



Australian Government

Commonwealth of Australia
APSJobs - Vacancies Daily
PS45 Daily Gazette Thursday - 07 November
2024.pdf

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS45 Weekly Gazette Thursday - 07 November 2024.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 PS45 Weekly Gazette Thursday - 07 November 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0750878

Australian National Maritime Museum

Closing Date:Thursday 14 November 2024

Storytelling and Engagement
Programs & Site Activations

Job Title	Senior Coordinator, Programs and Activations
Job Type	Full-Time, Ongoing
Location	Pymont NSW
Salary	\$90,199 - \$101,022
Future Merit Locations	Pymont
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	M320
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

Job Description

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

The Australian National Maritime Museum is seeking an experienced and highly organised Senior Coordinator, Programs and Activations to join our Programs and Site Activations team in this ongoing APS Level 6 position.

As one of Sydney's most visited museums, the Australian National Maritime Museum shares our national maritime story across Australia and the world, online, onsite and through research, presentations and travelling exhibitions, and provides must-visit museum experiences that delight and inspire.

We connect our visitors with the oceans and waterways that are the heartbeat of who we are. From deep time to modern Australian and beyond, we explore our past, our present and future as an island nation shaped by sea, offering a sustainable and cohesive vision for the future.

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at [sea.museum](https://www.sea.museum).

Duties

The Senior Coordinator, Programs and Activations plays a key role in developing, coordinating and supporting the delivery of engaging museum public programs and site activations, with a particular focus on families/ young learners, supporting the museums broader strategic direction and the sections key objectives.

Key Accountabilities

Under limited direction, this position is responsible for delivering the following functions:

- Develop, conceive and coordinate engaging onsite, offsite and online Programs and Activations for the Museum, with a special focus on family audiences, including a financially sustainable program of children's activities.
- Manage the logistics and execution of Programs and Activations, ensuring adherence to best practices, schedules, and adherence to budgets, while adjusting plans as needed.
- Responsible for managing Creative Producer, casual staff, volunteers and contractors, as required, to ensure successful delivery of programs.
- Identify and manage training requirements and resources for Programs and provide hands-on support, as required, to assist with delivery of Programs and Activations.
- Liaise and collaborate with internal and external stakeholders to enhance the development and delivery of Programs and Activations.
- Conduct evaluations of Programs and Activations to assess their effectiveness, impact, and performance, and recommend adjustments as needed to align with the Museum's broader strategic goals and the section's key objectives.
- In collaboration with Head of Programs and Site Activation, assist with formulation and ongoing monitoring of Programs and Activations calendar, to ensure optimum resourcing, exhibition alignment and enhanced section functionality.
- Undertake WHS and risk management procedures and documentation for allocated Programs and Activations.
- Develop documentation including papers, reports, presentations and proposals, as required.

Selection Criteria

1. Demonstrated experience in program development and coordination, and an understanding of the working requirements for programs and activations across a broad range of audiences and age groups.
2. Proven ability to develop and produce creative and innovative programs and activations for all ages, with particular emphasis on family audiences.
3. Demonstrated ability to positively liaise, promote, negotiate and communicate effectively with internal and external stakeholders.
4. Demonstrated experience in effective management, project management, customer service, innovation and achievement, as well as excellent communication skills and the ability to motivate staff and volunteers.
5. Knowledge and ability in the initiation, planning, development, marketing and evaluation of successful, innovative and entertaining programs and activations.
6. Ability to work to deadlines, organise priorities and to work effectively in a team environment.

Qualifications and/or relevant experience required

Desirable

- Ability to work flexibly, after hours, and on weekends, to ensure program and activation delivery when required.
- Experience from a similar cultural institution that provides services to the public.
- Knowledge or appreciation of maritime history.

- Broad knowledge of museum collection, themes, narratives and creative interpretation strategies.

Eligibility

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

Notes

Applications Close: 3pm AEDT, Thursday, 14 November 2024. No Applications will be accepted by mail or email.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume and cover letter is also to be included in your application.
In addition to an application, your resume and cover letter, the assessment process for this position may also include an interview and referee reports.

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

About the Australian National Maritime Museum

To Apply

Position Contact	Michy Chee, 02 8241 8388
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us

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Vacancy VN-0750690

Job Title	ASD 4, 5, 6 Audio Visual Technician
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$77,638 - \$106,622
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/09689/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team
ASD's Audio Visual Services team are responsible for delivering audio visual systems that connect to ASD's networks. This includes designing, installing and supporting a wide variety of audio visual and control systems for boardrooms, video conferencing suites, training facilities and operations centres.

The team is located in Canberra, though our customers within the Australian Intelligence Community (AIC) span across Australia. Team members may be required to occasionally travel interstate for work in other cities and remote sites.

About the Role
vacancies within the Multimedia and Publishing Services Section, Enterprise Technology Division (ETD).

In all our positions, you will:

- Be accountable for creating AV system documentation based on design standards.
- Follow AV design documentation to install AV and video conferencing hardware.
- Design, program and configure AV control systems including user interfaces and audio/video processors.
- Respond promptly to reports of system failures and demonstrate an understanding of AV signal flow to locate and resolve faults.
- Maintain an understanding of current technology and industry trends.
- Maintain relationships with internal and external stakeholders in order to meet team objectives.

Additionally, staff members will be expected to perform the following duties respective to their

levels:

ASD 4 staff will:

- Be accountable, under routine direction, for organising their own workflow and making independent decisions relating to their responsibilities.
- Contribute to ongoing self-improvement and professional development and assist in maintaining resource and information systems for multimedia production.

ASD 5 staff will:

- Be accountable under limited direction for their own complex work.
- Review and develop the work undertaken by less experienced staff and identify opportunities for providing on-the-job training.
- Undertake technical research, complete product assessments and proof of concept testing.
- Ensure they are operating consistently within a work plan and provide advice and assistance on methods of task completion to team members and customers.
- Contribute towards their ongoing self-improvement and the professional development of staff within the team.
- Use their experience to identify issues with policy and procedures and work to resolve or improve them.

ASD 6 staff will:

- Support the Team Lead and Technical Lead in coordinating audio visual activities and training. The successful candidate will be accountable for setting work priorities and collaboratively managing team workflows.
- Be accountable under broad direction for leading the performance and achievement of complex multimedia production within the overall team operations.
- Generally work independently to achieve work outcomes, while exercising initiative and judgement in interpreting policy and providing detailed technical, professional training and policy advice.
- Contribute to strategic planning, program and project management, and policy development.
- Lead large team projects and be accountable for setting work priorities and managing workflows.
- Build team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit.
- Identify, anticipate and respond to stakeholders' needs and expectations in relation to complex AV enquiries. Take initiative in contributing to the overall team's ongoing improvement and professional development.

Duties

Our Ideal Candidate

Our ideal candidate will bring strong task and project management skills to the role and will demonstrate:

- The ability to build relationships with key stakeholders.
- Experience at working both independently and in a team-oriented, collaborative environment.
- Strong written and oral communication and interpersonal skills.
- The ability to adapt and be part of a working environment committed to continuous improvement.
- Prior industry experience designing, installing, operating or servicing AV systems.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies.

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process at a specified clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information. It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.

Notes

Desirable Qualifications, Experience or Training

- Candidates with 'Extron Control Professional' certification are highly desirable.
- Proficiencies or certifications with other major control manufacturers (such as AMX or Crestron) is desirable.
- Prior experience with locating and identifying AV system faults is desirable.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Signals Directorate

To Apply

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

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Australian Signals Directorate

Closing Date: Sunday 24 November 2024

Australian Cyber Security Centre

Job Title	ASD 4, 5 & 6 Overseas Posting Cell Officers & Visits and Protocol Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$77,638 - \$106,622
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/09723/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

The Role

Overseas Posting Cell Officers will support ASD's international growth under REDSPICE and actively contribute to the seamless transition of ASD members who are posting overseas. Officers will undertake broad administrative and human resource functions to guide and advise personnel staff on their overseas posting journey. Officers will also support the overseas ASD Liaison Officer network in providing assistance while they are in-country. These roles will include policy interpretation and policy development.

Visits and Protocol Officers will deliver high quality service to manage, coordinate and execute all aspects of an international visit, including administration, logistics, protocol, hospitality, gifting, and facilitation functions. These roles include providing advice and trusted expertise for all protocol, event, and visit management into ASD.

ASD 4 Overseas Posting Cell Officers

- work as a member of a collaborative, fast paced, multifaceted team
- gain unique exposure to the breadth of work across ASD and the partnerships that enable our important work
- recognise how individual work contributes to the achievement of organisational goals
- Understand the reasons for decisions and recommendations.

ASD 4 Visits and Protocol Officers

- recognise how own work contributes to the achievement of organisational goals

- understand the reasons for decisions and recommendations
- undertake analysis and draws accurate conclusions based on evidence
- Think laterally, identify and implement improved work practices.

ASD 5 Overseas Posting Cell Officers

- have an ability to handle highly sensitive information in accordance with applicable policy and security requirements
- shape, manage and contribute to ASD's international partnerships and objectives, actively contributing to its growth and progression, including supporting REDPSICE initiatives
- establish clear plans and timeframes for project implementation
- respond in a positive and flexible manner to change and uncertainty
- Think strategically and understands the work environment.

ASD 5 Visits and Protocol Officers

- commit to achieving quality outcomes and adheres to documentation procedures
- seek feedback from supervisor to gauge satisfaction
- build and sustains positive relationships with team members, stakeholders and clients
- are responsive to changes in requirements
- Think strategically and understands the work environment.

ASD 6 Overseas Posting Cell Officers

- contribute to ongoing improvement and innovation across the team
- develop and maintain productive working relationships with internal and external stakeholders to ensure priority matters are actioned appropriately and in a timely manner
- are supported with opportunities to personally and professionally develop your skillset, including through courses and on-the-job experience and training
- position yourself as a competitive candidate for ASD's overseas positions
- Demonstrate commitment to self-development and seeks opportunities to extend skills and knowledge, including management, leadership and supervisory skills.

ASD 6 Visits and Protocol Officers

- contribute own expertise to achieve outcomes for the business unit
- advise and support internal stakeholders, particularly ASD Senior Executive and is responsive to client and stakeholder needs and expectations
- establish clear plans and timeframes for project implementation
- respond in a positive and flexible manner to change and uncertainty
- share information with others and assists them to adapt
- see projects through to completion
- Demonstrate commitment to self-development and seeks opportunities to extend skills and knowledge, including management, leadership and supervisory skills.

Further information can be found at: [I'm changing my career | Australian Signals Directorate](#)

About the Team

The International Partnerships team is responsible for delivering ASD's extensive international engagement program and activities. We work from the strategic to the administrative to drive

foreign engagements, support ASD personnel overseas, and implement effective governance.

Duties

Our Ideal Candidate

To succeed in all of these roles, applicants should be able to demonstrate the following:

- a team focus and the ability to function in a collaborative environment, as well as work independently
- trustworthiness, transparency, the highest level of integrity
- an ability to think strategically and navigate ambiguity in a fast-paced environment
- experience working collaboratively to build and sustain relationships with key stakeholders to deliver outcomes
- An ability to apply innovative and flexible approaches to achieving results, often under pressure with tight deadlines.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies.

Desirable Qualifications, Experience or Training

ASD 4, 5 & 6 Overseas Posting Cell Officers – experience in human resources, administrative or posting based roles is highly desirable but not required.

ASD 4, 5 & 6 Visits & Protocol Officers – visits, events and protocol experience and training is highly desirable but not required.

In all roles, high-level writing, organisational, coordination and administration skills will be considered favourably. **Eligibility**

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

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

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

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

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

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

Notes

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0750836

Australian Signals Directorate

Closing Date:Sunday 24 November 2024

Australian Cyber Security Centre

Job Title	ASD 4, 5 & 6 Engagement and Partnerships Officers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$77,638 - \$106,622
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4;APS Level 5;APS Level 6
Position Number	ASD/09718/24
Agency Website	https://www.asd.gov.au/careers

Job Description

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

The Role

Engagement & Partnership Officers will collaborate with internal and external stakeholders to further ASD’s strategic objectives, support Whole-of-Government initiatives, and drive outcomes of benefit to Australia’s national interest. This will include writing and coordinating briefing materials, facilitating international engagement activities and liaising across a broad stakeholder network.

Additionally, these officers will facilitate senior engagements in Canberra and overseas, interpret international engagement policies, provide advice, and deliver administrative activities.

ASD 4 Engagement & Partnership Officers

- commit to achieving quality outcomes and adhere to documentation procedures
- communicate and follows direction provided by supervisor
- remain positive and responds to pressure in a calm manner
- understand and support the organisation's vision, mission and business objectives
- Have an ability to handle highly sensitive information in accordance with applicable policy and security requirements.

ASD 5 Engagement & Partnership Officers

- commit to achieving quality outcomes and adheres to documentation procedures
- seek feedback from supervisor to gauge satisfaction
- remain positive and responds to pressure in a calm manner
- understand and support the organisation's vision, mission and business objectives
- think strategically and understands the work environment
- Have an ability to handle highly sensitive information in accordance with applicable policy and security requirements.

ASD 6 Engagement & Partnership Officers

- commit to achieving quality outcomes and adheres to documentation procedures
- seek feedback from supervisor to gauge satisfaction
- remain positive and respond to pressure in a calm manner
- understand and supports the organisation's vision, mission and business objectives
- think strategically and understands the work environment
- Demonstrate commitment to self-development and seeks opportunities to extend skills and knowledge, including management, leadership and supervisory skills.
- Have an ability to handle highly sensitive information in accordance with applicable policy and security requirements.

Further information can be found at: [I'm changing my career | Australian Signals Directorate](#)

About the Team

The International Partnerships team is responsible for delivering ASD's extensive international engagement program and activities. We work from the strategic to the administrative to drive foreign engagements, support ASD personnel overseas, and implement effective governance.

Duties

Our Ideal Candidate

To succeed in all of these roles, applicants should be able to demonstrate the following:

- a team focus and the ability to function in a collaborative environment, as well as work independently
- trustworthiness, transparency, the highest level of integrity
- an ability to think strategically and navigate ambiguity in a fast-paced environment
- experience working collaboratively to build and sustain relationships with key stakeholders to deliver outcomes
- An ability to apply innovative and flexible approaches to achieving results, often under pressure with tight deadlines.

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies.

Desirable Qualifications, Experience or Training

ASD 4 5 & 6 Engagement & Partnerships Officers – experience working in an international team or engagement-centric area is highly desirable but not required.

In all roles, high-level writing, organisational coordination and administration skills will be considered favourably. **Eligibility**

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

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

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

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

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

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

Notes

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

About the Australian Signals Directorate

To Apply

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

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Various
Various

Job Title	Assistant Secretary, Various Roles - Affirmative Measures Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Senior Executive Service Band 1
Position Number	2024/SES/007 (AMD)
Agency Website	www.finance.gov.au

Job Description

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

THE OPPORTUNITY

The Department is seeking talented leaders to join our team at the SES Band 1 level across a range of areas.

To be a strong contender for these important and challenging roles you will need to be forward thinking, self-motivated, resilient and adept at building relationships in a complex and dynamic 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.

Duties

ABOUT THE VACANCIES

We have expected and upcoming vacancies at the Assistant Secretary level in the following Branches:

Digital ID Legislation and Rules Branch (Governance and Resource Management Group)

The Digital ID Legislation and Rules Branch is responsible for the legislative framework that supports Australia's Digital ID System. The key focus of the Branch is:

- coordinating the implementation and administration of the *Digital ID Act 2024*, working collaboratively across agencies to align with other legislative reforms to support Digital ID and broader government objectives
- ongoing development of the Digital ID rules and other legislative instruments that comprise the Digital ID legislative framework, and
- legal policy advice to support the broader implementation of Australia's Digital ID System.

Regulation and Resilience Branch (Commercial Group)

The Regulatory and Resilience Branch, in the Risk, Claims and Regulatory Reform Division, is responsible for ensuring Australia's regulations continue to support Australia's economic prosperity and wellbeing. The Branch identifies and explores opportunities for changes to regulatory settings to ensure regulation promotes a dynamic economy and remains fit for purpose in the digital age, while ensuring it can respond to emerging and evolving risks.

Education, Employment and Workplace Relations Branch (Budget Group)

Education and Employment Branch provides policy advice and financial advice to the Government across two portfolios including: Education on early childhood and childcare, early learning, schools, higher education, and financial assistance for students; and Employment and Workplace Relations on skills and training, workplace relations, and employment services.

Industry, Climate and the Environment Branch (Budget Group)

Industry, Climate, and the Environment Branch provides policy and financial advice to the Government across two portfolios including: Climate Change, Energy, the Environment and Water on energy and climate change, environmental protection and conservation, and water policy; and the Industry, Science and Resources on industry development, business capability and competitiveness, resources and scientific and research collaboration.

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

EXPERIENCE AND QUALIFICATIONS

Key requirements include:

- Strong leadership and people management skills, and significant experience in leading teams
- Demonstrated capacity for leading and delivering high quality advice in a complex and sensitive environment
- Demonstrated capacity for high level stakeholder management and liaison, with strong written and oral communication and interpersonal skills
- Capacity to drive innovation and transformation
- Relevant tertiary qualifications (desirable).

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**

- 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. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES - DISABILITY APPLICANT

To demonstrate eligibility for employment under this affirmative measure, applicants are required to provide evidence that they are a person with disability.

Applicants will not be required to provide evidence of disability unless they are found suitable and prior to being made a formal offer of employment. This means that you will not be required to provide evidence unnecessarily.

Candidates who apply under the affirmative measure will need to meet minimum benchmarks to progress through the assessment stages.

Eligibility of applicants

Subsection 27(2) of the Commissioners Directions provides that the agency head—or delegate—must ensure that for a vacancy under this affirmative measure, only persons with disability or a particular type of disability are eligible.

Definition of disability

The definition of disability for the purposes of the affirmative measure is outlined here.

Evidence of disability

As provided in subsection 27(2) of the Directions, agencies will need to ensure that applicants are persons with Disability. Evidence of Disability is not to include information about the type of Disability, unless the vacancy itself has been restricted to persons with a particular type of Disability. Suitable evidence of Disability would be a certificate or letter from a registered medical practitioner.

The following documents would also be acceptable:

- letter from a Disability Employment Service or Workforce Australia provider; and
- letter from a secondary or tertiary institution Disability services unit in relation to a recent student.

For further information on affirmative measures for recruiting people with disability, visit the Australian Public Service Commission's [website](#).

For more information of the types of acceptance evidence, please refer to the APSC website [here](#).

Should you have any questions or concerns, please contact the SES Unit via (02) 6215 1717 (option #3).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **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.

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.

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	Stephen Sorbello, (02) 6215 3220
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0750139

Job Title	Assistant Secretary, Various Roles - Affirmative Measures Indigenous
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Senior Executive Service Band 1
Position Number	2024/SES/007 (AMI)
Agency Website	www.finance.gov.au

Job Description

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

THE OPPORTUNITY

The Department is seeking talented leaders to join our team at the SES Band 1 level across a range of areas.

