
- Liaise with industry on technical matters and represent AMSA in appropriate forums.
- Remain calm and focused when working under pressure.
- Carry out compliance and permissioning activities as required.
- Commit to the [AMSA Code of Conduct](#) and [Values](#).

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- An STCW Marine Engineer Class 1 or Master (Unlimited), whether valid or not, or a relevant equivalent degree (e.g. Naval Architect);
- Significant demonstrated experience in the maritime industry as senior officer or senior experience in the maritime industry.
- Knowledge of the domestic and international maritime safety regulation regimes and understanding of the principles of various inspection regimes;
- Ability to hold and maintain a Maritime Security Identification Card (MSIC); and
- Hold and maintain a current driver's licence.

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 2016-2019](#).

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
- 4 weeks of annual leave + 76 hours of paid surveyors leave
- 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

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 450 people across Australia. To learn more about our organisation please visit [our website](#).

DIVERSITY AND INCLUSION

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We are proud to have been recognised as an [Inclusive Employer 2022-2023](#) by the Diversity Council of Australia, and continue to focus on embedding inclusive values within our organisation.

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 by **26 November 2023**. 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 Justin Williams at justin.williams@amsa.gov.au

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	Justin Williams, justin.williams@amsa.gov.au
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733231

Australian Maritime Safety Authority

Closing Date: Friday 24 November 2023

Response
Asset Management & Preparedness

Job Title	Project Manager - Asset Management & Preparedness
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$115,565 - \$134,779
Classification	Executive Level 1
Position Number	2590
Agency Website	https://www.amsa.gov.au/about

Job Description

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

Duties

Project Manager - Asset Management & Preparedness
\$115,565 - \$134,779 + 15.4% super
Brisbane based
Ongoing

ABOUT THE ROLE

The successful candidate will have extensive client-side PM experience in an engineering and/or industrial field and will be focusing on managing AMSA's marine aid to navigation network capital projects from conception to completion

You will be responsible for:

- Managing capital projects from conception to completion to meet program and financial objectives.
- Developing procurement, tender and technical specifications for capital projects.
- Monitor, manage and report on contractor performance.
- Utilisation of procurement and contracting panels.
- Liaising with both internal and external stakeholders and gaining approvals where required.
- Undertake audits and inspections of maintenance or relevant projects and report on contractor's compliance, quality, safety and environmental performance.
- Review contractor documentation to ensure quality and completeness prior to uploading to the AMSA system.

SKILLS AND EXPERIENCE

To be successful in this position, you will have the following skills and experience:

- Tertiary level project management qualifications, with extensive client-side PM experience in a government environment.
- Highly developed client-side project and contract management skills including the ability to manage multiple contracts / projects and monitor contractor performance.
- Demonstrated high level skills and experience in negotiation and liaison including stakeholder consultation and management.
- Well developed understanding of government policy in relation procurement, tendering and contract management.
- Understanding of contemporary environmental and risk management practices and Commonwealth and State workplace health and safety legislation.

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 2016-2019](#).

AMSA BENEFITS

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- 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)
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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 by **24 November 2023**. 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 Greg Hansen on 0407 918 223.

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

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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	Greg Hansen, 0407 918 223
Agency Recruitment Site	https://www.amsa.gov.au/about/careers-us

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733187

National Film and Sound Archive of Australia

Closing Date: Wednesday 29 November 2023

Collection Collection Digitisation

Job Title	Operations Manager
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$107,660 - \$115,154
Classification	Executive Level 1
Position Number	89575
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive – responsible for collecting, preserving and sharing our cultural heritage. The collection of over 4 million items represents moving image and sound production from its earliest analogue formats to today's digital media and includes related artefacts and documentation such as equipment, photographs, scripts, props and costumes.

The Opportunity

The NFSA is looking for a highly motivated, experienced person with a significant depth of technical knowledge partnered with program delivery skills to lead a team of audio and video collection digitisation professionals.

The National Film and Sound Archive of Australia's (NFSA) Collection Digitisation team requires a highly experienced and motivated Operations Manager with a proven track record to lead and manage the operational and technical resources and facilities in an Audio-Visual environment. The successful candidate will ensure services are delivered in line with collection preservation priorities and best archival practice. They will have a strong customer focussed approach and commitment to achieving targets within existing resources in a deadline driven environment. They will have a clear understanding of the directions that the film, audio, broadcast and digital post-production industries are taking.

The Operations Manager works closely with the Film Services, Collection Management and Conservation teams to ensure the efficient delivery of preservation and digitisation activities.

Duties

Job Details

Under limited direction undertake the following duties:

1. Provide practical leadership and direction to the operational and technical production facilities of the Collection Digitisation team, working collaboratively with the Senior Manager, Collection Digitisation and Team Leaders to achieve digitisation targets.
2. Ability to undertake procurement for highly specialised equipment and supplies, maintaining currency with emerging technologies and relationships with suppliers and service providers.
3. Provide expertise and advice in audio visual preservation and production delivery for high profile NFSA projects and represent the NFSA at public forums and networks to promote the Collection Digitisation program. Develop and maintain productive relationships with key internal and external stakeholders.
4. Develop and manage an inclusive, positive, flexible and high performing professional workforce that is outward facing and that actively opens up networks across the organisation and beyond. Support supervisory staff, and work collaboratively with colleagues across Collection Digitisation to develop programs for trainees and interns.
5. Provide high level input into the development and implementation of business plans, reporting, budgets, policies and procedures, and develop, maintain and track costing and productivity information.