To be a strong contender for these important and challenging roles you will need to be forward thinking, self-motivated, resilient and adept at building relationships in a complex and dynamic 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.

Duties

ABOUT THE VACANCIES

We have expected and upcoming vacancies at the Assistant Secretary level in the following Branches:

Digital ID Legislation and Rules Branch (Governance and Resource Management Group)

The Digital ID Legislation and Rules Branch is responsible for the legislative framework that supports Australia's Digital ID System. The key focus of the Branch is:

- coordinating the implementation and administration of the *Digital ID Act 2024*, working collaboratively across agencies to align with other legislative reforms to support Digital ID and broader government objectives
- ongoing development of the Digital ID rules and other legislative instruments that comprise the Digital ID legislative framework, and
- legal policy advice to support the broader implementation of Australia's Digital ID System.

Regulation and Resilience Branch (Commercial Group)

The Regulatory and Resilience Branch, in the Risk, Claims and Regulatory Reform Division, is responsible for ensuring Australia's regulations continue to support Australia's economic prosperity and wellbeing. The Branch identifies and explores opportunities for changes to regulatory settings to ensure regulation promotes a dynamic economy and remains fit for purpose in the digital age, while ensuring it can respond to emerging and evolving risks.

Education, Employment and Workplace Relations Branch (Budget Group)

Education and Employment Branch provides policy advice and financial advice to the Government across two portfolios including: Education on early childhood and childcare, early learning, schools, higher education, and financial assistance for students; and Employment and Workplace Relations on skills and training, workplace relations, and employment services.

Industry, Climate and the Environment Branch (Budget Group)

Industry, Climate, and the Environment Branch provides policy and financial advice to the Government across two portfolios including: Climate Change, Energy, the Environment and Water on energy and climate change, environmental protection and conservation, and water policy; and the Industry, Science and Resources on industry development, business capability and competitiveness, resources and scientific and research collaboration.

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

EXPERIENCE AND QUALIFICATIONS

Key requirements include:

- Strong leadership and people management skills, and significant experience in leading teams
- Demonstrated capacity for leading and delivering high quality advice in a complex and sensitive environment
- Demonstrated capacity for high level stakeholder management and liaison, with strong written and oral communication and interpersonal skills
- Capacity to drive innovation and transformation
- Relevant tertiary qualifications (desirable).

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**

- 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. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

AFFIRMATIVE MEASURES – INDIGENOUS APPLICANT

Applicants applying under the Affirmative Measures - Indigenous will need to provide evidence they meet the eligibility for this vacancy should they be found suitable and prior to being made a formal offer of employment.

To be eligible to apply for this vacancy applicants must:

- Be of Aboriginal and/or Torres Strait Islander descent.
- Identify as Aboriginal and/or Torres Strait Islander, and
- Are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage include:

- A letter signed and executed by the Chairperson of an incorporated Aboriginal and/or Torres Strait Islander organisation confirming that they are recognised as an Aboriginal and/or Torres Strait Islander person; or
- Confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Aboriginal and/or Torres Strait Islander organisation.

Our Indigenous Liaison Officer, Tarran Backhus, is available to chat should you have any questions or concerns. Tarran can be reached at cultureanddiversityteam@finance.gov.au and/or 6215 1717 (option #1).

Important Note: There is no obligation for a candidate who meets eligibility under Affirmative Measures categories to apply under these options. Selection of consideration under Affirmative Measures is voluntary. **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.

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

About the Department of Finance

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To Apply

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Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0750143

Job Title	Assistant Secretary, Various Roles
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Senior Executive Service Band 1
Position Number	2024/SES/007
Agency Website	www.finance.gov.au

Job Description

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

THE OPPORTUNITY

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

EXPERIENCE AND QUALIFICATIONS

Key requirements include:

- Strong leadership and people management skills, and significant experience in leading teams
- Demonstrated capacity for leading and delivering high quality advice in a complex and sensitive environment
- Demonstrated capacity for high level stakeholder management and liaison, with strong written and oral communication and interpersonal skills
- Capacity to drive innovation and transformation
- Relevant tertiary qualifications (desirable).

DETAILED VACANCY INFORMATION

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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	Stephen Sorbello, (02) 6215 3220
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Legal Group

Job Title	General Counsel
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD, Perth WA, Sydney NSW, Adelaide SA, Darwin NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work options will be considered
Classification	Senior Executive Service Band 3
Position Number	60169573
Agency Website	www.homeaffairs.gov.au

Job Description

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

The Department of Home Affairs supports a prosperous, secure and united Australia through the management of a range of functions including responsibility for Australia’s migration and citizenship programs, cyber security policy, the protection of critical infrastructure, countering terrorism, and countering foreign interference and espionage. In addition, it is responsible for strengthening multiculturalism and democratic resilience, and facilitating legitimate trade and travel while maintaining the integrity of the Australian border.

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

We are looking for strong, forward thinking and people-focused leaders looking for an opportunity to be part of something bigger and make a difference to the nation, in a supportive and diverse environment. If that describes you, we would love to hear from you.

Duties

Legal Group supports the lawful implementation of the Department’s objectives and the portfolio by enabling the appropriate management of legal risk and ensuring that activities promote accountability and uphold the rule of law. It does so by providing professional legal services and advice to the Minister, the executive, to staff across the Department and the ABF, and portfolio agencies. It is a key stakeholder for all policies, frameworks, and decision-making processes across the Department’s broad remit.

The General Counsel leads Legal Group, a centralised in-house practice comprised of one Division and six Branches. The work ranges from issues concerning national security; migration; citizenship; commercial law; employment law; law enforcement and border protection; strategy; training and support; a large and dynamic legislative reform agenda; and advice on the legislative

framework underpinning the Department's functions and services, including but not limited to the *Migration Act 1958*, *Citizenship Act 2007* and *Australian Border Force Act 2015*.

Eligibility

The successful candidate must:

- Be an Australian Citizen.
- Obtain and maintain a security clearance at a minimum of Negative Vetting 2 and be willing to undergo a clearance at the Positive Vetting level if required.
- Possess tertiary qualifications in law and admission as a legal practitioner of the High Court or a Supreme Court of a State or Territory within Australia.
- Hold, or be eligible to hold, a current legal practising certificate.

Notes

This role is currently based in Canberra ACT, other locations may be considered by exception.

This advertisement will be used to fill a current vacancy and to create a merit pool for future vacancies arising over the next 18 months.

To find out more about the role or to obtain the application form, please contact OfficeoftheSecretary@homeaffairs.gov.au
As part of your application, you will need to provide:

- a completed **Attachment B - Application Form**
- a resume that outlines your career history, qualifications and achievements
- a statement of no more than 1,000 words outlining your background, skills and experience and how they relate to the requirements of the role
- details of two referees

All application requirements are to be emailed to OfficeoftheSecretary@homeaffairs.gov.au by **no later than 11:59 PM AEDT 17 November 2024**.

If you have any queries or need assistance with the application process, or if you would like to discuss your application, please contact Rebecca Carpenter on 0436 942 138. Enquiries will be kept in strict confidence.

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

About the Department of Home Affairs

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

To Apply

Position Contact	Rebecca Carpenter, 0436 942 138
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0750873

Future Fund Management Agency

Closing Date:Thursday 14 November 2024

Job Title	Chief Financial Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 2
Position Number	JR100148
Agency Website	www.futurefund.gov.au

Job Description

https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

This CFO role presents a unique opportunity in the Australian market. As a key strategic partner to the CEO and a member of the Senior Leadership Team (SLT), the CFO will play a pivotal role in shaping the Future Fund Management Agency's ("Agency")

success, driving excellence through continuous evolution.

The Agency supports the Board of Guardians in managing seven public asset funds, including the Future fund. The Agency has recently expanded due to strong investment performance, new fund management responsibilities like the Housing Australia Future fund, and enhancements in technology and data functions. A new three-year strategic plan will further increase the Agency's growth, cost, and operational complexity.

To meet these demands, the CFO will lead the Finance and Organisational Enablement teams. Finance covers financial management, tax advisory, compliance, and accounting, while Organisational Enablement encompasses functions like Workplace Experience, Procurement, Projects, Change, and Travel.

The CFO will oversee multiple workstreams aligned with the strategic plan, driving the organisation forward. This role requires a strategic and commercially minded leader to support the Agency's mission of delivering investment returns for Australians. Finance is crucial in enabling the Agency's unique investment strategy, supporting one of Australia's largest portfolios.

Given the Agency's global investments across diverse jurisdictions, the CFO must provide astute, commercial support across Finance and corporate functions. This is a rewarding challenge for the right senior leader.

In collaboration with the CEO and SLT, the CFO will guide the development of the Agency's strategy and annual business plans, ensuring performance is tracked effectively. The CFO will balance investment in people, systems, and processes to support fund performance while safeguarding the Board and Agency's reputation, ensuring value in public expenditure.

Duties

Key Responsibilities

Investment performance

- Serve as a key strategic leader driving investment returns, resulting in strong long-term performance across all managed funds.
- Oversee precise financial reporting and performance tracking, ensuring nimble yet secure commercial processes.
- Collaborate with the CIO and Investment team to deliver proactive commercial support, fostering robust internal and external stakeholder relationships.

Organisational strategy

- Partner with CEO to develop and align organisational strategy with long-term objectives, ensuring it supports investment performance and is monitored for quality, cost, and timeliness.
- Collaborate with the CEO, Board, and SLT to align strategy to oversee safe, efficient, and coordinated operations, leading to effective implementation of strategic goals.
- Lead the design and implementation of processes and systems that provide insightful, value-added financial analyses that enhance decision-making and drive organisational success.

Trusted adviser to the Board and Audit and Risk Committee (A&RC)

- Act as a trusted adviser to the Chair, Chair of the A&RC, and Board, ensuring they are effectively supported in fulfilling their duties.
- Oversee financial reporting, finance, tax risk management, and compliance, maintaining the high standards required for Australia's Sovereign Wealth Fund.
- Build and sustain trust with key stakeholders, including the Department of Finance, ANAO, and internal/external auditors, ensuring strong, collaborative relationships.
- Ensure financial reporting is consistently of high quality and free from issues.

Budget and cost management

- Partner with the CEO and SLT to set and manage the annual operating budget and headcount plan, ensuring cost discipline across business units through strong stakeholder management. Monitor progress to ensure the budget is adhered to, adjusting implementation as needed to maintain quality and budget alignment.

Financial control

- Oversee financial and ERP systems to maintain an effective control environment and ensure compliance with global accounting standards and regulations.
- Ensure financial and tax processes support investment activities while balancing risk requirements.
- Communicate financial performance to stakeholders, ensuring accurate investment valuations, financial statements, and appropriate handling of subsidiaries.

Tax management

- Develop tax-efficient strategies and conduct due diligence for investment activities, ensuring compliance with global tax laws and regulations while balancing financial outcomes with the Board's reputation. Optimise tax planning and reporting, maintaining strong relationships with the ATO, Treasury, and external advisors both in Australia and globally.

Run the Agency's enablement operations safely, smoothly, efficiently and effectively

- Provide senior leadership to organisational enablement functions (Workplace Experience, Project Services, Change Management, Travel, and Procurement), developing strong relationships with internal stakeholders to ensure these services are fit for purpose. Propose changes to policies and the operating model to enhance efficiency, value, and quality outcomes, resulting in a well-run organisation with satisfied stakeholders, continuous improvement in financial processes, value-driven operations, and compliance with Agency and government policies.

Be an organisational leader and cultural role model

- Provide strong, empowering leadership to the Agency, fostering a culture of collaboration, innovation, inclusion, and accountability within the Finance and Organisational Enablement teams. Mentor and develop staff to enhance their skills, creating an environment where people thrive and deliver quality results. Ensure the teams' activities support strong investment performance with a focus on risk management, cost control, and reputational integrity.

Eligibility

Qualifications

- A degree in finance or a related field.
- Chartered Accountant (CA) or Certified Public Accountant (CPA) designation is essential.

Knowledge and Experience

- Extensive senior financial leadership experience, overseeing A\$300m+ budgets.
- Proven experience in reporting to and supporting Boards and Audit Committees.
- Expertise in strategy development, implementation, and budget monitoring.
- Skilled in partnering with senior stakeholders, fostering collaboration, and influencing outcomes.
- Proven ability to reinforce a collaborative culture and leverage diverse perspectives for optimal decisions.
- Strong risk management expertise, with experience in owning and managing relevant risks.
- Deep understanding of professional investment environments, cross-border transactions, and global financial/tax reporting.
- Capable of engaging with diverse groups on technical and non-technical matters, driving outcomes while being supportive.
- Maintains confidentiality and exercises sound judgment in complex situations.

Notes

About the Future Fund Management Agency

The Future Fund is Australia's sovereign wealth fund, investing for the benefit of future generations of Australians. The Future Fund Board of Guardians, supported by the Future Fund Management Agency, invests the assets of six public asset funds: the Future Fund, the Medical Research Future Fund, the Aboriginal and Torres Strait Islander Land and Sea Future Fund, the Future Drought Fund, the Emergency Response Fund and the DisabilityCare Australia Fund. Each fund has an investment mandate that is determined by the Australian Government under legislation. Our role is to generate strong, risk-adjusted returns over the long term.

To Apply

Position Contact	Vidya Iyer, (03) 8656 6400
Agency Recruitment Site	https://futurefund.wd105.myworkdayjobs.com/en-US/future_fund

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Vacancy VN-0750841

Job Title	Senior Advisor - People and Performance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$90,408 - \$102,866
Future Merit Locations	Townsville
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated. There is a requirement of some days onsite in the Townsville office.
Classification	APS Level 6
Position Number	608
Agency Website	

Job Description

<https://www2.gbrmpa.gov.au/careers>

We are seeking an experienced Senior Advisor – People and Performance to join our People Services team. This role provides professional guidance and advice; undertakes case management (including grievances, complaints, and alleged misconduct); supports the implementation of the Reef Authority's enterprise agreement, policies and procedures; and supports managers in the development and implementation of a diverse range of workforce strategies and processes, including performance and behaviour management.

The Senior Advisor – People and Performance works closely with internal clients to build understanding of business needs and champion ongoing process and capability improvements, and works in close consultation with other areas of People Services to facilitate streamlined service delivery.

Duties

- Provide specialist HR advice (including interpreting and applying the enterprise agreement, HR legislation, and policy), evidence-based recommendations, and guidance to supervisors and Reef Authority employees.
- Build and maintain positive relationships and confidence with clients, stakeholders and peers to influence and deliver consistent, supportive, professional, and contemporary HR services.
- Undertake case management including performance management, misconduct, and workplace conflict/dispute resolution in accordance with relevant requirements, and support less formal frontline responses.
- Undertake or oversee workplace enquiries and reviews in accordance with legislative and other requirements, including report writing and delivery of outcomes.
- Enhance supervisor capability through training and guidance to support agency performance and behaviour expectations and develop individual and team effectiveness.
- Prepare high quality briefings, reports, and correspondence, including responding to reviews of action.

- Contribute to, and support, the ongoing improvement of the internal systems, processes, and work practices of People Services.
- Maintain knowledge of relevant legislation and contemporary HR practices including keeping abreast of developments and changes in APS employee and industrial relation matters.

Eligibility

In order to succeed in the role, you will:

- Have at least three years' experience in a similar position.
- Have highly developed written and verbal communication skills, and the ability to prepare complex material, including formal letters and briefs of evidence.
- Have demonstrated ability to effectively engage with conflict and resolve difficult situations.
- Have demonstrated ability to conduct research and fact-finding enquiries to draw conclusions and make evidence-based recommendations and findings.
- Demonstrate commitment to action and have proven ability to deliver on intended results.
- Have well developed interpersonal skills and work collaboratively with others.
- Have well developed analytical skills and an eye for detail.
- Demonstrate the ability to effectively manage workload and competing priorities in a busy team environment.

Applicants **must**:

1. be an Australian citizen at time of applying for position; and
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
3. be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

Applicants **must** read all the information outlined in the position description.

To find out more about working for the Reef Authority, including how to apply, for tools and tips on applying for a position, visit the Great Barrier Reef Marine Park Authority [careers page](#) .

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Fiona Macdonald, (07) 4750 0724
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0750861

Office of National Intelligence

Closing Date:Thursday 21 November 2024

Corporate
Executive Business Management

Job Title	Assistant Director Budgets & Finance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$122,991 - \$139,017
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	-
Classification	Executive Level 1
Position Number	-
Agency Website	

Job Description

www.oni.gov.au/careers

The Business Management Team provides high quality advice and support across a range of business services including finance and budget management, financial reporting, accounts payable and receivable, travel, procurement, enterprise risk management and finance policy.

We are searching for resilient individuals who enjoy working in a small team, in a multidisciplinary, dynamic, and busy environment. You will have the ability to quickly adapt to newly directed priorities and solve problems by applying your experience, maturity and critical thinking skills.

Assistant Director, Budgets:
We are looking for someone with a well-developed background in government budget management to confidently lead and manage the budget management requirements of our small—but growing—agency. Our dynamic work environment offers a variety of

challenging work that will suit an outcomes-focused thinker who thrives on adding value both to their team and to ONI.

Assistant Director, Finance:

We are looking for a motivated self-starter with well-developed skills in financial management and analysis, and resource management and will demonstrate effective judgement, including an ability to operate independently, with minimal supervision. This role offers a great opportunity to apply your skills in a small professional agency

Duties

The typical duties of these roles include:

Assistant Director, Budget:

- prepare Portfolio Budget Statements,
- provide advice and support to business areas on the development of NPPs, costings and detail costing justifications,
- prepare management reporting and quality analysis for governance committees, senior management and key stakeholders,
- manage and maintain budget data in FMIS and CBMS,
- build relationships and work collaboratively across ONI to develop, maintain and monitor detailed operational and capital budgets,
- establish and maintain internal controls that will withstand the scrutiny of internal and external audit and ensure satisfactory resolution of any audit findings or recommendations relating to budget management, reporting and controls,
- represent ONI at internal and external meetings and working groups.

Assistant Director, Finance:

- prepare timely and accurate monthly reporting and month end processes to meet Department of Finance reporting requirements
- contribute to preparation of management reporting, project reporting and quality analysis for governance committees, senior management and key stakeholders
- perform business as usual financial functions, including: process receipts and payments; asset management; revenue and expenditure forecasts; commitment reporting, cost analysis; prepare monthly journals and balance sheet reconciliations; prepare annual FBT and monthly BAS returns, and undertake treasury functions such as drawdowns and bank reconciliations.
- prepare the annual financial statements, including identifying and addressing technical issues in the application of taxation and financial legislation, accounting standards
- establish and maintain internal controls that will withstand the scrutiny of internal and external audit and ensure satisfactory resolution of internal and external audit findings
- maintain compliant, effective and efficient finance business systems, processes and policies to ensure delivery of quality accounting and reporting services to both internal and external stakeholders
- provide leadership and direction to the finance team
- identify and lead opportunities for improvements to policy, process, templates and guidance and work collaboratively to adopt new initiatives

Eligibility

You must be an Australian citizen.