Selection Criteria

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience and achievements against each of the following areas:

1. Proven program delivery skills, including the capacity to meet and exceed key performance indicators, and to respond flexibly to changing priorities and competing demands.
2. High level project management skills including undertaking complex procurement within a government framework and the ability to use project management methodologies to deliver projects and programs.
3. Proven leadership managing audio visual technical operations in an industry and/or cultural environment, with a strong customer focussed and deadline driven approach.
4. Demonstrated ability to lead a diverse team, including the capacity to develop training programs and to support and develop team capacity and skills.

5. Proven ability to maintain productive working relationships, liaise effectively and negotiate with staff, management, stakeholders and professional peers through strongly developed and clear verbal, written and interpersonal communication skills.

Location

This position is based on site at the NFSA premises in Acton, Canberra. The nature of the work, location of digitisation equipment and security requirements for the collection mean that it is expected that the successful applicant will work on premises for the majority of time.

Qualifications and/or equivalent experience required:

- Relevant tertiary degree or technical qualifications and/or the equivalent experience in an industry, technical and/or cultural environment.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen
- Satisfactorily complete an Australian Federal Police National Police Check

Assessment Process

The assessment process for this position will include:

- One page pitch of 1000 words against the Selection Criteria.
- Resume; and
- Referee checking.

The assessment process for this position may also include:

- An interview

Notes

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Gordon Macphail, 0262482238
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0733192

National Film and Sound Archive of Australia

Closing Date:Wednesday 22 November 2023

Collection Collection Digitisation

Job Title	Senior Digital Production Specialist
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$77,337 - \$81,821
Classification	APS Level 5
Position Number	89389
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The National Film and Sound Archive's (NFSA) Digitisation Section requires a Senior Digital Production Specialist with a proven track record of working in audio visual preservation and production environment. The successful candidate will have a clear understanding of the directions that post-production industries are taking, but who equally has expertise in, and respect for, the historic audiovisual technologies of the past.

Duties

Job Details

Under general direction undertake the following duties:

1. Deliver services to support client access requirements, including the identification of best suited components, provide digital preservation and editing services, colour grading, data management and quality control.
2. Provide training, support and quality assurance guidance for the operation of broadcast videotape and ancillary equipment and current and future digitisation networks, including research and development of potential workflow enhancements.
3. Assist with the development, implementation, operation and maintenance of the Video Digitisation environment including systems, equipment and workflows, ensuring high quality preservation and access outcomes.
4. Manage end-to-end workflows incorporating digitisation equipment, as required including digital file management and DCP production.
5. Assist the Senior Editor with video network administration tasks, as directed.

Selection Criteria

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience, and achievements against each of the following areas:

1. Demonstrate experience of client focused management, operational leadership & resource allocation within an audiovisual production /post-production environment. Effective communication skills with technical and non-technical people and ability to document and report on activities, as required.
2. Experience training staff and developing programs to improve operator skills and broaden knowledgebase. Providing leadership through a solutions-based approach to troubleshooting issues.
3. Demonstrate the use of legacy video formats and emerging digital platforms. Knowledge of digital workflows, editing system capabilities and ability to design, resource and support the business models required to deliver significantly increased digitisation requirements.
4. Demonstrate knowledge of digital preservation and data management methodologies and procedures. Ability to develop new workflows to incorporate emerging technologies and client based future requirements.
5. Knowledge of broadcast routing systems and their integration with digital infrastructure. Quality control skills with ability to interrogate files and systems, as required.

Qualifications and Experience

Previous experience in broadcast or professional video industries as well as archival or preservation experience is highly desired.

Tertiary qualification in media production is also highly desirable.

Eligibility

Security Clearance Requirements

This position requires an Australian Federal Police (AFP) Criminal Record Check.

Assessment Process

The assessment process for this position will include:

- Written application addressing the Selection Criteria
- Resume
- Referee checking

The assessment process for this position may also include:

- An interview
- Technical assessment

Notes

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

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About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Andrew Boyer, 0262482175
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0733196

Job Title	Curator, Collection Research and Development
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$85,168 - \$95,084
Classification	APS Level 6
Position Number	89769 & 89793
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The Organisation

The National Film and Sound Archive (NFSA) is the custodian of Australia's analogue and born digital national audiovisual collection which contains over 4 million items.

Our mandate is to collect, preserve and share the remarkable story of the Australian audiovisual experience through the creativity and history represented in film, television, radio, recorded sound, extended reality, networked media, videogames and associated contextual documentation and ephemera. Our primary focus is on Australian production and Australian related production, but we also address key international influences on our culture.

The NFSA is committed to developing its collection through the representation of Aboriginal and Torres Strait Islander peoples, as well as those from culturally and linguistically diverse backgrounds.

The Role/s and Team

Are you a curator with a passion for audiovisual culture? Do you have an appreciation and working understanding, or lived experience of diversity and inclusion within the cultural sector and are ready to bring this to an exciting collection development space?

The National Film and Sound Archive of Australia's (NFSA) Curatorial and Accessioning, Collection and Research Development team is seeking two experienced and results-focussed Curators who will celebrate the ambitious and rewarding challenges of archiving Australia's audiovisual history and creative expression, and embrace supervising a team of diverse experience and expertise.

This is a chance to join a new, high-performing curatorial team that will be breaking ground in areas of contemporary audiovisual curatorial practice, spearheading new ways of proactive and targeted collection development including, but not limited to: representation through diversity and inclusion, social media video and oral traditions and people-centred histories within the audiovisual context. The Collection Research and Development (RaD) team will be working in an exciting space with existing and new audiences and stakeholders, at the precipice of new audiovisual expressions and curatorial methodologies, reflecting the NFSA's Strategic Direction.

One position (89769) is located in Ngunnawal/Ngambri (Canberra) and one (89793) located in Naarm (Melbourne). Both roles will work together closely and collaboratively, and report directly to the Senior Curator, Collection Research and Development. Staff from the team are located across the NFSA's Canberra HQ, Sydney and Melbourne offices.

Position 89769 – Curator (Canberra)

This position is responsible for managing 2-3 staff across the team and provides support to the Senior Curator. Based at NFSA HQ in Canberra, this role will have a focus on holistic collection development approaches, including proactive collecting (both contemporary and retrospective), and will be a central point for staff and collection work at the NFSA's onsite repositories in Canberra.

Position 89793 – Curator (Melbourne)

This position is responsible for managing 2-3 staff across the team and provides support to the Senior Curator. Based in the

NFSA's Melbourne office, this role will have a focus on holistic collection development approaches, including proactive collecting (both contemporary and retrospective). Due to its location (where key stakeholders and industry are located), it will also have oversight and program management for our Oral Traditions and Histories Program.

Duties

Job Details

Under general direction undertake the following duties:

- Demonstrate professional experience and curatorial excellence through active participation in the development of audiovisual contemporary collecting programs that put people and community experiences first, and advocate for innovative approaches or frameworks.
- Experience working with audiovisual collection material (both analogue and digital) and demonstrated understanding of Australian social history, contemporary cultural expression through audiovisual creative practice.
- Working with the Senior Curator, Collection Research and Development, contribute to the review, development and implementation of curatorial collection policies, strategies, business planning and governance of key curatorial documents (for example, deeds, standard operating procedures and methodologies).
- Demonstrated experience, commitment to, and understanding of, working with diverse people, communities and stakeholders, and principles of ethical co-design, storytelling and collaboration.
- Excellent communication skills to effectively advocate and negotiate outcomes with internal and external stakeholders to deliver results.
- Demonstrate high levels of project management and follow-through to deliver and contribute to curatorial projects as identified.
- Undertake robust research and complex analysis of collection material, including strengths and weaknesses, to develop and deliver targeted acquisition strategies, effective data capture outcomes, and interpreting and communicating this research effectively to a range of audiences.
- Working closely with the Senior Curator, Collection Research and Development, provide direction, develop curatorial training resources and leadership to the team, working collegially with all Curatorial and Accessioning teams to achieve results for curatorial programs, projects and outputs.
- Lead, motivate and supervise staff, building team capacity and individual professional development and growth, underpinned by equity and diversity for an inclusive team dynamic.

Selection Criteria

In consideration of the 'Job Details' listed above, provide responses to the Selection Criteria below (no more than two pages):

1. Provide an overview of your relevant experience, skills and qualities, and explain how you think these will contribute to your success in this role and the work of the Collection Research and Development team.
2. Describe your leadership style and how this has allowed you to manage, support and motivate staff to deliver a successful outcome or result as team.
3. Describe a collection initiative, project or program that you have developed and/or delivered that demonstrates your commitment to diversity and inclusion.
4. Tell us how your communication style and methods allow you to effectively communicate with a broad range of stakeholders, staff, clients and audiences with diverse needs.

5. Indicate your preference for position location (either Canberra or Melbourne).

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen; and
- Satisfactorily complete an Australian Federal Police National Police Check.

The other eligibility that may be included in a job would also include the following:

- Obtain and maintain an Australian Government Baseline Security Clearance; and
- Obtain and maintain a Working with Vulnerable People registration.

Assessment Process

The assessment process for this position will include:

- A written two-page pitch addressing the Selection Criteria.
- Resume;
- An interview; and
- Referee checking.

The assessment process for this position may also include:

- Work-based task/presentation

Notes

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About the National Film and Sound Archive of Australia

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To Apply

Position Contact	Vick Gwyn, 0262482155
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733227

National Film and Sound Archive of Australia

Closing Date: Sunday 26 November 2023

Corporate People and Culture

Job Title	Assistant Director Payroll, Systems & Reporting
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$107,660 - \$115,154
Classification	Executive Level 1
Position Number	89749
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual cultural institution. The NFSA collection includes over 4 million items including films, television and radio programs, videos, audio recordings and video games. The collection also includes contextual materials such as costumes, scripts, props, artefacts, photographs and promotional materials. Public programs and services ensure that the collection is available for enjoyment, learning, research and for re-use by creators. In the digital age, the NFSA's wealth of stories will be increasingly available across the country, and on demand.