Note: if you do not have a birth certificate issued by an Australian State or Territory Government, you must submit a copy of your Australian Citizenship Certificate with your job application.

You must have a checkable background.

Note: we must be able to practically verify, from independent and reliable sources, [cumulative] periods of 12 months or more spent outside Australia.

You must be willing to undergo a comprehensive security clearance suitability assessment.

Note: 'willing to undergo' means fully cooperating in the assessment process, including the timely provision of information and documentary evidence.

Notes

Studies have shown that women and people from diverse backgrounds are less likely to apply to jobs unless they meet every single criteria. We are dedicated to building a diverse and inclusive workforce so if you're excited about this role but your past experience doesn't align perfectly, we encourage you to apply anyway. You may be the right candidate for other roles within ONI. We recruit staff with a wide range of backgrounds, skill levels, disciplines and working styles.

About the Office of National Intelligence

To Apply

Position Contact	recruitment, -
Agency Recruitment Site	www.oni.gov.au/careers

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Vacancy VN-0750899

Sport Integrity Australia

Closing Date:Sunday 24 November 2024

Job Title	Senior Case Manager (Investigator)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$102,030 - \$111,352
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid working arrangement
Classification	APS Level 6
Position Number	0075_1124
Agency Website	www.sportintegrity.gov.au

Job Description

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

The role

The Senior Case Manager (Investigator) is responsible for conducting high quality and timely evaluations of sport integrity complaints to determine appropriate resolution options. When required, this role will conduct administrative investigations into alleged breaches of sport integrity policies and make determinations as to whether a breach of policy has occurred. In conducting this function, the role will work closely with a wide range of stakeholders to achieve timely and quality outcomes

Duties

Key duties and accountabilities

The duties of the Senior Case Manager /Investigator include, but are not limited to:

- critically analysing and evaluating complaints received by Sport Integrity Australia with a view to deciding an appropriate resolution process in line with policy.
- preparing evaluation reports that demonstrate information gathering, critical thinking, analysis and defensible decision making and presenting these to the Assistant Director, Integrity Complaints for consideration.
- engaging with sporting organisations and complaint parties to achieve appropriate resolution of complaints.
- maintaining a high level of stakeholder engagement, including building and maintaining robust relationships with a range of internal and external stakeholders.
- communicating confidently and clearly (orally and in writing) with people from a wide range of backgrounds.
- effectively managing an integrity complaints case load, demonstrating careful judgement, accountability and a people-centred approach.
- Conducting high quality administrative investigations into integrity matters in sport, specifically child safeguarding and discrimination issues for sports that have adopted the National Integrity Framework.
- Preparing and developing comprehensive written correspondence including, investigation plans and investigation outcome reports.
- Taking a leadership role, including contributing to continuous improvement of the complaints framework, and contributing to a positive and safe team environment.

The key accountabilities of the Senior Case Manager (Investigator) include, but is not limited to:

- ensuring compliance with Sport Integrity Australia's complaints handling policies and procedures
- ensuring the APS Values and Code of Conduct are adhered to at all times
- endorsing and encouraging 'best practice' record keeping in accordance with Sport Integrity Australia Record Keeping Policy and Information Governance Framework
- 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.

Eligibility

Selection criteria

The selection criteria of the Sport Integrity Australia Senior Case Manager/Investigator include:

- Tertiary qualifications and/or demonstrated relevant experience in complaint management and investigations into alleged misconduct while adhering to the principles of procedural fairness.
- Experience in analysing complex information to make well-reasoned, defensible decisions, particularly in relation to dispute resolution.
- Strong organisational skills with the ability to manage a caseload and competing priorities while adhering to timeframes in a high-pressure environment.
- Demonstrated experience in building and maintaining effective relationships both internally and externally with a diverse range of stakeholders.
- Experience in providing direction and leading a team.

Notes

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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. 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	Emma Shafron, Emma.Shafron@sportintegrity.gov.au
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Vacancy VN-0750907

Job Title	Assistant Director Integrity Complaints
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$117,228 - \$127,763
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid working arrangements available
Classification	Executive Level 1
Position Number	0076_1124
Agency Website	www.sportintegrity.gov.au

Job Description

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

The role

The Assistant Director Integrity Complaints role is responsible for the end-to-end management of Integrity Complaints. The role will support a team of case managers to conduct high quality and timely evaluations of sport integrity complaints to determine appropriate resolution options. When required, this role will also oversee and lead administrative investigations into alleged breaches of sport integrity policies. The Assistant Director Integrity Complaints will guide and mentor staff to achieve high quality complaint outcomes and work closely with a wide range of stakeholders to achieve timely and quality outcomes.

Duties

Key duties and accountabilities

The duties of the Assistant Director role within the Integrity Complaint team include, but are not limited to:

- supporting a team to critically analyse and evaluate complaints received by Sport Integrity Australia with a view to deciding an appropriate resolution process in line with policy
- providing guidance and making decisions on appropriate resolution of complaints based on sound judgement and understanding of risk
- leading or overseeing high quality administrative investigations into integrity matters in sport, specifically child safeguarding and discrimination issues for sports that have adopted the National Integrity Framework.
- building and maintaining robust relationships with a range of internal and external stakeholders, including conducting presentations as a complaints subject matter expert as required.
- leading and contributing to key strategic and cross-agency projects, including progressing work associated with operational priorities and continuous improvement of the complaint's framework.

- demonstrating strong leadership, coaching, mentoring and supporting capabilities.

The key accountabilities of the Assistant Director Integrity Complaints role include, but is not limited to:

- ensuring compliance with Sport Integrity Australia's complaints handling policies and procedures
- ensuring the APS Values and Code of Conduct are adhered to at all times
- endorsing and encouraging 'best practice' record keeping in accordance with Sport Integrity Australia Record Keeping Policy and Information Governance Framework
- 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.

Eligibility

Selection criteria

The selection criteria of the Assistant Director Integrity Complaints role include:

- Tertiary qualifications and/or demonstrated relevant experience in complaint management and investigations into alleged misconduct while adhering to the principles of procedural fairness.
- Demonstrated analytical and problem-solving skills with experience in analysing complex information.
- Strong leadership and people management skills with a focus on building capability.
- Highly developed oral and written communication skills, with the ability to produce high quality written work including investigation outcome reports.
- Strong liaison, and negotiation skills, with the ability to develop and maintain productive working relationships.

Notes

Eligibility

Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the APS unless the agency delegate has agreed, in writing. The successful applicant will be required to obtain and maintain a Baseline Vetting Security Clearance and Working with Vulnerable People Card and may be required to undergo a medical assessment. Sport Integrity Australia staff must comply with security (physical, personnel and IT) security controls and mandatory training.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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. 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	Brenna Dodds, brenna.dodds@sportintegrity.gov.au
Agency Recruitment Site	https://sportintegrity.nga.net.au/cp/

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Agriculture, Water and the Environment

Vacancy VN-0750470

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

Closing Date:Wednesday 20 November 2024

Parks Australia
Science & Australian National Botanic Gardens Biodiversity Science & Knowledge

Job Title	Manager - Australian National Species List database (APS6)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements including working from home may be negotiated.
Classification	APS Level 6
Position Number	2024/2868
Agency Website	https://www.dcceew.gov.au/

Who we are

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels. Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation
- Regulatory compliance, operational frameworks and capability support for the use of drones across the Department

The Biodiversity Science and Knowledge Section comprises four teams:

- Australian Biological Resources Study
- Bush Blitz
- Biodiversity Informatics
- Centre for Australian National Biodiversity Research.

Our team is dedicated to the science of taxonomy and systematics. We do this by facilitating research in the field, supporting researchers and building capacity, providing authoritative fundamental data on nomenclature and taxonomy for Australian species of plants, animals and fungi, performing research on taxonomy, systematics and conservation of Australian species (particularly plants), public outreach and education, and curating over 1.2 million plant specimens in the Australian National Herbarium. **Duties**

The team at the Australian Biological Resources Study (ABRS) is seeking an enthusiastic and suitably-qualified person to manage the Australian National Species List (the List). We require someone with expertise and skills in project management, taxonomy and/or programming for biological informatics, and building effective relationships with stakeholders. Duties of the role will include, but not be limited to:

- Ongoing project management for the List
- Managing the data governance and curation of the List
- Working with developers, scientific experts, end-users and stakeholders to ensure the List is fit for purpose
- Finding and developing productive collaborations that will be of benefit to the List

- Developing key communication tools for the promotion of the List.

What we are looking for

Knowledge and experience

- Postgraduate qualifications in a relevant field, for example, programming for biodiversity informatics, taxonomy/systematics, biological sciences are highly desirable.
- Familiarity with biodiversity informatics, data standards and handling, relational databases, and presentation of taxonomic data in accessible ways.
- Excellent ability to identify emerging opportunities and engage effectively with collaborators.

Skills and capabilities

- Demonstrated proficiency in programming for open source databases, for example PostgreSQL.
- Evidence of effectively communicating in written and oral settings, to a wide range of audiences, and demonstrated ability to explain complex or technical concepts clearly.
- Experience in managing complex projects, including budgeting.
- Ability to effectively manage and prioritise tasks.
- Demonstrated ability to work collegially as a member of a team and contribute to a positive workplace culture.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.
- **Mandatory qualifications** - Tertiary degree in a relevant field (programming for biodiversity informatics, biological science, taxonomy/systematics).

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

To Apply

Position Contact	Haylee Crawford-Weaver, 0468 618 997
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0750721

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

Closing Date:Monday 25 November 2024

Parks Australia
Science & Australian National Botanic Gardens Conservation Science

Job Title	Conservation Science - Multiple Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Hobart TAS
Salary	\$91,944 - \$129,379
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Flexible employment arrangements are available with the Department of Climate Change, Energy, the Environment and Water
Classification	APS Level 6;Executive Level 1
Position Number	2024/2787, 2024/3077
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are
Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part

of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels. Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans
- Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation
- Regulatory compliance, operational frameworks and capability support for the use of drones across the Department

Parks Australia recently established a new Conservation Science section, offering an exciting opportunity to be at the forefront of shaping the identity and work of the section. As we build a new work profile, we will continue to facilitate and support innovative, cross-disciplinary research to inform management of the Commonwealth parks and gardens, to achieve outcomes for conservation and community, and to contribute to the national nature positive conversation. The section includes marine and terrestrial conservation scientists working together on complex, real-world problems that realise the potential for the parks and gardens to build conservation knowledge and outcomes for Australia. This is an exciting opportunity to work in a cross-disciplinary team developing, facilitating, coordinating and delivering the science and knowledge foundations to inform the management of Australia's Commonwealth parks and gardens.

The current work streams in the Conservation Science section include:

- **Science Strategy and Partnerships** – setting the direction of science in Parks Australia, designing and evaluating mechanisms for implementing and embedding strategy in business processes, and facilitating and maturing partnerships to deliver robust science and increase its impact and influence.
- **Monitoring and Management Effectiveness** – designing systems and programs to effectively and efficiently understand and predict the trajectories of important values, and the effectiveness of management within and beyond our parks in social, cultural, ecological and economic domains.
- **Climate Change** – understanding the social, cultural, ecological and economic impacts of climate change on our parks and their surrounding landscapes, vulnerability of important places and values to climate change, and developing approaches for integrated, sustainable adaptation thinking and actions.

- **Knowledge Weaving** – bringing together and elevating different knowledge systems to build a holistic understanding of our Parks and how to manage them, co-design innovative and sustainable solutions to complex conservation problems, and build institutional cultural competency.
- **Ecosystems and Species** – understanding the ecology and conservation requirements of ecosystems and species across our Parks, the impacts of threats and pressures on these values, and testing novel management actions to support their persistence.
- **Nature Repair and Nature Positive Initiatives** – exploring the opportunities and contributions of protected areas in social, cultural, economic and ecological domains to broadscale nature protection, repair and regeneration initiatives including 30 by 30, ecosystem restoration and nature-based solutions, the nature repair market, environmental accounting and ecosystem service valuation.

Duties

We are looking for people who can apply their skills and technical expertise to facilitate applied research that tackles complex and emerging problems. We are particularly interested in expertise in one or more of the following areas: applied ecology, marine and terrestrial science, climate adaptation science, social science, decision science, systems thinking, complex ecological modelling, ecological forecasting and prediction, environmental accounting, biodiversity/carbon markets, restoration ecology. You will play a leading role in developing and delivering programs in one or more of the work streams across both marine and terrestrial systems. You will collaborate closely with other scientists in the Conservation Science section, as well as a wide range of colleagues and in other parts of Parks Australia, including staff in the parks. The duties of the roles include, but are not limited to:

- Developing plans for integrated programs of work in areas including science strategy implementation and evaluation, partnership development, climate change adaptation, knowledge weaving, understanding and managing ecosystems and species, monitoring and evaluating management effectiveness, nature repair and nature positive initiatives
- Engaging with the research community and other internal and external stakeholders to represent and communicate Parks Australia's science priorities
- Establishing and maintaining productive relationships with internal and external partners, Traditional Owners, island communities, research users and other stakeholders to communicate Parks Australia's science priorities
- Facilitating and supporting, including through application of your own specialist skills and knowledge, implementation of integrated programs of scientific work in collaboration with internal and external partners
- Summarising, interpreting and synthesizing research findings into easily understood formats for diverse audiences including high quality reports, scientific papers, newsletter articles, briefing documents or advice, and presentations
- Helping to build and maintain an effective network of scientifically interested and trained staff across Parks Australia's locations through knowledge exchange and capability building

In addition to the above duties, the EL1 role would be expected to:

- Lead, manage, mentor and build capability in a small team who facilitate and support a range of multi-stakeholder conservation science programs
- Work with the Director and other team managers to build cohesion and a shared sense of purpose and direction in the wider Conservation Science section
- Build and sustain strong relationships with internal stakeholders to enable improvements in organisational capability and positively influence and affect change across Parks Australia
- Represent Parks Australia research interests and needs, and provide scientific advice, at internal and external working group, advisory group and steering committee meetings
- Develop contracts, lead procurement and/or recruitment activities, and secure and track internal and external resources for the team's work

- Support senior management through the preparation of briefings, submissions or other materials, and through the provision of expert advice.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

We currently have several vacancies available for immediate filling in Canberra or Hobart. A merit pool for filling positions in any location in Australia will be established at the conclusion of this selection process.

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

To Apply

Position Contact	Chloe Sato, 0455 925 461
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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

Closing Date:Monday 25 November 2024

Parks Australia
Science & Australian National Botanic Gardens Conservation Science

Job Title	Conservation Science - Multiple Positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Hobart TAS
Salary	\$91,944 - \$129,379
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Flexible employment arrangements are available with the Department of Climate Change, Energy, the Environment and Water
Classification	APS Level 6;Executive Level 1
Position Number	2024/2791, 2024/3078
Agency Website	https://www.dcceew.gov.au/

Job Description

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

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The Science and Australian National Botanic Gardens Branch leads science and conservation planning and policy for Parks Australia, and conducts research in conservation and biodiversity management through a range of programs. We engage in and coordinate diverse research partnerships and ensure First Nations knowledge and innovative solutions are core to our work, enabling us to enhance engagement and embed science into decision-making at all levels. Our work includes:

- Strategic science planning and prioritisation and shaping research partnerships for Parks Australia
- Leading cross-cutting research to support Parks Australia – in areas such as climate change adaptation, nature positive and knowledge weaving
- Providing scientific support for Protected Areas policy and Park Management Plans

- Managing the Australian National Botanic Gardens, home to our Branch and the nation's largest living collection of native plants
- Innovation in the cross-cutting application of new technologies and data analytics to meet science and application outcomes
- Facilitating research and science capacity building and education
- Curating national collections of biological data and conserving and protecting plants through systematics research, seed banking and ex situ conservation
- Regulatory compliance, operational frameworks and capability support for the use of drones across the Department

Parks Australia recently established a new Conservation Science section, offering an exciting opportunity to be at the forefront of shaping the identity and work of the section. As we build a new work profile, we will continue to facilitate and support innovative, cross-disciplinary research to inform management of the Commonwealth parks and gardens, to achieve outcomes for conservation and community, and to contribute to the national nature positive conversation. The section includes marine and terrestrial conservation scientists working together on complex, real-world problems that realise the potential for the parks and gardens to build conservation knowledge and outcomes for Australia. This is an exciting opportunity to work in a cross-disciplinary team developing, facilitating, coordinating and delivering the science and knowledge foundations to inform the management of Australia's Commonwealth parks and gardens.

The current work streams in the Conservation Science section include:

- **Science Strategy and Partnerships** – setting the direction of science in Parks Australia, designing and evaluating mechanisms for implementing and embedding strategy in business processes, and facilitating and maturing partnerships to deliver robust science and increase its impact and influence.
- **Monitoring and Management Effectiveness** – designing systems and programs to effectively and efficiently understand and predict the trajectories of important values, and the effectiveness of management within and beyond our parks in social, cultural, ecological and economic domains.
- **Climate Change** – understanding the social, cultural, ecological and economic impacts of climate change on our parks and their surrounding landscapes, vulnerability of important places and values to climate change, and developing approaches for integrated, sustainable adaptation thinking and actions.
- **Knowledge Weaving** – bringing together and elevating different knowledge systems to build a holistic understanding of our Parks and how to manage them, co-design innovative and sustainable solutions to complex conservation problems, and build institutional cultural competency.
- **Ecosystems and Species** – understanding the ecology and conservation requirements of ecosystems and species across our Parks, the impacts of threats and pressures on these values, and testing novel management actions to support their persistence.
- **Nature Repair and Nature Positive Initiatives** – exploring the opportunities and contributions of protected areas in social, cultural, economic and ecological domains to broadscale nature protection, repair and regeneration initiatives including 30 by 30, ecosystem restoration and nature-based solutions, the nature repair market, environmental accounting and ecosystem service valuation.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply. We recognise the important role Aboriginal and Torres Strait Islander people play in our workplace.