About the People and Culture Team

The People and Culture team plays an important operational and strategic role by partnering with leaders across the Agency to achieve the goal of becoming Australia's most dynamic and valued cultural organisation.

The team consists of 1 x EL2, 3 x EL1, 3 x APS 6 and 2 xAPS4 staff members and delivers all elements of human resources to the NFSA including, but not limited to, payroll, learning and development, WHS, wellbeing, recruitment, performance management and HR reporting.

Flexible work arrangements available: Ongoing or Non-ongoing; Part-time or Full-time

The Opportunity

We are seeking an experienced an Assistant Director Payroll, Systems and Reporting to support the NFSA by overseeing diverse range of specialist HR functions including; leading in the development, review and implementation of continuous improvement initiatives through policies, procedures and reporting, overseeing the delivery of the payroll function, and providing high level advice to the NFSA.

The role requires someone with excellent coordination skills, experience across technical HR, Payroll functions and must have strong communication skills, Experience with Aurion preferred.

Duties

Job Details

Working closely with the Senior Manager, People and Culture and under broad direction, undertake the following functions:

- Mandatory APS and internal reporting
- Payroll management
- Metrics and data analysis
- Performance management
- Terms and Conditions of employment advice
- Projects such as Enterprise bargaining, procurement, and general HR projects
- Policy development and management

Selection Criteria

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience and achievements against each of the following areas:

1. Have a broad understanding of technical APS human resource management.
2. Establish and maintain positive relationships with various staff, teams, internal and external stakeholders.
3. Proven ability to work on multiple projects simultaneously, prioritise activities and see projects through to completion whilst managing client expectations.
4. Be highly organised with excellent communications skills.
5. Strong project management skills.
6. Collaborative team player with a positive outlook.

Desired Skills and Experience

Qualifications and/or equivalent experience required:

- Strong technical experience in APS human resources
- Experience in Payroll team leadership
- APS and internal reporting
- Experience with Aurion is preferred

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check; and
- Obtain and maintain an Australian Government Baseline Security Clearance.

Assessment Process

The assessment process for this position will include:

- A written two-page pitch addressing the Selection Criteria and job details.
- Resume; and
- Referee checking.

The assessment process for this position may also include:

- An Interview

Notes

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About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia’s audio-visual heritage. The NFSA’s mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Stacey Colyer, 0262482082
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0733197

Aboriginal Hostels Limited

Closing Date:Thursday 23 November 2023

Human Resources
Business Development and Employment

Job Title	HRMIS Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$82,715 - \$108,169
Classification	APS Level 6;Executive Level 1
Position Number	VN14523
Agency Website	

Job Description

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

Would you like to work for an Australian Government company which contributes towards improving the quality of life and economic opportunities for First Nations people? Do you want to gain insight into an organisation that is managed by a Board, while still enjoying the benefits of being an Australian Public Service employee? If so, a career with Aboriginal Hostels Limited (AHL) might be for you!

We offer a great culture, rewarding experiences and employment conditions, and the opportunity to make a difference in the lives of First Nations people. Also, as a Public Benevolent Institution, AHL provides benefits that are not usually available to other APS employees. For example, you could reduce your taxable income by up to \$15,900 per year with our attractive salary packaging options. To find out more about the great benefits we offer at AHL, see below.

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

Across its network of hostels, dedicated AHL staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies. AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

Duties

We have an exciting opportunity for an experienced Business Analyst to join a transformational Human Resource Management Information System (HRMIS) project for AHL. The HRMIS Business Analyst will be part of a small team that will introduce a HRMIS designed to deliver a major capability uplift to the Company's critical HR functions. The role will report to the HRMIS Project Director.

Your expertise and experience will enable the delivery of a much-needed technology uplift that will support the AHL network of hostels to continue to deliver their important work improving the quality of life and economic opportunities for First Nations people through access to safe and adequate accommodation.

As the HRMIS Business Analyst, you will collaborate with a range of areas in AHL, including (but not limited to) Recruitment, Learning and Development, Workplace Health and Safety, Operations, IT, and Payroll. The role will involve detailed analysis of AHL's current systems and business processes and creating documentation regarding business requirements after consultation with stakeholders and users. You will be required to translate business requirements into specifications and design documents, facilitate workshops and meetings with stakeholders and technical team members to elicit feedback, resolve issues, and ensure alignment within requirements and project objectives.

In order to succeed in the role, you will have:

- A proven ability to engage with stakeholders to understand and elicit their needs and express these as requirements and user stories that support project activities.
- Strong research, analysis and written skills to understand and define business processes, business rules, data models, and product designs.

- The ability to identify risks, issues and benefits of current state practices and future state solutions and be able to communicate these changes and impacts to business stakeholders.
- Experience with communicating, negotiating and collaborating with subject matter experts, end users, product owners, technical experts and vendors to design and deliver solutions that meet business needs.
- Experience working as a Business Analyst on an HRMIS design and implementation project is highly desirable.

Essential Qualifications and Training:

- Experience in HR information management systems.
- Excellent MS Office Skills.
- Experience working as a Business Analyst on an ICT delivery project.

For further information about the role and how to apply, please download the Vacancy Information available on our website - www.ahl.gov.au/employment

Eligibility

Eligibility:

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

Notes

Based on the skills and experience of the successful applicant, the role will be offered as either APS6 or EL1.

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Sarah Hartnell, 02 6212 2081
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0733204

Aboriginal Hostels Limited

Closing Date: Thursday 23 November 2023

Hostel Operations
Qld Hostels

Job Title	Hostel Workers (Bulk Round)
Job Type	Full-Time; Part-Time, Ongoing
Location	Brisbane QLD, Mackay QLD, Mount Isa QLD, Townsville QLD, Cairns QLD, Thursday Island QLD
Salary	\$54,306 - \$54,690
Classification	APS Level 2
Position Number	VN15523
Agency Website	

Job Description

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

AHL's purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for experienced Hostel Workers who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents.

Duties

As a Cook your duties and responsibilities will include:

- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation.
- Stock take management - rotate, receive and monitor food and kitchen supplies.
- Ensure the kitchen is cleaned to standard.
- Prepare and clean the dining rooms for residents.

As a Housekeeper your duties and responsibilities include:

- Cleaning tasks on a daily basis to ensure hostels are serviced to a high standard.
- A high level of customer service to AHL residents at all times.
- Performing duties which upholds AHL's commitment to safety for all staff and residents by practicing and adhering to relevant Work Health and Safety (WHS) procedures.

As a Night Attendant your duties and responsibilities will include (but not limited to):

- Managing the night security of the hostel accordance with AHL's policies and relevant legislation.
- A high level of customer service to AHL residents at all times.
- Performing duties which upholds AHL's commitment to safety for all staff and residents by practicing adhering relevant Work Health and Safety (WHS) procedures.
- Performing other duties as directed by the Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.

Essential qualifications/training: (or ability to obtain in the first six months of employment)

- Food Safety Handling Certificate (Cook)
- Certificate III or Certificate IV in Cookery (Cook)
- Chemical Handling Training (Housekeeper)
- Certificate II in Hospitality (all roles)
- Other relevant qualifications or work experience in a similar role (all roles)

There are multiple positions available across the QLD region hostels, please refer to the application form for more details.

All hostel workers are required to work as part of a team. Whilst our regular duties will be your priority, you will be required to perform other duties as directed by the Hostel Manager. **Eligibility**

- Provide evidence of Australian Citizenship.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Working with Children Card/ Blue Card in QLD.
- Hold or obtain the essential qualifications.

Notes

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

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Jackson Beckley, 07 3151 8730
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0733071

Australian Public Service Commission

Closing Date: Sunday 26 November 2023

APS Academy and Capability
Leadership and Talent Development Talent Management

Job Title	Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - TAS TAS, Canberra ACT, Various locations - NSW NSW, Various locations - WA WA, Various locations - NT NT, Various locations - SA SA, Various locations - QLD QLD, Various locations - VIC VIC
Salary	\$139,290 - \$156,591
Classification	Executive Level 2
Position Number	23_121
Agency Website	https://www.apsc.gov.au/

Job Description

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

About the Talent Management Section

The Talent Management Section is located within the Commission's Leadership and Talent Branch. The Section works with senior talent councils to build a strong and diverse leadership pipeline for the most senior roles across the APS. On behalf of the Secretaries Board, we manage Senior Executive Service (SES) talent management programs by providing strategic advice and evidence based recommendations, and designing programs in partnership with external experts. We provide secretariat support to the Secretaries Talent Council and Deputy Secretaries Talent Council.

The Section works across the APS and through the Talent Management Community of Practice to understand and build solutions to enhance APS-wide talent management practices, and shape a culture that identifies and nurtures future leaders. The purpose of our work is to support individuals to achieve their potential and to ensure the institutional strength of the APS.

Duties

The Director, Talent Management leads a team that is contributing to a stronger and more diverse, APS-wide leadership pipeline, with a focus on assessment, development and succession planning of future leaders. The team is small, dynamic and high performing, and thrives on doing challenging and innovative work that makes a difference for the APS. The environment is collaborative, respectful and supportive.

In this context the Director:

- leads by example creating an environment where people can do their best work, enabling psychological safety and high performance.
- contributes to the thinking about the future leadership and capability needs of the APS, and the strategies to build that capability.
- provides expertise in the design and implementation of talent management in the APS.
- provides guidance and support for APS Talent Councils, senior managers and agencies on the full spectrum of talent management activities, from assessment, development, succession to acquisition.
- offers a range of experiential and immersive assessment and development opportunities for high potential employees.
- systematically reflects and evaluates in order to optimise the quality and effectiveness of the APS talent system.
- supports engagement and communication on the work of the APS Talent councils both across the APS and externally.

Further Information

For detailed information about this role, please refer to the downloadable Candidate Information Pack, which can be accessed by clicking the Apply Now button.

Eligibility

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

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

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

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

Notes

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

About the Australian Public Service Commission

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

To Apply

Position Contact	Marie Quantrill, 02 6202 3985
Agency Recruitment Site	https://apsc.nga.net.au/cp/

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Social Services

Vacancy VN-0733125

Department of Social Services

Closing Date: Thursday 23 November 2023

Job Title	APS 5 - Executive Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT, Woden ACT
Salary	\$83,213 - \$88,865
Classification	APS Level 5
Position Number	EXT-2023-1247
Agency Website	https://www.dss.gov.au/

Job Description

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

The Department of Social Services is looking to fill several ongoing APS5 Executive Assistant positions, and establish a merit pool of experienced and high performing Executive Assistants to support the Senior Executive Service (SES) Band 2 officer (Group Manager).