We aim to attract, recruit and develop Aboriginal and Torres Strait Islander employees. Our priority is to ensure a safe workplace where we celebrate all cultures. **Duties**

We are looking for people who can apply their skills and technical expertise to facilitate applied research that tackles complex and emerging problems. We are particularly interested in expertise in one or more of the following areas: applied ecology, marine and terrestrial science, climate adaptation science, social science, decision science, systems thinking, complex ecological modelling, ecological forecasting and prediction, environmental accounting, biodiversity/carbon markets, restoration ecology. You will play a leading role in developing and delivering programs in one or more of the work streams across both marine and terrestrial systems. You will collaborate closely with other scientists in the Conservation Science section, as well as a wide range of colleagues and in other parts of Parks Australia, including staff in the parks. The duties of the roles include, but are not limited to:

- Developing plans for integrated programs of work in areas including science strategy implementation and evaluation, partnership development, climate change adaptation, knowledge weaving, understanding and managing ecosystems and species, monitoring and evaluating management effectiveness, nature repair and nature positive initiatives
- Engaging with the research community and other internal and external stakeholders to represent and communicate Parks Australia's science priorities
- Establishing and maintaining productive relationships with internal and external partners, Traditional Owners, island communities, research users and other stakeholders to communicate Parks Australia's science priorities
- Facilitating and supporting, including through application of your own specialist skills and knowledge, implementation of integrated programs of scientific work in collaboration with internal and external partners
- Summarising, interpreting and synthesizing research findings into easily understood formats for diverse audiences including high quality reports, scientific papers, newsletter articles, briefing documents or advice, and presentations
- Helping to build and maintain an effective network of scientifically interested and trained staff across Parks Australia's locations through knowledge exchange and capability building

In addition to the above duties, the EL1 role would be expected to:

- Lead, manage, mentor and build capability in a small team who facilitate and support a range of multi-stakeholder conservation science programs
- Work with the Director and other team managers to build cohesion and a shared sense of purpose and direction in the wider Conservation Science section
- Build and sustain strong relationships with internal stakeholders to enable improvements in organisational capability and positively influence and affect change across Parks Australia
- Represent Parks Australia research interests and needs, and provide scientific advice, at internal and external working group, advisory group and steering committee meetings
- Develop contracts, lead procurement and/or recruitment activities, and secure and track internal and external resources for the team's work
- Support senior management through the preparation of briefings, submissions or other materials, and through the provision of expert advice.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

We currently have several vacancies available for immediate filling in Canberra or Hobart. A merit pool for filling positions in any location in Australia will be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Chloe Sato, 0455 925 461
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS45 Daily Gazette Thursday - 07 November 2024.pdf Published by Australian Public Service Commission.

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

Agriculture, Water and the Environment

Vacancy VN-0750724

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

Closing Date: Sunday 17 November 2024

Portfolio Strategy
First Nations Advisory Committee Support, Cultural Capability and Engagement, First Nations Policy and Program

Job Title	Multiple Policy Roles - First Nations Branch
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
Salary	\$81,690 - \$129,379
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible employment arrangements are available with the Department of Climate Change, Energy, the Environment and Water
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	2024/2832, 2024/2851, 2024/2863
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Portfolio Strategy Division is the department's central policy area. The division supports our ministers and the department to engage with the complex cross-cutting policy challenges in Australian climate, energy, environment and water policy. We lead on strategic policy, whole-of-portfolio projects, and work to build the department's policy capability.

The First Nations Branch is focused on engaging across the department to develop an understanding of policies and programs which impact First Nations people and their communities. Our work identifies opportunities to embed and deepen the department's work on the National Agreement on Closing the Gap, develop strategies to ensure that we are more consistent and strategic in our approach and support the department to build and maintain strong and respectful relationships with First Nations people.

First Nations Policy and Programs; First Nations Cultural Competency and Engagement Practices; and the Advisory Committee Support section are responsible for:

- Providing strategic oversight and delivery of a long-term First Nations strategy. This will align the departments work to the National Agreement on Closing the Gap priority reforms and targets and other whole of government priorities.
- Leading cabinet and budget approaches.
- Working collaboratively across the department to provide strategic advice and coordination of departmental engagement activities and cultural capability uplift.
- Providing the Secretariat to the Indigenous Advisory Committee and working across the department to improve collaboration across the department's First Nations advisory committees.

Duties

As the **APS 5** within the First Nations Branch your responsibilities may include, but are not limited to:

- monitor workflow processes; mailboxes and coordinate and support events and/or activities.
- undertake planning and implementation of small-scale projects as required.
- work as part of a small team to support key branch and department deliverables.
- represent the First Nations Branch
- build productive relationships and inclusive networks through collaboration with providers, partners and internal and external stakeholders.
- contribute to a respectful, open, inclusive, high-performing team culture.
- demonstrated understanding of the matters impacting Aboriginal and/or Torres Strait Islander peoples and high-level capability and commitment to continue to develop cultural competency.

As an **APS 6** within the First Nations Branch your responsibilities may include, but are not limited to:

- well-developed writing skills and the ability to lead and deliver drafting of quality briefing, minutes, and other correspondence.
- lead on specific projects or functions such as Branch communications, design, or coordination activities.
- excellent interpersonal skills, including the ability to develop and maintain relationships with internal and external stakeholders, First Nations stakeholders and represent the branch in committees and forums.
- manage and/or coordinate high-profile events involving the executive or senior external stakeholders.
- ability to identify emerging opportunities or issues and respond quickly to competing priorities.
- strong organisational skills, to support delivery of outcomes on time.
- assisting in strategic planning, program and project management and/or policy development for the section.
- contribute to a respectful, open, inclusive, high-performing team culture.
- Some roles may involve supervision responsibilities requiring setting of priorities and managing workflows of junior staff.
- A high level of cultural acumen and demonstrated cultural capability including a respect for diversity and ability to communicate sensitively with First Nations people.

As an Assistant Director (**EL1**) within the First Nations Branch your responsibilities may include, but are not limited to:

- ability to work under limited supervision, manage workloads and prioritise work with competing deadlines.
- lead engagement across the department and other agencies to develop and deliver on key policies, programs and engagement priorities, including the development and implementation of strategies and projects and identify policy, program and engagement gaps.
- develop key products such as placemats, reports, briefs, ministerial correspondence and talking points.
- demonstrate excellent written and verbal communication skills and ability to develop and maintain working relationships with internal and external stakeholders, senior executives and the ministers office.
- ability to represent the branch in committees and forums in relation to policy development and/or programs and effectively liaise, negotiate and influence across a range of business areas.

- ability to be strategic, resilient, innovative and form sound judgements on complex issues and identify emerging opportunities or risks and respond quickly and proactively.
- demonstrate strong leadership skills and self-awareness, with a focus on supporting and fostering the development of staff across the Branch.
- lead a small team and support and contribute to a respectful, open, inclusive, high-performing team culture.
- A high level of cultural acumen and demonstrated cultural capability including a respect for diversity and ability to communicate sensitively with First Nations people.

For detailed information about job specific capabilities for these roles, please view the Job Description which can be accessed from the job list on our website - the Apply Now link will take you there. **Eligibility**

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

This position is an 'Identified' position which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people. The successful applicant must have an understanding of the issues affecting Aboriginal and/or Torres Strait Islander people and an ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander People.

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

To Apply

Position Contact	Sarah Wilkes, 0403 259 906
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

Agriculture, Water and the Environment

Vacancy VN-0750725

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

Closing Date:Sunday 17 November 2024

Portfolio Strategy
First Nations Advisory Committee Support, Cultural Capability and Engagement, First Nations Policy and Program

Job Title	Multiple Policy Roles - First Nations Branch
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
Salary	\$81,690 - \$129,379
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible employment arrangements are available with the Department of Climate Change, Energy, the Environment and Water
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	2024/2810, 2024/2846, 2024/2864
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Portfolio Strategy Division is the department's central policy area. The division supports our ministers and the department to engage with the complex cross-cutting policy challenges in Australian climate, energy, environment and water policy. We lead on strategic policy, whole-of-portfolio projects, and work to build the department's policy capability.

The First Nations Branch is focused on engaging across the department to develop an understanding of policies and programs which impact First Nations people and their communities. Our work identifies opportunities to embed and deepen the department's work on the National Agreement on Closing the Gap, develop strategies to ensure that we are more consistent and strategic in our approach and support the department to build and maintain strong and respectful relationships with First Nations people.

First Nations Policy and Programs; First Nations Cultural Competency and Engagement Practices; and the Advisory Committee Support section are responsible for:

- Providing strategic oversight and delivery of a long-term First Nations strategy. This will align the departments work to the National Agreement on Closing the Gap priority reforms and targets and other whole of government priorities.
- Leading cabinet and budget approaches.
- Working collaboratively across the department to provide strategic advice and coordination of departmental engagement activities and cultural capability uplift.
- Providing the Secretariat to the Indigenous Advisory Committee and working across the department to improve collaboration across the department's First Nations advisory committees.

Duties

As the **APS 5** within the First Nations Branch your responsibilities may include, but are not limited to:

- monitor workflow processes; mailboxes and coordinate and support events and/or activities.
- undertake planning and implementation of small-scale projects as required.
- work as part of a small team to support key branch and department deliverables.
- represent the First Nations Branch
- build productive relationships and inclusive networks through collaboration with providers, partners and internal and external stakeholders.
- contribute to a respectful, open, inclusive, high-performing team culture.
- demonstrated understanding of the matters impacting Aboriginal and/or Torres Strait Islander peoples and high-level capability and commitment to continue to develop cultural competency.

As an **APS 6** within the First Nations Branch your responsibilities may include, but are not limited to:

- well-developed writing skills and the ability to lead and deliver drafting of quality briefing, minutes, and other correspondence.
- lead on specific projects or functions such as Branch communications, design, or coordination activities.
- excellent interpersonal skills, including the ability to develop and maintain relationships with internal and external stakeholders, First Nations stakeholders and represent the branch in committees and forums.
- manage and/or coordinate high-profile events involving the executive or senior external stakeholders.
- ability to identify emerging opportunities or issues and respond quickly to competing priorities.
- strong organisational skills, to support delivery of outcomes on time.
- assisting in strategic planning, program and project management and/or policy development for the section.
- contribute to a respectful, open, inclusive, high-performing team culture.
- Some roles may involve supervision responsibilities requiring setting of priorities and managing workflows of junior staff.
- A high level of cultural acumen and demonstrated cultural capability including a respect for diversity and ability to communicate sensitively with First Nations people.

As an Assistant Director (**EL1**) within the First Nations Branch your responsibilities may include, but are not limited to:

- ability to work under limited supervision, manage workloads and prioritise work with competing deadlines.
- lead engagement across the department and other agencies to develop and deliver on key policies, programs and engagement priorities, including the development and implementation of strategies and projects and identify policy, program and engagement gaps.
- develop key products such as placemats, reports, briefs, ministerial correspondence and talking points.
- demonstrate excellent written and verbal communication skills and ability to develop and maintain working relationships with internal and external stakeholders, senior executives and the ministers office.
- ability to represent the branch in committees and forums in relation to policy development and/or programs and effectively liaise, negotiate and influence across a range of business areas.
- ability to be strategic, resilient, innovative and form sound judgements on complex issues and identify emerging opportunities or risks and respond quickly and proactively.
- demonstrate strong leadership skills and self-awareness, with a focus on supporting and fostering the development of staff across the Branch.
- lead a small team and support and contribute to a respectful, open, inclusive, high-performing team culture.
- A high level of cultural acumen and demonstrated cultural capability including a respect for diversity and ability to communicate sensitively with First Nations people.

For detailed information about job specific capabilities for these roles, please view the Job Description which can be accessed from the job list on our website - the Apply Now link will take you there. **Eligibility**

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Sarah Wilkes, 0403 259 906
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0750765

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

Closing Date:Tuesday 12 November 2024

Australian Renewable Energy Agency (ARENA)
Corporate Affairs (ARENA) Corporate Affairs

Job Title	Director, Corporate Affairs
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	\$141,563 - \$164,475
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible employment arrangements are available with the Department of Climate Change, Energy, the Environment and Water
Classification	Executive Level 2
Position Number	2024/3022
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are
The Australian Renewable Energy Agency (ARENA) is a Corporate Commonwealth entity. ARENA's main objective is to improve

the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA has received significant additional funding over the past 3 budget cycles and is trusted by the Government to deliver many of its most impactful emissions reduction programs. ARENA supports the Government's emissions reduction goals of 43% reduction in net emissions by 2030 and net zero by 2050, through its focus on technology innovation and commercialisation to the benefit of Australia. ARENA complements other funding bodies and provides financial assistance to renewable energy, energy efficiency and electrification technologies for research, development, demonstration and deployment projects. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Climate Change and Energy, the Hon. Chris Bowen MP.

Corporate Affairs is responsible for positively influencing ARENA's operating environment and reputation through strategic communications and engagement with external and internal stakeholders. The Corporate Affairs branch has overarching responsibility for strategic communications and engagement across ARENA including reputation and issues management, website and digital channels, media relations, Departmental and Ministerial media and communications liaison, social media and content, corporate communications, corporate publications, brand, stakeholder engagement, crisis communications, internal communications and external events.

Duties

The Job

The Director, Corporate Affairs:

- Leads an integrated, professional team to deliver consistent, quality internal and external communication and engagement initiatives that align with the agency's strategy and priorities.
- Develops and delivers agency wide communication, public information management and stakeholder engagements strategies such as policies and plans to support ARENA's strategy and mandate funding activities and thought leadership.
- Establishes key relationships with relevant counterparts in Ministerial Offices, government departments and agencies, energy sector bodies, industry and media

Responsibilities:

- Oversight and management of ARENA's public image and positioning to support the agency's professional standing and reputation.
- Oversight and management of ARENA's media relations and engagement in line with established protocols agreed with Ministerial offices and the portfolio Department.
- Management of ARENA's website and related digital channels to support the agency's operational objectives.
- Leading the development and delivery ARENA's digital content and social media activities to help ensure ARENA maintains its contemporary and healthy online presence and to support the agency's external activities.
- Leading the development of effective and integrated communications planning and working collaboratively with other teams to embed that culture across the agency.
- Establishing and maintain relationships with key counterparts in Ministerial offices and Departmental communications teams, in close collaboration with the head of Government Relations.
- Lead the preparation of key corporate documents and key messaging including ARENA's Annual Report and support the development of other corporate publications to ensure consistency of external messaging and brand.
- Oversight and management of ARENA's brand and relevant collateral.
- Development and implementation of stakeholder engagement strategies to develop relationships internally and externally that build the foundations for delivery of quality outcomes to meet current obligations and for potential opportunities to meet future challenges in a complex and continually evolving environment.
- Leading the development and delivery of ARENA's internal communications strategy and channels.
- Support the broader Corporate Affairs team with direction and guidance on work programs and project deliverables as required.

- Leading the development and delivery ARENA’s external events strategy and ensuring coordination of ARENA’s speaking engagements and appearances at conferences and events.
- Key government relations activities including Senate and Budget Estimates and supporting information requests through ARENA’s Coord process and Questions on Notice.
- Issues management including the preparation of key messages and talking points to support ARENA’s external positioning and reputation.
- Provide strategic public affairs advice and planning to the ARENA CEO and Senior Leadership team and Board as required.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 months.

Notes

We currently have a vacancy available for immediate filling in Adelaide, Brisbane, Canberra, Hobart, Melbourne, or Sydney. A merit pool for filling positions in any location in Australia will be established at the conclusion of this selection process.

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

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

To Apply

Position Contact	Lily Vonk, +61 2 6159 7806
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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

Closing Date:Wednesday 27 November 2024

People
People Safety, Support and Wellbeing Work Health & Safety (WHS)

Job Title	Senior WHS Advisor (Psych)
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW, Hobart TAS
Salary	\$91,944 - \$104,393
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including working from home some days each week may be negotiated
Classification	APS Level 6
Position Number	2024/2764
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=C256E54E-63ED-8EF2-A506-DB3734264270>

Who we are
People Division, led by the Chief People Officer (CPO), provides human resources (HR) functions for the Department of Climate Change, Energy, the Environment and Water (the department) with a clear focus on the department's most valued asset: its staff. Alongside contemporary HR functions, projects and strategies People Division is also responsible for:

- enhancing the department's focus on safety
- enterprise bargaining
- cultural and change management
- the department's response to Australian Public Service (APS) reforms.

The Psychosocial team within the WHS Sullivan Group section provide strategic support across Parks Australia to enhance the psychological health and safety of staff. The team collaborates closely with colleagues in People Division and across Parks Australia Division, particularly Park Managers of the terrestrial and island parks. The team assesses psychosocial risk, offers strategic support and advice, and delivers various people and psychological health and safety projects to improve staff wellbeing outcomes. **Duties**

As a Senior WHS Advisor (Psych), you will proactively support the Assistant Director (Psych) with the implementation of psychosocial risk review recommendations and other psychological health and safety programs and projects.

Key activities in the role include:

- Undertake project and change management activities to support the implementation of psychological health and safety strategies across Parks Australia.
- Contribute to the development and progression of a Critical Incident Mental Health Response Framework and associated toolkits and training.
- Develop and implement strategies and tools for the continuous monitoring, improvement, and evaluation of psychological health and safety projects.
- Develop, maintain, and update project plans and progress reports.
- Build strong relationships across HR and WHS functions and Parks Australia – this may include travelling to some of our parks across Australia.
- Assist with the coordination, development, and delivery of psychological health and safety training across Parks.
- Coordinate the design and maintenance of communication plans and products, intranet, newsletter articles, placemats, posters, and story boards.
- Coordinate and deliver secretariat functions for the Parks Wellbeing Leadership Network and working groups across parks.
- Support the development and monitoring of the psychological health and safety budget, including payment of invoices and procurement activities.

What we are looking for

Knowledge and experience

- Demonstrated knowledge and experience in contemporary WHS psychosocial risk management and/or wellbeing.
- Strong project management knowledge and experience.
- Cultural competency (or ability to quickly learn) and a demonstrated capacity to work with and communicate sensitively with First Nations peoples.

Skills and capabilities

- Excellent communication, engagement, and interpersonal skills with a proven ability to tailor communications for diverse audiences.
- Demonstrated ability to build collaborative relationships with a range of internal and external stakeholders.
- The ability to undertake research and apply creative thinking techniques to generate ideas and solutions.
- Qualitative and quantitative data analysis skills including ability to present and communicate insights to a broad audience.
- Strong project management skills including ability to design and implement communications strategies across the project lifecycle.
- The ability to take a solutions-focused approach and demonstrate initiative, innovation, and agility to achieve results.
- A high level of personal integrity and adherence to the department's Core 4 values, the APS Values and Code of Conduct.

Desirable qualifications

- Relevant WHS, Organisational Psychology, HR and/or project management qualifications or experience is highly desirable.
- Certificate IV in Training and Assessment is highly desirable.
- Hold and maintain a valid Australian motor vehicle drivers licence.

Eligibility

- **Citizenship** - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.
- **Security Clearance** - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level.
- **Pre-employment Check** - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6 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 Climate Change, Energy, the Environment and Water (DCCEEW)

To Apply

Position Contact	Courtney Whittaker, 0403 671 165
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=C256E54E-63ED-8EF2-A506-DB3734264270

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Attorney-General's

Vacancy VN-0750832

Federal Court of Australia

Closing Date:Thursday 21 November 2024

Job Title	Judicial and Registry Services Team Leader
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$90,199 - \$101,022
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	On-site position based in Brisbane
Classification	APS Level 6
Position Number	0836-11-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

Reporting to the Director or Manager Court Services, the Judicial and Registry Services Team Leader has responsibility for delivery of high-quality case management, court room and chambers support to the judicial officers of the courts and registry services to clients, legal practitioners, registrars, family consultants and community groups which support court users. The role has oversight of both judicial and registry services in the location, including:

- providing the initial point of contact that clients have with courts
- providing information on appropriate avenues for addressing client needs, assisting to solve their problems, and recommending appropriate options, resources or services both internal and external to the Court
- processing, filing and sorting documents, including quality assurance and archiving functions
- providing the initial point of contact for judicial officers of the courts with respect to chambers arrangements and other administrative matters
- working with Corporate Services to manage the recruitment, training and development of judges associates and support staff
- coordination of events and in-court support requirements.