The Executive Assistant to the Group Manager is a position of trust that requires sound judgement, outstanding organisational and communication skills, a 'can-do', flexible attitude, and the ability to juggle competing priorities. The Executive Assistant filters and attends to the day-to-day administrative and coordination functions that support the Group Manager's role and the broader group, so that the Group Manager can focus on leadership, strategy, stakeholder and management functions.

The Executive Assistant works closely and collaboratively with the Executive Officer to ensure the effective coordination of activities and workflow of the office, and directly with the SES to ensure priorities are met. The APS5 Executive Assistant will also provide mentoring and peer support to the branch APS 4 Executive Assistants.

We are seeking candidates who are motivated self-starters with strong initiative, organisational skills and exceptional attention to detail. Candidates will have excellent interpersonal skills, with the ability to develop and maintain effective working relationships with a wide cross-section of both internal and external stakeholders.

Duties

- Provide effective management of the office of the Group Manager including providing a high level of administrative support, to the Group Manager and the Executive Officer in a timely and professional manner.
- Efficiently and effectively communication with a range of internal and external stakeholders including, Minister's Offices, senior executive, Commonwealth officials, state government officials and external stakeholders.
- Provide complex diary management, screening incoming and outgoing calls, management of incoming and outgoing correspondence, and briefing material for the Group Manager.
- Management of travel arrangements, events management, financial management and record keeping.
- Coordination and tasking a range of requests including briefing material, agendas, reporting, ministerial and parliamentary, submissions, briefings and reporting requests.
- Provide guidance, support and mentoring to Executive Assistants across the Group.

Eligibility

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

Eligibility to obtain an Australian Government Security Clearance:

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

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

Notes

This recruitment process is being used to fill current and future ongoing and non-ongoing APS 5 Executive Assistant vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 18 months.

Non-ongoing vacancies will be offered for a period of up to 12 months with the possibility of extension (up to a total period of 2 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Kristy Jones, 02 6146 5105
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0733152

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date: Wednesday 22 November 2023

Planning, Performance and Delivery
Planning Performance and Governance Planning Performance and governance

Job Title	Senior Officer, Planning, Performance and Delivery
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Penrith NSW, Melbourne VIC, Brisbane QLD, Canberra ACT, Perth WA, Hobart TAS, Adelaide SA, Darwin NT
Salary	\$89,445 - \$100,537
Classification	APS Level 6
Position Number	221_11/23
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

The role requires independent thinkers who enjoy working in a team environment, as well as the following attributes:

- Assisting in delivering performance information for Portfolio Budget Statements, Corporate Plan, Annual Performance Statement, Annual Report and other complex high profile corporate documents.
- Operating with an understanding of Australian Government Policies, including the PGPA Act.
- Skilled writing to contribute to produce reports, respond to routine correspondence, develop plans and briefs to support the effective operation of the team.
- Assisting with the setup and ongoing support of business planning within other divisions.
- Supporting the delivery of the Governance Framework across the organisation

Eligibility

Notes

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

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

The NDIS Quality and Safeguards Commission (the Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013. The Commissioner's core legislative functions are to: uphold the rights of, and promote the health, safety and wellbeing of, people with disability receiving supports or services, including those received under the National Disability Insurance Scheme develop a nationally consistent approach to managing quality and safeguards for people with disability receiving supports or services, including those received under the National Disability Insurance Scheme promote the provision of advice, information, education and training to NDIS providers and people with disability secure compliance with relevant legislation through effective compliance and enforcement arrangements, including through the monitoring and investigation functions conferred on the Commissioner by legislation promote continuous improvement amongst NDIS providers and the delivery of progressively higher standards of supports and services to people with disability develop and oversee the broad policy design for a nationally consistent framework relating to the screening of workers involved in the provision of supports and services to people with disability provide advice or recommendations to the National Disability Insurance Agency (NDIA) and its Board in relation to the performance of the Agency's functions engage in, promote and coordinate the sharing of information to achieve the objects of the relevant legislation, and provide NDIS market oversight, including: (i) by monitoring changes in the NDIS market which may indicate emerging risk; and (ii) by monitoring and mitigating the risks of unplanned service withdrawal. The NDIS Commission is a disability friendly organisation that offers interesting and challenging roles. People with a disability are encouraged to apply for jobs in the Commission.

To Apply

Position Contact	Laith Jammal, 0461282182
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0732353

Australian Taxation Office

Closing Date: Friday 24 November 2023

ATO Corporate
Fraud Prevention and Internal Investigations

Job Title	Criminal Investigation Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$90,611 - \$104,038
Classification	APS Level 6
Position Number	EXT_ATOC_1286_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=D452E9B0-588E-B8C8-680D-D21DB9ABD2C4>

Duties

We are seeking a highly inquisitive individual who is looking for exciting and challenging work, to join our Fraud Prevention and Internal Investigations team.

As a Criminal Investigation Officer in our ATO Corporate business area, you'll analyse, assess and investigate allegations of fraud, corruption, tax-related offences, serious misconduct and criminal activity by ATO employees. Through the interrogation of ATO and other Commonwealth databases, you'll gather information, report your findings on the outcome of investigations and compile criminal Briefs of Evidence.

You will work on joint investigations with our partner agencies including the National Anti-Corruption Commission, the Australian Federal Police and State Law Enforcement Agencies.

You will drive a culture of teamwork and continuous improvement through self-development, training and mentoring.

Eligibility Notes

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

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

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

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

About the Australian Taxation Office

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

To Apply

Position Contact	Michael Ellul, (02) 6216 4054
Agency Recruitment Site	https://ato.nga.net.au/?jati=D452E9B0-588E-B8C8-680D-D21DB9ABD2C4

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Parliamentary Department

Vacancy VN-0733141

Department of Parliamentary Services

Closing Date:Friday 01 December 2023

Information Services
Digital Capability and Portfolio Governance Applications Delivery and
Operations

Job Title	Assistant Director, Applications Delivery & Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR31675
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 (PEL1), Assistant Director position within the Applications Delivery and Operations section, Digital Capability and Portfolio Governance Branch.

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

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

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

We are looking for an experienced and competent person with the capability to lead a high-performing team of technology professionals. The successful candidate will work closely with the Director to define and implement strategy, provide insights into financial and section performance, build team capability, champion governance, and engage with business and technology teams.

Our ideal candidate will be flexible and adaptable within a changing environment, have a depth of experience in managing and leading teams, have drive and energy to seek successful outcomes for all stakeholders, an understanding of resource planning across a multi-disciplinary team, and the aptitude to report on and manage project and section finances.

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

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

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

About the Department of Parliamentary Services

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

To Apply

Position Contact	Adrian French, 02 6277 9228
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0733065

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 26 November 2023

Entitlements Safeguards Division
Recovery and Litigation Branch Recovery Funding

Job Title	Funding Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Adelaide SA, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/3183
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

We are looking for a Funding Analyst to join the Recovery Funding Team in the Recovery and Litigation Branch and to assist in administering the FEG Recovery Program. The FEG Recovery Program provides funding for liquidators of companies and trustees in bankruptcy (where FEG advances have been made) to pursue recovery proceedings, including litigation and other activities, to increase assets available to creditors in the winding up or bankruptcy process. Reporting to the Funding Manager, the Funding Analyst will be responsible for managing the commercial aspects of a portfolio of funded litigation proceedings with the aim of maximising the likelihood of a return to the Commonwealth on its funding investment and minimising risk to the Commonwealth.

Duties

Responsibilities of the Funding Analyst will include:

- Conducting the initial review of all funding applications from insolvency practitioners, including the preparation of initial triage and analysis and estimated outcome statements (eoss)
- Managing the commercial aspects (including commercial strategies) of a range of recovery actions intended to increase the return of FEG payments to the Commonwealth as a creditor of companies in liquidation
- Reviewing and updating eoss on active matters
- Analysing insolvency practitioner's budgets and billing, and preparing remuneration reports of insolvency practitioners in advance of creditors' meetings
- Supporting the Recovery Funding legal team with commercial and financial analysis on active funded matters
- Assisting the legal team with drafting and reviewing communications and briefs for the department's executive
- Attending meetings, court hearings, public examinations and mediations
- Calculating total Commonwealth costs to be paid by insolvency practitioners to the Commonwealth
- Liaising constructively with departmental and external stakeholders in relation to the work of the branch
- Promoting the Recovery Funding stream to liquidators and the broader insolvency industry (including presenting to the insolvency industry on matters relevant to the work of the team)
- Operating within the framework of Commonwealth legal policies, including the model litigant policy, and procurement and governance requirements.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

Essential qualifications:

- Bachelor of Commerce, Accounting or Finance
- ARITA Advanced Certification (Desirable / highly regarded, but not essential)
- CA or CPA (Desirable / highly regarded, but not essential)

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Elizabeth Lawson, 0499 845 409
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 26 November 2023

Technology and Services Division
IT, Environment and Customer Support Security, Emergency and Continuity

Job Title	Personnel Security Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,908 - \$89,706
Classification	APS Level 5
Position Number	23/3298
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The position supports the department meet its personnel and physical security obligations as defined in the Protective Security Policy Framework (PSPF). The role's focus is on personnel security and includes ensuring prospective staff satisfy pre-employment screening requirements, ongoing staff and contractors remain suitable to access Australian Government resources and all departmental offices obtain and maintain the appropriate security clearance (Baseline as a minimum). Security container management and changing combinations may also be required. Reporting to the Senior Personnel Security Officer, the Personnel Security Officer is responsible for the facilitation and management of security clearances for all staff and contractors. This involves maintaining a strong working relationship with the Australian Government Security Vetting Agency (AGSVA) on clearances the department has requested.