Duties

The position of Judicial and Registry Services Team Leader requires a self-starter who thinks both strategically to solve problems facing the courts as well as seeks ongoing performance improvement. The responsibilities of the position include:

- leading and/or supporting teams of client services staff and associates, deputy associates, case coordinators and court officers to ensure high quality support to clients, legal practitioners, judicial officers, registrars, family consultants and community groups
- coordinating courts' operations including scheduling of events and providing reports on case management indicators

- providing statistical reports to case management and court services management teams in relation to trends and issues associated with local service provision
- managing change in a challenging and fast moving environment
- developing and maintaining positive, productive and collaborative relationships with the judiciary, the legal profession and community groups, and
- ensuring the policies and standards of the courts are promoted and maintained.

Eligibility

1. Demonstrated staff management, change management, leadership and development experience (preferably in a legal, courts or public service environment) and the ability to promote a team environment.
2. Relationship management capacity, including an ability to communicate effectively with people at all levels, including judicial officers, as well as strong interpersonal skills, including a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
3. Demonstrated sound organisational and problem-solving skills including initiative, the ability to manage priorities, meet deadlines and work effectively under pressure.
4. Analytical and report writing skills with the ability to provide strategic advice on trends and policy to management.
5. Understanding of the public service operating environment including the requirement for legislative compliance, probity and accountability.

Notes

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Successful applicants engaged into the APS will be subject to a probation period

Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply, but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

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

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Shane Boyle, (07) 3052 4305
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0750875

Federal Court of Australia

Closing Date:Thursday 21 November 2024

National Native Title Tribunal
Dispute Resolution and Assistance

Job Title	Case Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Cairns QLD, Perth WA
Salary	\$71,560 - \$78,001
Future Merit Locations	Perth, Cairns, Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4
Position Number	0815-10-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

<https://www.fedcourt.gov.au/about/employment>

This vacancy is advertised as an 'identified position' which means candidates are required to have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples and proven culturally appropriate engagement and communication skills. Additional selection criteria are added to cover this and successful applicants will be expected to provide a reference from an Indigenous referee, where possible, to confirm they can meet these requirements.

Position Overview

Case Officers support their team in providing assistance to the President and Members in the performance of their decision-making and dispute resolution functions under the Act, mainly in relation to mining and exploration proposals that affect native title.

The role involves frequent contact with legal practitioners, heritage officers, tenement managers, mining companies and traditional owners. Candidates must be able to work effectively as part of a national team, while maintaining an ability to work independently and take initiative.

This role would suit someone who is comfortable working in an administrative setting, enjoys communicating with a diverse range of people, and has a good eye for detail.

Duties

Key Duties and Responsibilities:

- Support the Dispute Resolution and Assistance Team in the administration of the NNTT's future act functions;
 - Utilise internal databases to process applications and record accurate information.
 - Prepare written products and other information to support decision-making.
 - Undertake tasks as directed by the Manager Arbitration, Manager Mediation and Case Managers.
- Liaise with external clients and stakeholders about future act applications and related enquiries;

- Engage with external clients and stakeholders using clear communication and projecting a positive image of the NNTT.
- Provide administrative support for hearings and conferences convened by the President and Members and NNTT staff.
- Develop a sound understanding of relevant Commonwealth and State legislation and the NNTT's obligations under the Act.

3. Teamwork and independence;

- Set priorities and manage competing workloads to ensure quality and timely outputs.
- Work as an effective team member to support the work of the President and Members.
- Apply approved records and information management practices.

Note: Tasks and duties of the role may change from time to time subject to operational needs.

Selection Criteria

1. Possessing and demonstrating an understanding of the issues affecting Aboriginal and Torres Strait Islander people.
2. Possessing and demonstrating an ability to communicate sensitively with Aboriginal and Torres Strait Islander people.
3. Knowledge of native title and the Tribunal and Native Title Registrar's functions, or the ability to quickly acquire this.
4. Proven ability to work under limited supervision, while managing a variety of tasks to achieve results and meet deadlines.
5. Demonstrated oral and interpersonal communication skills to communicate effectively with stakeholders across all levels.
6. Demonstrated ability to build and sustain a network of positive working relationships with key people, internally and externally.
7. Demonstrated ability to act impartially and professionally with external clients and operate within the boundaries of organisational processes and in accordance with APS values.

Eligibility

Eligibility

Employment with the Court is subject to the conditions prescribed in the Public Service Act 1999, and the following:

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the course of their employment;
3. Successful applicants engaged into the APS will be subject to a probation period
4. Interested candidates who have received a redundancy benefit from an APS agency are welcome to apply but note that they cannot be engaged until their redundancy benefit period has expired.

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, LGBTIQ+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

Federal Court Australia will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role. **Notes**

How to apply

To apply, please submit your curriculum vitae and a one-page expression of interest detailing your skills, attributes, and experience relevant to the selection criteria.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

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

About the Federal Court of Australia

The Chief Executive Officer and Principal Registrar of the Federal Court, together with officers and staff identified under the Federal Court of Australia Act 1976, the Federal Circuit and Family Court of Australia Act 2021 and the Native Title Act 1993, constitute a single Statutory Agency for the purposes of the Public Service Act 1999. Employees are engaged to work in support of the following courts or tribunal: • Federal Court of Australia, • Federal Circuit and Family Court of Australia, and • National Native Title Tribunal. Employees are covered by the Federal Court of Australia Enterprise Agreement 2018–2021. The Federal Court and the Federal Circuit and Family Court each maintain a distinct statutory identity, with separate functions and judicial independence.

To Apply

Position Contact	Max Comp, 07 3052 4916
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0750920

Job Title	Executive General Manager, Regulatory Action
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT, Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The OAIC operates a hybrid work model with a combination of remote working and office attendance.
Classification	Senior Executive Service Band 2
Position Number	OAIC-2024-014
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-the-OAIC/join-our-team>

About the Office of the Australian Information Commissioner

Working with the Office of the Australian Information Commissioner (OAIC) will put you at the forefront of data protection and access to information regulation. As an independent statutory agency, the OAIC’s work is of national significance and plays an important role in shaping Australia’s information handling landscape across the economy - from government, digital platforms and the online environment, to health, finance and telecommunications. Our mission is to uphold and promote Australia’s privacy and freedom of information laws.

We are an agency within the Attorney-General Department's portfolio with responsibility for:

- privacy functions under the *Privacy Act 1988* and the *Digital ID Act 2024*
- freedom of information functions, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982*
- privacy and confidentiality functions in relation to the Consumer Data Right (CDR) under the *Competition and Consumer Act 2010* (CCA).

SES leadership roles in the OAIC

SES within the OAIC work as a united team, collaborating and supporting each other and staff in achieving outcomes for the Australian community, and ensuring the agency’s success.

You will demonstrate leadership that aligns with the values of the OAIC, which include:

- Modelling and championing the OAIC's Guiding Principles ('4 Pillars'): being proactive, proportionate, purpose-driven and people-focused
- Possessing integrity and demonstrating alignment with the APS Values: Impartial, Committed to service, Accountable, Respectful, Ethical and Stewardship
- Empowering staff to make decisions and supporting a shift to a more harm-focused regulatory approach for the OAIC that considers risk in a proportionate manner and is not risk averse
- Supporting OAIC's Commissioners to set the strategic direction of the OAIC, communicating that direction internally and externally, and leading your team to deliver on it.

Duties

- Providing oversight and leadership to the Regulatory Action division, enhancing approaches to delivery while balancing competing demands on resources and engaging with risk to deliver the best outcomes for the community and position OAIC for the future
- Working closely with OAIC's Commissioners to develop, communicate, implement, evaluate and refine OAIC's regulatory strategy
- Overseeing teams responsible for proactive regulation of information rights, including through strategic regulatory and enforcement action to minimise harms to the community caused by information rights violations
- Acting as deputy to one of the OAIC's Commissioners, which includes supporting the Commissioner in all aspects of their work, as required. This includes representing the OAIC publicly, under parliamentary or other external scrutiny, or with external stakeholders, and in making complex and contested statutory decisions
- Ensuring the OAIC's regulatory action is targeted and strategic and applied in a way that advances the community's information rights
- Leading evaluation of effectiveness of regulatory policies, operational frameworks and guidelines.
- Effectively overseeing the expenditure of funds to support proportionate regulatory action including legal and expert fees and disbursements
- Developing and overseeing case management and litigation strategies to deliver impactful, timely and proportionate outcomes that promote and protect privacy and information access rights
- Guiding and directing the leadership group of the Regulatory Action division to develop and nurture a high performing, multidisciplinary, collaborative and innovative culture across the division and the office that is aligned with OAIC's guiding principles
- Leading and overseeing critical stakeholder relationships including across government, in academia, the private sector and the Minister's Office and ensuring staff across the Regulatory Action division are engaging effectively with stakeholders, positioning the OAIC as a trusted regulator; and
- Establishing and driving strategic agendas that align with and supports the Commissioners' priorities and agency purpose.

Job Specific Capabilities, Skills & Experience

We are seeking applications from candidates who have:

- Legal qualifications or extensive experience leading regulatory functions in complex legislative environments
- Demonstrated effectiveness in the development and oversight of case management and litigation strategies that deliver impactful, timely and proportionate outcomes for the community.
- Familiarity with regulatory litigation processes and understanding of the requirements of the *Legal Services Directions*
- Exceptional leadership skills with the ability to inspire and guide teams, and a demonstrated commitment to developing and empowering staff
- Demonstrated experience in leading agencies or significant business units through change

- Experience in managing the development and implementation of organisational policies, programs and approaches to work that is complex
- In depth knowledge of the *Freedom of Information Act 1982* and the *Privacy Act 1988*, or the ability to quickly acquire this knowledge
- Ability to provide impartial and forthright advice to Commissioners and stakeholders

Desirable:

Qualifications in Government Investigations and management or public administration qualifications (e.g., MBA/MPA).

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

SES Requirements

The [Secretaries' Charter of Leadership Behaviours](#) sets out the behaviours expected from SES across the APS and apply to senior leadership roles in the OAIC. The behaviours build on the [Integrated Leadership System](#) and [APS Leadership Capability Framework](#).

This role is considered an Officer under the *Work Health and Safety Act 2011* and is required to exercise due diligence in complying with the obligations under this Act.

Eligibility

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Negative Vetting Level 1 and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

How to Apply

1. Please complete the application form found in the job pack on our website <https://www.oaic.gov.au/about-us/join-our-team/>.
2. Please provide a statement of claim of up to 2 A4 pages, addressing your interest, motivation and fit for the role. Your statement should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined above.
3. Your application form, CV and statement of claim should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au. Please ensure your email includes your full name in the email subject field, along with the job reference number found on the front page of this pack.

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	Ms Carly Kind, 02 9246 0431
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Attorney-General's

Vacancy VN-0750922

Job Title	Executive General Manager, Information Rights
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Hobart TAS, Perth WA, Darwin NT, Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	The OAIC operates a hybrid work model with a combination of remote working and office attendance.
Classification	Senior Executive Service Band 2
Position Number	OAIC-2024-013
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

<https://www.oaic.gov.au/about-the-OAIC/join-our-team>

About the Office of the Australian Information Commissioner

Working with the Office of the Australian Information Commissioner (OAIC) will put you at the forefront of data protection and access to information regulation. As an independent statutory agency, the OAIC’s work is of national significance and plays an important role in shaping Australia’s information handling landscape across the economy - from government, digital platforms and the online environment, to health, finance and telecommunications. Our mission is to uphold and promote Australia’s privacy and freedom of information laws.

We are an agency within the Attorney-General Department's portfolio with responsibility for:

- privacy functions under the *Privacy Act 1988* and the *Digital ID Act 2024*
- freedom of information functions, in particular review of decisions made by agencies and ministers under the *Freedom of Information Act 1982*
- privacy and confidentiality functions in relation to the Consumer Data Right (CDR) under the *Competition and Consumer Act 2010* (CCA).

SES leadership roles in the OAIC

SES within the OAIC work as a united team, collaborating and supporting each other and staff in achieving outcomes for the Australian community, and ensuring the agency’s success.

You will demonstrate leadership that aligns with the values of the OAIC, which include:

- Modelling and championing the OAIC's Guiding Principles ('4 Pillars'): being proactive, proportionate, purpose-driven and people-focused
- Possessing integrity and demonstrating alignment with the APS Values: Impartial, Committed to service, Accountable, Respectful, Ethical and Stewardship
- Empowering staff to make decisions and supporting a shift to a more harm-focused regulatory approach for the OAIC that considers risk in a proportionate manner and is not risk averse
- Supporting OAIC's Commissioners to set the strategic direction of the OAIC, communicating that direction internally and externally, and leading your team to deliver on it.

Duties

- Leading the FOI Case Management, Privacy Case Management, and Intake and Triage branches, enhancing approaches to delivery while balancing competing demands on resources and engaging with risk to deliver the best outcomes for the community and position the OAIC for the future
- Initiating and overseeing the implementation of multiple, integrated change initiatives with outcomes that significantly impact communities, stakeholders and services, while working under high scrutiny
- Acting as deputy to one of the OAIC's Commissioners, which includes supporting the Commissioners in all aspects of their work, as required. This includes representing the OAIC publicly, under parliamentary or other external scrutiny, with external stakeholders, and making complex and contested statutory decisions
- Ensuring the OAIC's delivery of services to the Australian community to promote and uphold access to information rights, including through leading process reform to enhance the efficiency and effectiveness of privacy and FOI complaints, IC reviews, and other casework functions completed by the OAIC
- Leading the development of systems and processes to ensure teams and individuals within the Information Rights division are performing effectively and efficiently
- Effectively overseeing the appropriate expenditure of funds
- Guiding and directing the leadership group of the Information Rights Division to develop and nurture a high performing, multidisciplinary, collaborative and innovative culture across the division and the office that is aligned with OAIC's guiding principles
- Developing and overseeing the implementation of strategies (within and external to the OAIC) to reduce or eliminate the OAIC's backlog of casework
- Leading and overseeing critical stakeholder relationships including across government, in academia, the private sector and the Minister's Office, and ensuring staff across the Information Rights division are engaging effectively with stakeholders, positioning the OAIC as a trusted regulator; and
- Establishing and driving a strategic agenda that aligns with and supports the Commissioners' priorities and agency purpose.

Job Specific Capabilities, Skills & Experience

We are seeking applications from candidates who have:

- Legal qualifications or extensive experience managing in a regulatory environment requiring an expert level understanding of legislation
- Demonstrated experience in the proportionate management of resources to achieve effective and timely regulatory outcomes
- Exceptional leadership skills with the ability to inspire and guide teams, and a demonstrated commitment to developing and empowering staff
- Demonstrated experience in leading agencies or significant business areas through change
- Experience in managing the development and implementation of organisational policies, programs and approaches to work that is complex
- In depth knowledge of the *Freedom of Information Act 1982* and the *Privacy Act 1988*, or the ability to quickly acquire this knowledge

- Ability to provide impartial and forthright advice to ministers and agency-head level leaders, giving consideration to organisational and government priorities

Desirable:

Management or public administration qualifications (e.g., MBA/MPA).

These duties are to be performed in accordance with the APS Code of Conduct and APS Values and Office policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the Office may re-assign the duties of an employee from time to time.

SES Requirements

The [Secretaries' Charter of Leadership Behaviours](#) sets out the behaviours expected from SES across the APS and apply to senior leadership roles in the OAIC. The behaviours build on the [Integrated Leadership System](#) and [APS Leadership Capability Framework](#).

This role is considered an Officer under the *Work Health and Safety Act 2011* and is required to exercise due diligence in complying with the obligations under this Act.

Eligibility

- Section 22 of the *Public Service Act 1999* requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Negative Vetting Level 1 and meet required background, identification and character checks.
- Note: All duties are to be performed in accordance with the APS Code of Conduct and APS Values and OAIC policies, including Workplace Diversity and Work Health and Safety. Under section 25 of the *Public Service Act 1999* the OAIC may re-assign the duties of an employee from time to time.

Notes

How to Apply

1. Please complete the application form found in the job pack on our website <https://www.oaic.gov.au/about-us/join-our-team/>.
2. Please provide a statement of claim of up to 2 A4 pages, addressing your interest, motivation and fit for the role. Your statement should include the use of practical and professional examples as relevant to the role and the job specific capabilities, skills and experience outlined above.
3. Your application form, CV and statement of claim should be collated as one document (where possible) and sent in a single email to: jobs@oaic.gov.au. Please ensure your email includes your full name in the email subject field, along with the job reference number found on the front page of this pack.

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	Ms Elizabeth Tydd, 02 9246 0436
Agency Recruitment Site	https://www.oaic.gov.au/about-the-OAIC/join-our-team

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Defence

Vacancy VN-0750447

Department of Defence

Closing Date:Thursday 21 November 2024

Joint Capabilities Group
ICT operations Division

Job Title	ICT Support Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/09285/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=718A0713-8842-DC3D-3E0E-DB36F7CCB357>

Duties

The Role

Defence Mobility is seeking a motivated and high performing individual to lead our technical engineering team in delivering Mobile ICT capability to Defence. This role is ideal for someone who has a good understanding of technical elements of mobile ICT technologies, with a can-do approach and a desire to grow their career in a technical engineering stream. You will be working with a supportive, skilled and diverse team dedicated to the delivery and support of Defence's ICT mobility capability and will be supported in training and development to complement your current, relevant skills. As an APS 6 ICT Support Engineer, you will:

- Lead a team of engineers to manage in-house iOS application development, packaging, testing and deployment;
- Manage document governance for complex mobile applications using supplied specifications, standards and tools;
- Liaise with stakeholders such as application developers and system owners to understand and assist with application development to meet technical requirements;
- Manage the release of Defence public mobile applications by assisting with the packaging, signing and submitting to the Apple and Google application stores;
- Manage mobile application vetting including preparing security assessment reports, seeking relevant approvals and implementing the respective deployment on various mobility systems;
- Manage testing of mobility system updates, new mobile operating systems, new mobile devices, preparing assessment reports, seeking relevant approvals and deploying on various mobility systems;
- Co-ordinate the research, collation and recommendation of options for a solution to issues or capability improvements to achieve desired outcomes.

About our Team

The Defence Mobility Team is responsible for providing Mobility capability to Defence. This includes mobile phones, tablets, laptops, mobile applications, remote access solutions and mobile communication services across the various security classifications whether that be standalone or network connected. It is our mission to deliver leading edge sovereign capability to support Defence's mission. Due to the nature of the work, our successful candidate will predominantly work on-site, but we can offer unique, challenging and rewarding work, access to training, development and mentoring program and work life balance. Collectively we rely on each other's knowledge and strengths to achieve the end result.

Our Ideal Candidate

To be successful in this role you will:

Employment with the Department of Defence is subject to conditions prescribed within the Public Service Act 1999.

- Have experience in leading a team of technical specialists to provide outputs in line with business requirements.
- Have experience in technical tasks such as patching, troubleshooting, configuring and testing;
- Have experience with any mobile application development language (i.e. Swift or any other coding language), deployment to in-house and public app store;
- Be able to work in a fluid environment by remaining flexible and working with multiple stakeholders;
- Have excellent verbal and written communications skills.