Duties

Duties of the position would include:

- Pre-employment activities through document verification and police records checks.
- Using the AGSVA myClearance Portal to lodge and manage security clearance activities.
- When necessary, escalating issues to the AGSVA Customer Relations Support Team.
- Using various management tools to ensure all documents and decisions are fully recorded.
- Assisting with the development of standard operating procedures (SOPs) and other documentation to support compliance with the PSPF.
- Monitoring the Protective Security mailbox and hotline resolving issues and providing security clearance advice to staff and contractors.
- Undertaking physical security duties as required.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting Level 1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Leonie Barker, (02) 6121 6645
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0733177

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 26 November 2023

Workforce Australia Provider Support Division
Tasmania State Office Employment Team

Job Title	State Network - Senior Delivery & Engagement Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Hobart TAS
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/3135
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The Tasmania State Office manages external service providers who deliver employment programs, and/or skills and apprenticeship programs throughout Tasmania.

Key functions across the office include local and regional stakeholder engagement, program and contract management, policy review and implementation, and collecting place-based intelligence.

Reporting to an Assistant Director (EL1) Team Leader, State Network Senior Delivery & Engagement Officers (APS6) work within a supportive team environment with flexible working conditions.

To be successful in the role, candidates should be highly motivated to achieve quality outcomes and work collaboratively with our colleagues in other states, territories, and the department's national office.

We are seeking candidates who are keen to make a difference to people's lives through managing service providers' delivery of high-quality employment services and tailored programs that help job seekers secure sustained employment.

We welcome newcomers who can contribute positively to the Tasmania State Office culture that values initiative, inclusivity, and flexibility.

We encourage people located in Tasmania but outside of Hobart to consider applying, and to contact us for a conversation.

Duties

Multiple roles may be available, and responsibilities of the APS 6 level may include:

- Providing leadership as an individual within a team, including leading discussions and taking initiative with projects or issues.
- Managing and building relationships with internal and external stakeholders to collaboratively achieve the department and Government's policy measures.
- Managing Australian Government contracts with service providers who deliver employment services to the Tasmanian community.
- Researching and interpreting program guidelines and policies to provide advice and guidance to internal stakeholders and our contracted providers.
- Monitoring and assessing provider performance and compliance through data analysis, file monitoring and site visits.
- Drafting compelling communications and briefs for managers, delegates and visiting executives.
- Actively participating in planning, project management, decision-making and solution brokering.
- Frequent engagement with external stakeholders and/ or with service providers in visits to their premises around Tasmania.

- Contribute to knowledge sharing across the WAPS Division.
- Propose and facilitate innovative solutions and contribute to business improvement strategies and changes in workplace practices.
- Candidates must also demonstrate leadership and provide mentorship to other team members, as well as lead discussions and take initiative with projects/issues in a leadership context within the Tasmania State Office.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Dean Crow, 03 6222 9865
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0733184

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 26 November 2023

Technology and Services Division
IT, Environment and Customer Support Security, Emergency and Continuity

Job Title	Security Administration Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$75,996 - \$81,274
Classification	APS Level 4
Position Number	23/3403
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The position supports the department meet its personnel and physical security obligations as defined in the Protective Security Policy Framework (PSPF). The role's focus is on Personnel & Physical security and includes ensuring prospective staff satisfy pre-employment screening requirements, ongoing staff and contractors remain suitable to access Australian Government resources and all departmental offices obtain and maintain the appropriate security clearance (Baseline as a minimum).

Duties

The Security administration support officer's duties would include but are not limited to managing:

- Pre-employment activities through document verification and police records checks.
- Using the AGSVA myClearance Portal to lodge and manage security clearance activities.
- When necessary, escalating issues to the AGSVA Customer Relations Support Team.
- Using various management tools to ensure all documents and decisions are fully recorded.
- Monitoring the Protective Security mailbox and hotline resolving issues and providing security clearance advice to staff and contractors.
- Maintain security related assets and the relevant registers for, but not limited to, security containers, shredders, and satchels.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Negative Vetting Level 1 security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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To Apply

Position Contact	Leonie Barker, (02) 6121 6645
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Communications and the Arts

Vacancy VN-0733033

Australian Communications and Media Authority

Closing Date: Sunday 03 December 2023

Communications Infrastructure
Licensing Infrastructure Safeguards Field Operations

Job Title	Trainee Field Officers (multiple roles)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC
Salary	\$63,748 - \$69,324
Classification	APS Level 3
Position Number	2093
Agency Website	http://www.acma.gov.au

Job Description

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

As a Trainee, having successfully completed in the last three years (or will complete by December 2024) a Diploma, Advanced Diploma, or associate degree in electronic engineering (or similar), you will receive on-the-job training and work on a wide variety of activities in our Melbourne or Sydney office, and in the field.

Trainee Field Officers will work under supervision out in the community with households, businesses, and industry to resolve complex interference issues to radiocommunications services.

Duties

Our ideal candidates will be team players, who have strong customer service and communications skills, are eager to learn the complexities of working in the field and radiocommunications regulation, are flexible and up for a challenge. They will work in a range of different environments and enjoy the experience of meeting and working with a wide cross-section of the community.

The roles will be offered at the APS 3 level, commensurate with the successful candidate's skills and experience. On completion of the technical trainee program (including mandatory qualifications), trainees will automatically advance to APS 4 level.

Eligibility

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

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

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Chris Wong, (03) 9963 6808
Agency Recruitment Site	https://www.acma.gov.au/careers

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