NOTE: To be eligible for employment with Defence applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waived. **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

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To Apply

Position Contact	Karen Collard, 02 6274 8468
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=718A0713-8842-DC3D-3E0E-DB36F7CCB357

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Defence

Vacancy VN-0750473

Department of Defence

Closing Date:Thursday 21 November 2024

Joint Capabilities Group
ICT Operations Division

Job Title	ICT Service Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/09338/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=CEBCAF62-CBF1-C278-6EAD-DB36F88EE583>

Duties

The Role
Defence Mobility Team is seeking a motivated and high performing individual to support our continued sustainment of Mobility

capabilities for Defence. This role is ideal for someone who has a strong understanding of mobile ICT systems, history of problem solving and enjoys working in a dynamic fast-paced public sector environment. You will be working with a supportive, skilled and diverse team dedicated to the delivery and support of Defence's secure mobile ICT capability. Our ideal candidate will bring a positive attitude and energetic, customer-centric support to this role.

ICT Service Manager, you will:

- Support the sustainment of mobile ICT capability and providing ongoing governance and assurance to keep systems operational;
- Maintain vendor and stakeholder expectations to support the current SLAs.
- Investigate and diagnose incidents and problems, evaluating root cause and making recommendations for service improvements.
- Monitor performance metrics for SLAs, analyse results, and recommend innovative ways to continuously improve the user experience.
- Identify, map and document end-to-end support services and processes.
- Manage Service Catalogue Requests and report on mobility items
- Assist with the management of Work Take-on for the Defence Mobility Team

About our Team

The Defence Mobility Team is responsible for providing Mobility capability to Defence. This includes mobile phones, tablets, laptops, mobile applications, remote access solutions and mobile communication services across the various security classifications whether that be standalone or network connected. It is our mission to deliver leading edge sovereign capability to support Defence's mission.

Due to the nature of the work, our successful candidate will predominantly work on-site, but we can offer unique, challenging and rewarding work, access to training, development and mentoring program and work life balance. Collectively we rely on each other's knowledge and strengths to achieve the end result.

Our Ideal Candidate

Our ideal candidate will bring a positive attitude and energetic, customer-centric support to this role.

Competencies that will be an advantage:

- Excellent customer service skills, experience with the management of Service Request Catalogues
- In-depth knowledge of mobile ICT capabilities
- Experience in sustaining ICT and/or Mobile ICT capability including, change management, incident management and defect management
- Ability to build and maintain relationships with a network of internal and external stakeholders
- Exceptional writing skill and ability to produce reports and briefing for range of audience

Eligibility

Security Clearance:

Applicants must be able to obtain and maintain a security clearance at "Negative Vetting Level 2"

Notes

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To Apply

Position Contact	Karen Collard, 02 6274 8468
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CEBCAF62-CBF1-C278-6EAD-DB36F88EE583

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Defence

Vacancy VN-0750513

Department of Defence

Closing Date:Thursday 21 November 2024

Deputy Chief of Navy
Chief of Staff- Navy Headquarters

Job Title	Web Administrator Navy
Job Type	Full-Time, Ongoing
Location	Russell ACT, Campbell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Russell, Campbell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NAVY/09460/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8C4066BC-6012-F516-C5AB-DB3731CAA2B>

Duties

The Role

The Navy Communications and Media Team is seeking an enthusiastic APS 6 Web Administrator, who will manage the Intranet Renewal Project (IRP) delivering in line with the new Defence Web Policy. Defence is upgrading to the IRP to provide a more modern, reliable, consistent and sustainable intranet experience for all Defence personnel and the APS 6 Web Administrator will be a key member of delivering this capability.

The successful applicant will facilitate the decommissioning of SharePoint2010 in both the Defence Protected and Secret environments (DPE/DSE) via the provision of exceptional customer service, project delivery and with a view to enhancing Navy's intranet user experience.

Applicants will need to demonstrate an ability to:

- Manage the creation and compliance review of content on the Defence intranet website.
- Create digital design in line with Enterprise Web Directorate (EWD) standards.
- Ability to build networks and leverage off these.
- Critical thinking and problem solving skills.
- Strong communication skills and collaborative mindset to establish and maintain professional relationships with Navy stakeholders.
- Ability to prioritise requests received in the team's group mailbox, and the publication and quality assurance of web content in compliance with Web Content Accessibility Guidelines (WCAG).

About our Team

The APS 6 Web Administrator Navy is part of the Navy Communication Branch within Chief of Staff Navy Headquarters, Russell (COSNHQ). The branch is a blended workforce with a mix of

Australian Public Service (APS) staff members and Navy uniformed personnel. The branch in total has approximately 20 staff members that are located in Russell Offices, Campbell Park and Fleet Bases East and West.

The branch encompasses staff with a broad range of skills; including media and marketing skills; social media experts, imagery specialists, public affairs officers and strategic communication advisors. The team works collaboratively in developing tactical and strategic communication outcomes for Navy and the Department of Defence.

Our Ideal Candidate

The APS 6 Web Administrator will need to be highly motivated, have high levels of administrative and organisational abilities and excellent time management skills.

Applicants will need to demonstrate:

- An ability to manage web project tasks and triage web support requests.
- Ability to manage a team to achieve Navy outcomes.
- Customer service skills.
- An ability to work as part of a team as well as independently.
- An ability to think outside the box and show experience in the use of digital communication channels.
- Strong commitment to web standards and delivery of user experience products.
- An ability to work with autonomy and accountability for the achievement and outcomes for their work.
- An ability to innovate positively on the improvement of the Defence web environment and primary internal communication channel.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Melynda Mathews, 02 5131 5766
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8C4066BC-6012-F516-C5AB-DB3731CAAA2B

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Defence

Vacancy VN-0750568

Department of Defence

Closing Date:Thursday 21 November 2024

Air Force
Air Command

Job Title	Team Leader - Digital Terminal Procedures
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$91,702 - \$104,753
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	AF/09520/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6461BE98-6982-ECBD-1C5C-DB373415EE04>

Duties

The Role
The Team Leader - Digital Terminal Procedures reports to the EL 1 Production Manager to undertake work that is complex in

nature, under limited direction, with the opportunity for reasonable autonomy and accountability. Making effective use of expertise within the team, the Team Leader - Digital Terminal Procedures will be involved in providing technical, professional, and policy advice in support of strategic planning, program management, and policy development. In addition, the Team Leader - Digital Terminal Procedures collaborates closely with other team leaders and stakeholders in a dynamic, time-sensitive environment to ensure AIS-AF delivers a seamless production process from sourcing aeronautical information through product compilation, to publication, and ultimately product distribution.

About our Team

The Team Leader - Digital Terminal Procedures leads a small team within Aeronautical Information Service - Air Force (AIS-AF), responsible for encoding terminal procedures for use in Australian Defence Force (ADF) flight management databases and generating navigation database products. The role ensures that ADF mission planners and flight crew have access to up to date, relevant and accurate terminal procedures in digital format, for operations in Australia and abroad.

Our Ideal Candidate

As the ideal candidate, you will be highly analytical, detail oriented, and have a solid understanding of aviation/flight planning terminology, typically attained through relevant experience in an aviation related role and/or relevant aviation related studies.

- You will demonstrate resilience, personal drive, and a focus on enabling others in support of Defence capability.
- You will have experience interpreting technical information relevant to international aviation standards, working collaboratively in a supportive team environment, participating in regular peer reviews of technical outputs, and using simple software (e.g. Microsoft Access or Excel) for basic data queries.
- Experience in a technical aviation-related role (e.g. aeronautical information management, instrument flight procedures design, air traffic control, flight operations etc.) would be advantageous.

Candidates who have completed an aviation-related STEM Degree are also encouraged to apply.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Fritz Giuws, 03 8698 7605
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6461BE98-6982-ECBD-1C5C-DB373415EE04

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Defence

Vacancy VN-0750576

Department of Defence

Closing Date:Thursday 21 November 2024

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Systems

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Russell
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	NSSG/09368/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=79C311C5-8128-9165-8822-DB376C1B9AF1>

Duties

The Role
The successful applicant will provide security officer services and security advice to Hunter Class Frigate Branch (HCFB) personnel

including command and management with a primary goal to enable a strong and effective security culture. The successful candidate will report to the SEA 5000 Deputy Director Security Manager and the Business Team Director.

As a part of the HCFB, this role is an excellent opportunity for an individual to rise to a new challenge as the Branch Security Officer working with an integrated workforce of Australian Defence Force, Australian Public Service and contract personnel. The role provides an excellent opportunity for you to build knowledge and develop skills as you support the delivery a major, multi-decade Defence project.

You will collaborate with, manage some and support the collective stakeholder Team Hunter group from Defence and our Defence Industry partners. You will build and sustain effective relationships with team members and actively participate in Team Hunter activities.

About our Team

The Hunter Class Frigate Program (HCFP) will provide the Australian Defence Force with provide six frigates optimised for anti-submarine warfare. Based on the UK's Type 26 Global Combat Ship the HCF Frigate will be enhanced to meet Royal Australian Navy requirements. HCFP is a multi-billion dollar program that includes numerous Australian suppliers including BAE Systems Maritime Australia, SAAB Australia, Lockheed Martin Australia, CEA Australia and Thales Australia, plus numerous international stakeholders from the UK, USA, Canada and Europe.

Whilst your position is based in Canberra at the Branch Head Office, you will also be interacting with a broad range of Australian based and International based stakeholders. The frigates are being constructed at the Osborne Naval Shipyard, South Australia and some interstate travel is required.

You will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available. Information on Defence employees' working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

Our Ideal Candidate

HCF Branch is looking for a self-motivated Security Officer to be a part of a small and dynamic team.

In order to provide high quality support the successful candidate will have:

- Demonstrated leadership experience including the ability to supervise and mentor team members.
- Desire to foster a culture of continuous learning and professional development personally and amongst the team.
- Experience as a Security Officer or Assistant Security Officer (highly desirable).
- Experience in developing security risk assessments and implementing risk management strategies, or a willingness to learn and develop skills in this area.
- Strong analytical and problem-solving abilities.
- Excellent communication and interpersonal skills.
- The ability to manage and coordinate multiple branch and project tasks and activities simultaneously.
- Adaptability, resilience and flexibility in the face of changing priorities and be open to acquire new skills, seek knowledge and have the willingness to assist other teams.

Most importantly, we are seeking team-orientated individual with a positive attitude, who can navigate and rise above the high tempo of this busy and rewarding role. **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	HCF Workforce Team, 02 6212 0624
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=79C311C5-8128-9165-8822-DB376C1B9AF1

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Defence

Vacancy VN-0750585

Department of Defence

Closing Date:Thursday 21 November 2024

Guided Weapons and Explosive Ordnance
GWEQ Headquarters (HQ)

Job Title	Human Resource Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra, Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Office Arrangement can be negotiated
Classification	APS Level 6
Position Number	GWEO/09516/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=15E2D63C-4916-3C3B-DBEC-DB376D346D87>

Duties

The Role

We are looking for a talented and motivated HR Specialist to join our team and provide expert advice to key stakeholders within Guided Weapons and Explosive Ordnance (GWEO) Group and Defence. As a vital contributor to our HR function, you will be responsible for conducting workforce research, analysing data, and engaging with stakeholders to build a highly skilled and qualified workforce.

Your sound judgment and initiative will enable informed government decision-making, and you will excel in providing detailed HR professional and policy advice in complex situations. In this role, you will drive results, work collaboratively with your team, and lead projects to success. Your ability to interpret and manage sensitive information with discretion and adherence to privacy principles is crucial, as you will handle data sets that may contain sensitive information.

If you're a proactive and experienced HR professional with a passion for excellence and growth, we want to hear from you! Join us in our mission to build a high-performing and successful team, and contribute to strategic planning, program and project management, and policy development.

About our Team

The GWEO Group Workforce Team supports the GWEO Group capability by ensuring we have the right people, in the right place, at the right time. We continuously improve our workforce analysis, planning and management activities to enable streamlined processes and quality deliverables for, and on behalf of, the GWEO workforce. This role will offer candidates with an exciting opportunity to drive innovation and improvement that will help GWEO Group Delivery on the National Defence Strategy.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasizes respect and collaboration. Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;

- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

The Workforce team is seeking an experienced HR Officer to join our growing team. If you are a passionate HR professional and driven to achieve results, we would love to hear from you.

As a driven and analytical team player, you will lead and deliver impactful people projects and strategies while resolving complex issues using your data analysis and problem-solving skills. By engaging with stakeholders and maintaining accurate records, you will contribute to a compliance-focused environment, ensuring optimal business outcomes and fostering strong relationships internally and externally.

If you are someone who:

- Enjoys supporting challenging and highly complex Human Resources activities,
- Is creative, pragmatic and solutions focused, and
- Is not afraid to challenge the traditional ways of doing business.

Then this is the role for you! **Eligibility**

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

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To Apply

Position Contact	Michael Back, Michael.back@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=15E2D63C-4916-3C3B-DBEC-DB376D346D87

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Defence

Vacancy VN-0750587

Department of Defence

Closing Date:Thursday 21 November 2024

Naval Shipbuilding and Sustainment Group
Maritime Sustainment

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$83,706 - \$89,659
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site based work
Classification	APS Level 5
Position Number	NSSG/09592/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C4F3EA68-F71B-2192-1D62-DB376DC68DAE>

Duties

The Role
Would you like a logistics role supporting the Australian Government's lead agency responsible to safeguard Australia and our national interests, with opportunities for professional development?

The Maritime Cross-Platform Systems Program Office (MCPSPPO) team, based in Sydney CBD, is seeking a professional, self-motivated individual to join our Sustainment Team and fulfil the role of APS5 Logistics Officer within the Materiel Logistics Function. An APS5 Logistics Officer is accountable under limited direction to:

- Perform and achieve material logistics inventory and asset management work within an integrated workforce;
- The ability to quickly develop a solid understanding of relevant legislative frameworks, and Defence's mission and policy requirements;

- Organise your workflow, make independent decisions relating to your area of responsibility and seek guidance when required;
- Undertake specialist research and analysis, conduct reviews and assessments and perform procedural and clerical support work to achieve results;
- Regularly liaise and coordinate with a broad range of stakeholders, including executives, contractors, APS and ADF members to identify, respond and provide advice on issues to achieve work unit and Defence outcomes;
- Provide support that is informed and directed by your knowledge of Materiel Logistics.

You will be an asset to the team, completing tasks consistent to a work plan, whilst providing advice and assistance to other team members. You are an enthusiastic individual. You will manage your workflow and performance and look for opportunities to improve.

About our Team

The MCPSPO within Maritime Systems Division, is the lead agency for delivery of cross-Class sustainment services and advice across the maritime environment. MCPSPO sustains and manages a range of complex military systems and supplies, through an extensive network of industry partners, domestic and off-shore. Our operating environment is complex and challenging, and requires exceptional contract and relationship management and complex contract development skills.

MCPSPO is comprised of three functions, including Commercial, Sustainment and Engineering cells. The teams work in a complex, fast paced environment as part of a diverse and inclusive Branch environment that encompasses a variety of knowledge, skills and experience within a supportive hierarchy. You will be working with talented colleagues, who will provide you with guidance and support to ensure that you have everything you need to succeed. MCPSPO supports career development through encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

We are looking for a team focused individual who is able to understand and analyse supply chain data and resolve problems using expertise, and recommend alternative courses of actions. To be successful in this role you will:

- Be a results oriented and energetic self-starter, have good judgement and the ability to work autonomously where required
- Be organised, methodical and possess a strong attention to detail.
- Exhibit excellent record keeping and can effectively prepare and present data
- Have an understanding of inventory management but most importantly, enthusiasm to learn
- Take responsibility and use initiative to achieve set goals;
- Eager to learn and capable of quickly acquiring product knowledge;
- Possess strong analytical skills with a high level of computer literacy;
- Be able to identify potential problems and find suitable solutions for each situation;
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.
- Be able to communicate clearly and concisely, both orally and in writing.

We are looking forward to reading your application demonstrating examples of how your experience and skillset can make you the best applicant for this position.

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	Simon Haines, 02 8440 4329
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C4F3EA68-F71B-2192-1D62-DB376DC68DAE

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Defence

Vacancy VN-0750592

Department of Defence

Closing Date:Thursday 21 November 2024

Guided Weapons and Explosive Ordnance
GWEO Headquarters (HQ)

Job Title	Human Resource Manager - Multiple positions
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra, Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Office Arrangement is negotiable
Classification	Executive Level 1
Position Number	GWEO/09517/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=7E4CC2A5-F7A9-EA31-5AA0-DB376DB369A4>

Duties

The Role

We are looking for highly motivated HR Managers to shape the Workforce Demand for the GWEO Group.

HR Manager - Workforce Management

The HR Manager will play a key role in leading a team to deliver day to day support for strategic planning, change management and attraction and retention. You will liaise with the Divisions and conduct regular workforce plan reviews to identify demands and gap analysis. You will also assist in reviewing and maintain internal processes.

HR Manager - Strategy and Culture

The HR Manager will deliver, develop and implement strategies and provide support on wellbeing. You will help develop and implement various strategies, including Employee Value Proposition (EVP), Attraction and Retention, Effective Communication and Change management. You will assist in strategic decision making and shape Workforce Strategy policy to help the GWEO capability to deliver outcomes.

About our Team

The GWEO Workforce Team supports the GWEO Group capability by ensuring we have the right people, in the right place, at the right time. We continuously improve our workforce analysis, planning and management activities to enable streamlined processes and quality deliverables for, and on behalf of, the GWEO workforce.

This role will offer candidates with an exciting opportunity to drive innovation and improvement that will contribute to the delivery of a sovereign Guided Weapons and Explosive Ordnance Enterprise. Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasizes respect and collaboration.

Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;

- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

As a newly stood up Group, the GWEO Workforce team is looking for an ideal candidate who can shape the Workforce Demands across the GWEO Group and have proven experience in delivering a positive business outcome. You will lead and deliver various projects like attraction and retention, oversee succession planning and skills development, etc.

The successful candidate will be required to cultivate a productive working relationship with stakeholders and have the ability to influence decision making. As the role is required to work to tight deadlines, you will need the ability to work to a strict timeline and effectively manage competing priorities and display resilience.

You will be a self-starter, flexible, agile and have a strong ability to identify issues and develop effective solutions in a timely manner. It is expected that the successful candidate will lead and motivate the team, manage performance and foster a positive work environment. No day is the same every day, which brings challenges and exciting opportunities, which our ideal candidate will embrace.

If you are someone who enjoys a challenging role, we would love to hear from you! **Eligibility**

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

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

About the Department of Defence

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To Apply

Position Contact	Jeannette Hector, Jeannette.hector@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=7E4CC2A5-F7A9-EA31-5AA0-DB376DB369A4

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Defence

Vacancy VN-0750602

Department of Defence

Closing Date:Thursday 21 November 2024

Naval Shipbuilding and Sustainment Group
Maritime Support

Job Title	Commercial Manager
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$115,899 - \$130,733
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	NSSG/09581/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=D1D9DED5-158D-F3A9-7443-DB376DDF0B1F>

Duties

The Role
MCPSPO are seeking an energetic, enthusiastic and self-motivated EL1 Commercial to lead our Commercial Support Team. The position requires excellent interpersonal, negotiation, governance, and procurement and contract management skills.

As the Commercial Manager, you will be adept at managing relationships with internal and external stakeholders, including contractors. You will balance a complex relationship of commercial, capability and governance demands in support of MCPSPO product schedule delivery.

Specific duties will include:

- Deliver ongoing commercial support to MCPSPO staff in the development and delivery of commercial arrangements and projects.
- Preparation of written documentation, including senior management briefing and reports and procurement documentation.
- Management of the MCPSPO's commercial Governance and Assurance outcomes.
- Manage commercial resources to meet operational capability requirements across the SPO.
- Assist in MCPSPO commercial strategic planning.
- Develop and maintain enterprise stakeholder relationships.

You will lead a team of staff to achieve these outcomes. Collaboratively managing and resolving contract risks and issues as well as identifying opportunities and bringing together Defence and Industry partners in the focus of capability requirements is integral to the role.

You will possess a high level of commercial knowledge and experience, with a strong emphasis on stakeholder engagement to deliver outcomes in a complex and technical environment.

The candidate will be agile and capable in managing projects and risk to achieve business outcomes in a collaborative manner, and will be able to lead and influence outcomes within the team environment.

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

About our Team

The Maritime Cross Platform Systems Program Office (MCPSPO), within the Maritime Systems Division, is the lead agency for delivery of cross-class sustainment services and advice across the maritime environment. MCPSPO sustains and manages a range of complex military systems and supplies, through an extensive network of industry partners, domestic and off-shore.

Our operating environment is complex and challenging, and requires exceptional contract and relationship management skills. MCPSPO is comprised of three functions, including Commercial, Sustainment and Engineering cells. The teams work in a complex, fast paced environment as part of a diverse and inclusive Branch environment that encompasses a variety of knowledge, skills and experience within a supportive hierarchy.

You will be working with talented colleagues, who will provide you with guidance and support to ensure that you have everything you need to succeed. MCPSPO supports career development through encouraging employees to build both leadership and technical skills and harnesses continuous improvement ideas and innovations.

Our Ideal Candidate

Our ideal candidate is someone who has experience in commercial management. You will need the ability to work collaboratively, providing direction, guidance, leadership and support to a team and developing and maintaining strong working relationships with internal and external stakeholders.

They will have the following skills and attributes:

- Strong contracting and procurement background.

- An ability to deliver commercial outcomes within a commercial framework that meets the requirements of the Public Governance, Performance and Accountability (PGPA) Act).
- Strong initiative and sound judgement.
- Strong written and oral communication skills.
- An ability to produce quality work within short timeframes, within competing priorities.
- An ability to deliver commercial projects in accordance with the PGPA, to schedule and within allocated resources.
- Excellent interpersonal and analytical skills.
- Experience in staff management and team leadership in an integrated environment.
- A commitment to continuous improvement.

Eligibility

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

Notes

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

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To Apply

Position Contact	Kathy Fallon, 02 8440 4308
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D1D9DED5-158D-F3A9-7443-DB376DDF0B1F

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Defence People Group
Joint Health Command

Job Title	Health Records Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$76,277 - \$83,274
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site work arrangement
Classification	APS Level 4
Position Number	DPG/09522/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2A8882A3-544A-6579-E39C-DB376E7903F8>

Duties

The Role

We have a unique opportunity for a Health Records Officer to join the Health Information Office (HIO). Joint Health Command is looking for a diligent individual to assist in the co-ordination of Health Information Requests. This person will also have excellent communication skills and assist in the service delivery of health information to both members and third parties in accordance with relevant legislation, Defence policy and processes.

The Health Records Officer will be responsible for:

- Assisting with the group inbox including the co-ordination and prompt response to health information requests, subject matter expert advice to members, and allocation of work load within the team;
- Assisting in the development of Standard Operating Procedures (SOPs) and providing mentorship, training and advice when required to a contracted workforce in relation to health information requests;
- Ensuring relevant policies and processes are updated and followed in accordance with legislative requirements;
- Ensuring appropriate governance of health information within the HIO team, including quality assurance and release of health records;
- Assist in the actioning and co-ordination of Freedom of Information related tasks; and
- Other administration tasks within HIO as directed.

About our Team

Joint Health Command (JHC) makes a contribution to operational capability of the Australian Defence Force through delivery of reliable, resilient, affordable and best practice health services.

The Health Information Office (HIO) supports these activities by enabling data driven decision making at all levels of the organisation through report development and insight generation, utilising data from the Defence-electronic Health System and other linked sources.

The HIO is responsible for: health data stewardship including applying legislative frameworks and best practice standards relating to data collection, storage, use and security; and governance of the health information domain including the systems for collecting storing, and managing data; and data quality and assurance.

HIO health records team operate in a fast paced environment with responsibility to assess, triage and action requests for health records from Defence members and from third parties under legal authority.

Our Ideal Candidate

The Ideal Candidate will be highly motivated, have high levels of administration and organisational abilities as well as a keen eye for attention to detail. The candidate will be required to work collaboratively as part of a small team and independently with excellent communication skills. They should be adaptable, flexible and comfortable dealing with change within the workspace.

To succeed in this role, applicants will be required to demonstrate:

- High levels of administrative and organisational skills;
- Strong ICT literacy and previous experience dealing with a records management database and/or electronic health system;
- Strong time management skills, sound judgment, problem solving skills and initiative;
- Well-developed oral and written communication skills with the ability to provide accurate advice to stakeholders regarding moderately complex health information related issues;
- Ability to work independently and as part of a small, high performing team;
- Ability to handle sensitive health information in accordance with government legislative requirements; and
- Demonstrated experience in handling requests made pursuant to legislative instruments such as the Freedom of Information Act, and Work Health and Safety Act.

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	Kristine Hovell, 02 6266 3527
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2A8882A3-544A-6579-E39C-DB376E7903F8

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Defence

Vacancy VN-0750605

Department of Defence

Closing Date:Thursday 21 November 2024

Strategy Policy & Industry
Defence Industry Policy

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Russell
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SPI/09603/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=D6CB48E0-A53B-3E23-45A2-DB376E0270E7>

Duties

The Role

If you are someone who enjoys a challenge and you want to contribute to the future of Defence, we want to hear from you. The APS 5 Project Support Officer will work in the Transformation, Policy and Technology Directorate within Defence Export Controls (DEC). DEC plays a key role in protecting Defence capability by contributing to Australia's counter-proliferation efforts and supporting Australian industry through the timely consideration of export permits.

So what does this mean for you?

- You will be working on challenging transformation activities that have a real impact on the future of Australia's Defence export control system. The work we deliver is driven by Government priorities and ensures that stakeholders are able to meet their obligations under Australia's export control laws.
- You will have an opportunity to work with internal and external stakeholders from across government, industry, higher education and research sectors.
- You will be trusted to use your skills and experience to develop creative solutions to challenging problems (with support from the rest of your team).
- You will have the chance to do work that will diversify your skills and experience to help set you up for success in future roles in Defence or the APS – we are keen to understand what you want out of the role, and how we can help you get there.
- You will support the broader Transformation Team to deliver commercial support, prepare written materials, manage risks and issues and drive the broader transformation agenda across the Defence Export Controls Branch.

The right person for this role will be a confident communicator, with an ability to build and sustain

stakeholder relationships. They will possess a diverse range of business and commercial acumen skills and/or experience to help deliver against branch priorities.

The successful applicant may be eligible to commence on a Baseline security clearance, however they must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

About our Team

Defence Export Controls (DEC) is the Commonwealth regulator responsible for the movement of Defence-related goods, technology and services both within and outside Australia. DEC supports stakeholders from government, industry, higher education and research sectors, and private individuals to meet their obligations under Australia’s export control laws.

The Transformation, Policy and Technology Directorate delivers best practice program and project management activities, with a current focus on implementing the Defence Trade Controls Amendment Bill 2023 and addressing recommendations from the 2023 Review of the Defence Trade Controls Act. The team keeps up to date with the latest changes to relevant Defence Export Control policies and ensures the Branch is ready to meet the needs of the Defence Export Control environment.

We are a small and supportive team of professionals that work closely to achieve outcomes. Our team is drawn from across Defence – we have diverse backgrounds, perspectives and experiences. We can offer you flexible working arrangements and will ensure you have the opportunity to pursue a range of formal and informal professional development opportunities to support your future career goals.

Our Ideal Candidate

Traits of people that work well in our team include:

- **Highly motivated.** We want someone who is keen to kick goals and takes the initiative to achieve results.
- **Excellent judgement and problem solving skills.** You will need these when dealing with complex situations or stakeholders.
- **Great at building relationships.** There are lots of different people who have a stake in the outcomes we are trying to achieve, and you’ll need to be able to make relationships with them work.
- **Good communication skills.** We want someone who can write short, sharp and to-the-point, and make sure what they produce makes sense to their target audience.
- **Flexible.** Things will change, and we want someone who is able to shift their approach and be innovative as required. You will fit best if you are adaptable and resilient in your approach to kicking goals.

However, if you are excited about this role but your past experience doesn’t align perfectly with the traits listed above, we still want to hear from you. We are interested in understanding your strengths, what you want to get out of the position, and what unique insights you can bring to the team.

We also know that sometimes it’s hard to know what a job will be like from reading this position description alone. Please feel free to reach out to the contact officer with any questions you might have to help you understand if this role is the right fit. **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Name Withheld, 02 5131 5072
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D6CB48E0-A53B-3E23-45A2-DB376E0270E7

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Defence

Vacancy VN-0750657

Department of Defence

Closing Date:Thursday 28 November 2024

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra, Russell
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09505/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=DC8D23DB-048F-A4CA-2EEE-DB376E8140E1>

Duties

The Role

- Do you have experience in a Security environment?
- Are you interested in joining a great workplace in a challenging and rewarding role?

The Electromagnetic Warfare Intelligence Maritime Systems Program Office (EWIS-Maritime SPO) is seeking a highly professional, motivated APS 6 Security Advisor to join the team based in Russell, ACT. As an APS 6 Security Advisor you will engage with stakeholders, investigate, report, develop, evaluate, advise and implement policies, processes, procedures, practice and manage resources specific to assurance and data specifications to support Defence capability.

You will be an integral part of a team that collaborates to ensure the complex projects adhere to compliance and legislative frameworks through effective decision making and excellent time management. The role also supports the management of highly classified SPO assets and conducts audits and assurance activities to ensure security posterity is maintained by all personnel handling classified assets and materials. Your duties include:

- Independently able to Identify, research and analyse complex protective security issues, and provide recommendations and advice;
- Collating, researching and analysing complex Defence security issues to produce high-quality reports, submissions, briefings and discussion papers;

- Development, implementation and administration of governance documentation suites and associated auditable artefacts;
- Management of Security Incidents;
- Presenting security briefings and shaping security cultures, including co-ordinating and conducting security training EWIS-Maritime SPO;
- Coordinate and respond to Branch security enquiries and tasking's;
- Collate, research and analyse protective security issues to produce high-quality reports, submissions, briefings and discussion papers.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of the Defence environment to achieve business outcomes and is accountable to contribute towards ongoing self-improvement and professional development.

About our Team

EWIS-Maritime SPO currently manages a number of electronic warfare systems fitted to both the surface and sub-surface fleet, such as the Nulka Decoy product and various Sensors and Electronic Attack products in both acquisition and sustainment phases. The SPO delivers these capabilities to both the Australian Defence Force and United States Navy.

EWIS-Maritime SPO is widely dispersed across Australia with this position based at Russell, ACT. The successful applicant will participate in an integrated team, including APS, military and contractor staff, to ensure the supported Electronic Warfare capabilities are delivered to the ADF and supported in accordance with operational and compliance requirements and service agreements.

This role within EWIS-Maritime SPO offers an enthusiastic individual an exciting opportunity to develop key Security skills in a Defence environment. The successful candidate will be provided with a supportive team environment, working closely with a geographically challenged team, with professional development opportunities to help progress in their career.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect and collaboration. The successful candidate can expect to be challenged in their role and supported by an inclusive and considerate team and leadership group.

Our Ideal Candidate

To be successful in this role you will need to demonstrate an ability to operate independently and within a team and engage effectively with stakeholders to achieve overarching strategic outcomes for the Department of Defence. Our ideal candidate is an innovative and experienced security professional, who has an in-depth knowledge of Government Security requirements and frameworks.

Our ideal candidate will have:

- Experience working in Security or similar roles to be able to provide detailed security, technical, professional advice to support the achievement of EWIS Maritime outcomes;
- Have knowledge of and ability to provide advice on security incidents that is in accordance with the Defence Security Policy Framework (DSPF);
- Experience and understanding of Security Governance frameworks, policy and procedures to provide advice and guidance to stakeholders;
- Excellent critical thinking and problem-solving skills and the ability to work effectively under pressure;
- Strong communication and interpersonal skills, with the ability to collaborate with stakeholders;

- Proactive nature and ability to anticipate issues in the capability or with stakeholders;
- An ability to work in a small or large teams or autonomously as required, setting work priorities and managing workflows and ensuring your team remains informed.

Eligibility

Security Clearance

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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To Apply

Position Contact	Ellie Carson, 07 3512 0150
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DC8D23DB-048F-A4CA-2EEE-DB376E8140E1

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Defence

Vacancy VN-0750659

Department of Defence

Closing Date:Thursday 21 November 2024

Air Force
Air Command

Job Title	Aerodrome Maintenance Program Coordinator
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Amberley
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	AF/09602/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C5B4CBC5-6E84-DA53-86DC-DB376F17D253>

Duties

The Role

The Aerodromes Maintenance Program Coordinator plans and monitors the implementation of the Aerodrome Maintenance Program across all RAAF Aerodromes. Execution of the Aerodrome Maintenance Program ensures ensure safe flight operations, and sustainment of Aerodromes certification basis in accordance with DASR.139 and applicable aerodrome standards.

The Aerodrome Maintenance Program Coordinator will be accountable for organising their workflow and making independent decisions relating to execution of the Aerodrome Maintenance Program. Providing direct support to the Aerodrome Maintenance Program Sponsor, they will engage with Aerodrome Maintenance Managers across the National Airbase Network to ensure Aerodromes are maintained in a condition to support safe flight operations.

Liaising with internal and external service providers to oversee priorities and provide advice, the Aerodromes Maintenance Program Coordinator will work collaboratively to ensure:

Aerodrome maintenance schedules and routines are executed to meet the design requirements.
Technical inspections of facilities confirm they remain fit for their intended purpose and acceptable for use.
The engagement of suitably qualified personnel to conduct aerodrome maintenance activities.
Monitor industry for developments that may influence aerodrome maintenance requirements.
Participate and lead oversight and assurance activities to ascertain compliance with standards and requirements.

About our Team

The Aerodrome Operator team assists with delivering Defence capability, by supporting certified and non-certified aerodromes that are well maintained and sustain safe flight operations from Defence Bases across Australia.

We deliver a range of functions to satisfy the Aerodrome Maintenance Program, assuring appropriate ongoing maintenance is carried out by suitably qualified, competent and authorised individuals and/or organisations.

The team works in a multifaceted, high tempo environment that brings rewarding challenges and a great sense of purpose.

Our Ideal Candidate

- Excel in working with ambiguous and rapidly changing environments;

- Be self-motivated and organised with a strong work ethic;
- Thrive in a high tempo environment;
- Manage competing priorities and meet deadlines;
- Work autonomously, and as part of a team;
- Be flexible while maintaining attention to detail within a dynamic environment;
- Maintain an outcomes focus;
- Possess excellent verbal, written and negotiation skills;
- Have experience with Regulatory systems that support safety outcomes;
- Have experience with auditing or assurance systems;
- Adapt to change in a positive and flexible manner;
- Seek to optimise maintenance programs to improve outcomes;
- Exercise initiative; and
- Display judgement in the interpretation and operational application of policy.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Negative Vetting 1'.

Notes

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To Apply

Position Contact	Russel Roser, 0403 063 715
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C5B4CBC5-6E84-DA53-86DC-DB376F17D253

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Defence People Group
Military Personnel Division

Job Title	Ministerial Liaison Officer
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Fairbairn
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/09551/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9E3C1814-C599-229B-C998-DB47BA115392>

Duties

The Role
This APS 5 Officer is accountable under broad direction to perform and achieve complex ministerial and parliamentary work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements. The role will be responsible for the development and preparation of ministerial, parliamentary, media, Freedom of Information, reporting and committee documentation. This will include but not limited to preparing responses to Ministerial and departmental correspondence on personnel matters and preparing submissions for consideration by senior Defence executives and committees.

About our Team
The DFR Executive team are the primary entry and exit point to DFR for correspondence to Ministers, CPERS, HMP and DGDFR, requests for input to Defence strategic reports and requests for information. The team coordinate the submission of parliamentary briefs, input to Defence reports and ad hoc requests for information. Tasks and responsibilities includes the below:

- Ministerial/Parliamentary Correspondence
- Submissions and Briefs
- Cabinet Submissions
- Executive Correspondence (internal to the Department)
- Senate Estimates Briefs
- Questions On Notice (QoNs)

- Question Time Brief (QB)
- Chiefs of Service Committee (CoSC) updates
- Defence People Committee (DPC) updates
- Coordinate comments with external stakeholders
- Management of Candidate Complaints
- Media Inquiry and reporting
- Freedom of Information requests
- Image Scrub requests & Fatal Casualty reporting
- Subpoenas and AdHoc Request for Information (RFIs)

Our Ideal Candidate

Our ideal candidate is agile and adaptive, possesses highly developed written and communication skills and thrives in a complex environment. You will have well-developed analytical skills and acumen coupled with a very good level of strategic awareness. You will work collaboratively and under direction and will liaise with stakeholders in relation to complex issues. You will be required to identify, anticipate and respond to stakeholders’ needs and expectations to achieve work unit and Defence outcomes. You will be accountable to contribute towards ongoing self-improvement and professional development.

Eligibility

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Shobana Jossse, 02 6269 4502
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9E3C1814-C599-229B-C998-DB47BA115392

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Defence

Vacancy VN-0750683

Department of Defence

Closing Date:Thursday 21 November 2024

Joint Capabilities Group
CYBERCOMD

Job Title	Executive Assistant to Defence Chief Information Security
Job Type	Full-Time, Ongoing
Location	Reid ACT
Salary	\$76,277 - \$83,274
Future Merit Locations	Reid
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	JCG/09600/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=F1743DAE-ABF9-8B7A-359E-DB47BA0E16D9>

Duties

The Role
As the Executive Assistant to Defence Chief Information Security Officer (CISO), you will be required to undertake administrative support activities and tasks.

You will be responsible for managing and performing clerical and administrative business support in the following areas:

- Schedule and calendar management.
- Meeting and conference administration.
- Travel administration.
- Records management.

The Executive Assistant is also responsible for stakeholder engagement, and acts as a front of house liaison point to triage both visitors and incoming correspondence for Senior Executives.

About our Team

As a member of the Defence Cyber and Information Assurance Branch within Joint Capabilities Group, you will be part of the team responsible for protecting and securing Defence information and the information environment.

The branch's two core functions are:

- Supporting the Defence Chief Information Security Officer (CISO) in providing leadership and governance to Defence's cyber and information security capabilities.
- Providing effective cyber and information security advice, guidance and cyber security assurance services to broader Defence customers.

Our Ideal Candidate

The ideal Executive Assistant will:

- Possess exceptional interpersonal skills, and organisational acumen;
- Demonstrate agility and adaptability in daily task, and be prepared for reprioritisation on short notice taskings;
- Have the ability to work under pressure;
- Have excellent organisational skills, communication and writing skills; and
- Be eager to learn and prepare to learn.

You are able to work independently under limited direction, and coordinate closely with the Office of Defence CISO team in order to achieve desirable outcomes in support of the CISO's objective and intent. **Eligibility**

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Karen Hunt, 02 5130 1991 / 0428 102 881
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F1743DAE-ABF9-8B7A-359E-DB47BA0E16D9

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Defence

Vacancy VN-0750691

Department of Defence

Closing Date:Thursday 21 November 2024

Associate Secretary Group
Office of Associate Secretary Group

Job Title	Assistant Director Human Resources
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$115,899 - \$130,733
Future Merit Locations	Canberra, Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Please discuss with the contact officer for further information
Classification	Executive Level 1
Position Number	ASG/09477/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=DB72E421-626E-2C58-EE6C-DB47BAD75025>

Duties

The Role

- Are you an experienced human resource professional?
- Are you an organised, team player who values communication and people enablement?
- Do you want to be a key contributor to Australia's Nuclear-Powered Submarine capability?

If so, you might be the person we are looking for to be an EL1 Assistant Director Human Resources within the Nuclear-Powered Submarine Regulatory Design (NPSRD) team.

As part of a small team, the EL1 Assistant Director Human Resources will lead and provide a wide range of HR and people related services to support the workforce and the build of the future ANNPSR, which include, but are not limited to:

- Innovating, leading and contributing to HR build activities for the future ANNPSR, including managing NPSRD change management activities;
- Providing complex HR support ensuring NPSRD Executive are provided advice, guidance and the tools required to manage their workforce;
- Developing and implementing strategies and plans including the management of talent, APS recruitment and onboarding activities;
- Develop and maintain integrated workforce planning and reporting contribution to attraction, retention and remuneration strategies;
- Developing internal General Practice Instructions and other documentation.

About our Team

As part of the NPSRD team, you will be working at the cutting edge of the regulation of Defence capability, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities.

The NPSRD team are deeply committed to the success of the establishment of the Australian Naval Nuclear Power Safety Regulator and are seeking people who share the same dedication. Your dedication, enthusiasm, and initiative, will enable you to contribute to the establishment of the Australian Naval Nuclear Power Safety Regulator, and meet some of the most passionate, intelligent and fascinating people from around the world.

Our people are capable, committed and diverse. We support an inclusive culture that emphasises respect and collaboration and prioritises safety and security. Our greatest asset is our people.

We offer flexible working arrangements and a range of formal and informal professional development opportunities.

Our Ideal Candidate

As an EL1 Assistant Director HR, you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within the NPSRD team.

- **Working with people** – Understand and adapt to others, listen to, consult and support others.
- **Plan and organise** – set objectives, plan, establish contingencies, manage time, resources and people, and monitor progress.
- **Relate and network** – Build relationships, network and relate to all levels.
- **Adapt and respond to change** – Adapt to change, accept new ideas, adapt interpersonal style, showing sensitivity to culture, deal with ambiguity.
- **Learn and research** – Learn and understand rapidly, gather information, manage knowledge ensure organisational learning approach.

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>

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To Apply

Position Contact	Kylie Taylor, 02 5108 9035
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DB72E421-626E-2C58-EE6C-DB47BAD75025

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Defence

Vacancy VN-0750692

Department of Defence

Closing Date:Thursday 21 November 2024

Defence People Group
People Services and Wellbeing

Job Title	Human Resources Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - WA WA, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - NT NT
Salary	\$83,706 - \$89,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DPG/09628/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=4B839C13-6971-3275-B79C-DB47BAB0A8E1>

Duties

The Role

In this role, you will support the Human Resources (HR) Operations Team by providing advice and guidance on APS people related policies and legislations, as well as provide early intervention support, to employees and managers on workplace issues. Your success will be evidenced by sound, timely advice and application of HR practices and procedures across Defence.

Key activities include:

- The interpretation of Legislation, Policy and working conditions for customers will form the majority of your workload.
- Partnering and stakeholder engagement, being proactive in growing and maintaining strong connections.
- Provide early intervention support on complex people matters to achieve appropriate HR outcomes for employees and managers.
- Work collaboratively within a geographically dispersed team.
- Career development is very important to us.

You will have access to a range of professional development opportunities that will help you succeed in your role and to build your career.

About our Team

The National HR Services Team, within Defence People Group, provides complex HR case

management across the employment lifecycle. We work with customers to provide coaching and guidance to support the resolution of complex HR issues or concerns and provide advice and guidance on APS people policy and procedures.

The Team collaborate with colleagues across the people domain and more broadly across the Enabling groups to deliver integrated, customer focused solutions. We are trusted HR professionals to our customers and passionate about building organisational capability through people.

Our Ideal Candidate

Our ideal candidate will have:

- Strong initiative and sound judgement;
- High-level written and oral communication skills;
- Excellent interpersonal skills and strong networking ability;
- Ability to produce quality work within short time frames;
- Strong analytical skills and attention to detail; and
- A commitment to continuous improvement.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Chris Lendrum, 02 6192 7807
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4B839C13-6971-3275-B79C-DB47BAB0A8E1

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Defence

Vacancy VN-0750699

Department of Defence

Closing Date:Thursday 21 November 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/09189/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=6F59C750-FA77-7871-D65E-DB47BB46F104>

Duties

The Role

Your role as an APS 6 Asset Accounting and Reporting Officer within the Financial Accounting and Assets team is accountable for the following:

- Providing qualitative and quantitative data analysis with a focus on the presentation of data to feed into strategic management reporting.
- Understanding and implementing practical governance requirements, risk oversight and facilitating compliance with the financial management framework.
- Contributing to the management of Fixed Assets Register and Inventory Holdings including maintenance of asset classes and effective lives, additions and disposals.
- Contributing proactively to the completion of Defence’s external financial reporting functions including journal preparation and reconciliations, balance sheet management with investigation into reconciling items and financial statement analysis.

- Liaising with a broad range of stakeholders including auditors, business areas, procurement and systems specialists, contractors and members of the military.
- Providing sound practical advice and guidance to stakeholders on technical financial accounting and asset lifecycle assurance activities. Understanding, applying and aligning Defence's mission and business objectives to financial reporting and asset management.
- Providing clear and consistent communication, managing expectations and setting clear performance and behavioural standards.
- Providing leadership, advice, guidance and support to more junior roles in the team and across the wider directorate.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that Defence Finance Group (DFG) tackle. Working in the Financial Accounting and Asset Accounting team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues.

The Asset Accounting team is responsible for the full financial reporting and the financial accounting of Defence's assets through their capability lifecycle. They are also accountable for policy advice, compliance assurance, conducting quality assurance checks on financial accounting activities and liaison with external auditors. The team's practical judgement is relied upon to deliver professional advice and reporting around complex assets, business processes, procurements and multi-year billion-dollar projects.

The teams are responsible for the financial accounting of the largest asset base in the Commonwealth valued in the hundreds of billions of dollars. Think big, physical tangible assets like aircraft, ships, submarines plus a huge property portfolio, specialist military equipment, complex intellectual property and bespoke technology. Career growth prospects are strong because if you understand assets underpinning Defence you will gain a knowledge of the business.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Strong analytical skills and attention to detail.
- Strong initiative, sound practical judgement and resilience.
- Thorough experience in asset accounting encompassing the full range of asset lifecycle activities.
- Strong technical accounting skills.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.
- Excellent interpersonal and stakeholder engagement skills.
- A commitment to continuous improvement.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Baseline'.

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	Matt Tough, 02 6192 7470
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6F59C750-FA77-7871-D65E-DB47BB46F104

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Defence

Vacancy VN-0750703

Department of Defence

Closing Date:Thursday 21 November 2024

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Procurement Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$91,702 - \$104,753
Future Merit Locations	Brisbane
Office Arrangement	Flexible
Office Arrangement Details	Please discuss with the contact officer for more information
Classification	APS Level 6
Position Number	CASG/09111/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=59E0DF3B-C5A3-A422-F30D-DB47BBE7FDB0>

Duties

The Role
Aviation C4ISREW & Training Support Systems (ACTSS) is seeking a Procurement Manager to work as part of a highly motivated team to deliver complex procurement and contracting solutions within an integrated workforce, with the focus on procurement. In this role, they are accountable to ensure they conduct procurement that is compliant with legislative frameworks, government decision-making and Defence’s mission and policy requirements.

Their role will be to work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures that are appropriate to the scale of the procurement activity. Stakeholder engagement is a critical aspect of this role, which involves interacting with stakeholders to discuss complex issues. They will be required to identify, anticipate and respond to stakeholders’ needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

The successful candidate will be responsible for a subordinate and contribute to the strategic planning and project management of ACTSS.

Tasks include, but not limited to:

- Conduct procurement activities in support of ACTSS Capability support requirements and manage those activities to meet deadlines within the stated financial terms.
- Coordinate and provide procurement policy advice, assistance, products and services to facilitate risk management, ethics and probity.
- Apply knowledge to deliver procurement policy related products and services relating to the procurement lifecycle.
- Engage and negotiate with internal and external stakeholders relating to the Commonwealth Procurement Framework to manage procurement risks and achieve value for money.

- Build and sustain productive relationships with internal and external stakeholders and actively participate in team work and group activities to deliver agreed outcomes.
- Take the initiative to identify impacts of changes to relevant Commonwealth procurement policies and recommend potential improvements to procurement practices.
- Interpret, recommend and provide advice and assistance on procurement policy and identify alternative courses of action where appropriate.

About our Team

The Army Aviation Systems Branch (AASB) purpose is to deliver military aviation systems to the capability managers. AASB is responsible for the acquisition and through-life support of all Army helicopters and tactical unmanned aerial systems through both Project Offices (PO) and Systems Program Offices (SPO) within Australia and overseas. Join the Utility Helicopter Systems Program Office (UHSPPO) and be a part of a team that is dedicated to enhancing the Australian Army's helicopter capability through the acquisition of 40 UH-60M Black Hawk helicopters.

As a member of UHSPPO, you will have the opportunity to work on a high-profile project and contribute to the development of a sustainment organisation that will meet the strategic needs of the Australian Army, whilst also gaining valuable experience and professional development in a dynamic, inclusive and collaborative environment.

Our Ideal Candidate

We are seeking a skilled, experienced and dedicated Procurement Manager who will be accountable under broad direction to:

- Perform and achieve complex to very complex procurement management activities within an integrated workforce.
- Apply knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.
- Act with confidence when engaging with stakeholders from a variety of backgrounds and levels of seniority.
- Actively manage key stakeholder relationships, identifying relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- Understand the value of partnerships, work in a collaborative team environment and achieve shared objectives.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Robert Smith, 07 3903 0354
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=59E0DF3B-C5A3-A422-F30D-DB47BBE7FDB0

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Defence

Vacancy VN-0750704

Department of Defence

Closing Date:Thursday 28 November 2024

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details
Classification	APS Level 5
Position Number	DFG/09187/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A8AB938F-D721-BA87-8662-DB47BB7418B4>

Duties

The Role

Your role as an APS 5 Asset Accounting and Reporting Officer within the Financial Accounting and Assets team is accountable for the following:

- Analysing information and communicating key messages to stakeholders in a variety of formats including written and oral.
- Managing financial governance requirements and ensuring compliance with the financial management framework.
- Contributing to the management of Fixed Assets Register and Inventory Holdings including maintenance of asset classes and effective lives, additions and disposals.
- Analysing data to proactively support the completion of Defence's external financial reporting functions including journal preparation and reconciliations, balance sheet management with investigation into reconciling items and financial statement analysis.
- Building and sustaining relationships with stakeholders and subject matter experts to deliver outcomes, which includes liaising with a broad range of people including auditors, business areas, procurement and the military.
- Providing sound practical advice and guidance to stakeholders on technical financial accounting and asset lifecycle assurance activities. Understanding, applying and aligning Defence's mission and business objectives to financial reporting and asset management.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges

that Defence Finance Group (DFG) tackle. Working in the Financial Accounting and Asset Accounting team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues.

The Asset Accounting team is responsible for the full financial reporting and the financial accounting of Defence's assets through their capability lifecycle. They are also accountable for policy advice, compliance assurance, conducting quality assurance checks on financial accounting activities and liaison with external auditors. The team's practical judgement is relied upon to deliver professional advice and reporting around complex assets, business processes, procurements and multi-year billion-dollar projects.

The teams are responsible for the financial accounting of the largest asset base in the Commonwealth valued in the hundreds of billions of dollars. Think big, physical tangible assets like aircraft, ships, submarines plus a huge property portfolio, specialist military equipment, complex intellectual property and bespoke technology. Career growth prospects are strong because if you understand assets underpinning Defence you will gain a knowledge of the business.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Strong analytical skills and attention to detail.
- Strong initiative, sound practical judgement and resilience.
- Experience in asset accounting encompassing a range of asset lifecycle activities.
- Well-developed base technical accounting skills.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.
- Excellent interpersonal and stakeholder engagement skills.
- A commitment to continuous improvement.

Eligibility

Security Clearance

Applicants must be able to obtain and maintain a security clearance of 'Baseline'.

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	Matt Tough, 02 6192 7470
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A8AB938F-D721-BA87-8662-DB47BB7418B4

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Defence

Vacancy VN-0750716

Department of Defence

Closing Date:Thursday 21 November 2024

Defence Digital Group
Group Operations

Job Title	Portfolio Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DDG/09102/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=0AA9AC23-A741-F265-B53A-DB47BC83F355>

Duties

The Role

Portfolio Management Branch (PMB) has an exciting opportunity for an APS5 position within the Directorate of Prioritisation. The position requires you to have the ability to work in dynamic, fast paced environment and assist with a range of administrative duties. Although the role will specifically support one team, there is ample opportunity within the Branch to expand your knowledge and skillset across a variety of different areas within the PMB.

Your duties will include, but are not limited to:

- Coordination of incoming tasks such as committee taskings and reporting activities
- Branch committee planning and training
- Management of the team inbox
- Assisting in meeting and committee planning
- Providing business support to the Branch
- Assisting in data collection and reporting

About our Team

The Portfolio Management Branch sits within Group Operations Division in Defence Digital Group and has been established to strengthen performance across the Group by providing improved reporting and strategic insights to support data led decision making. The Portfolio Management Branch is responsible for prioritising and optimising resources, providing support and assurance to projects and programs and building a culture of trust, transparency and continuous improvement.

The Directorate of Prioritisation is responsible for the prioritisation of portfolio activities in alignment with the strategic direction of the Department and priorities of the Group. Within the Directorate of Prioritisation, attendance at governance forums and providing secretariat support of portfolio lead governance is required. Additionally, the Directorate of Prioritisation supports the PMB assisting in standing up and implementing new frameworks and agile ways of working across the Group.

Our Ideal Candidate

Our ideal candidate will have:

- A high level of organisational skills
- Strong communication skills and able to build and sustain positive relationships
- Ability to work collaboratively in an integrated team environment, and to support the PMB objectives
- Ability to prioritise and work proactively with changing demands and tight timeframes
- High level of professionalism, discretion and are willing to take on a broad range of tasks.

Eligibility

Security Clearance:

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

Notes

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

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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	Bethany Cramp, 02 6115 3663
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0AA9AC23-A741-F265-B53A-DB47BC83F355

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Defence

Vacancy VN-0750763

Department of Defence

Closing Date:Thursday 21 November 2024

Defence People Group
Military Personnel Division

Job Title	Family Liaison Officer - Nowra
Job Type	Full-Time;Part-Time, Ongoing
Location	Nowra NSW
Salary	\$76,277 - \$83,274
Future Merit Locations	Nowra
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DPG/09657/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=14ED346C-DF64-D2A8-46A1-DB486E323EB0>

Duties

The Role

As a Family Liaison Officer you will be an integral part of the Defence Members and Family Support Nowra team and be at the forefront of helping Defence families connect and engage with their wider community and families. The Family Liaison Officer role includes:

- Engagement with Defence families, key stakeholders and the wider community
- Organising and facilitating social functions to promote networking amongst Defence families and the wider community
- Using innovation and creative ways to promote and deliver DMFS programs and events
- Providing information and advice about local community resources and services
- Participating in Command and Unit facilitated events and functions for families
- Building knowledge of community services and engaging with service providers to inform them of the needs of Defence families
- Working as part of a dynamic and multidisciplinary team

About our Team

Defence Member and Family Support (DMFS) offers a broad range of programs and services to help Commanders, Australian Defence Force members and their families manage the military way of life. DMFS supports Defence families' self-reliance and increases the capacity of the wider community to support the needs of Defence families.

We work to provide services and supports to Commanders, the Australian Defence Force

members and their families by offering a broad range of programs. The Family Liaison Officer Nowra will form part of a team that consists of Defence Social Workers, Military Support Officers and an Educational Liaison Officer. We work collaboratively to provide crisis support, advice to Commanders, referrals to external agencies, information on local services, education advice and general information on Defence matters.

Our Ideal Candidate

We are looking for a person who can use their initiative to provide innovative ways to engage with Defence families and help connect them with the local community. Strong stakeholder engagement is required. Our ideal candidate will be a team player with strong organisational skills. Excellent communication is a must as well as event planning skills to promote Defence family events. The candidate must be able to coordinate functions; prioritise workload; work independently and demonstrate an understanding of confidentiality. Some after hours and weekend work is required. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Katrina Hill, 04 9754 6016
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=14ED346C-DF64-D2A8-46A1-DB486E323EB0

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Strategy Policy and Industry
Defence Industry Policy

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To inquire about office arrangement please contact the below contact officer
Classification	APS Level 5
Position Number	SPI/09606/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=533C2D30-66D7-683B-D901-DB486F5D6420>

Duties

The Role

If you are someone who enjoys a challenge and you want to contribute to the future of Defence, we want to hear from you. As an APS 5 Policy Officer you will work in the Transformation, Policy and Technology Directorate within Defence Export Controls Branch (DEC). DEC plays a key role in protecting Defence capability by contributing to Australia’s counter-proliferation efforts and supporting Australian industry through the timely consideration of export permits.

So what does this mean for you?

- You will be working on challenging policy activities that have a real impact on the future of Australia’s Defence export control system. The work we deliver is driven by Government priorities and ensures that stakeholders are able to meet their obligations under Australia’s export control laws.
- You will have an opportunity to work with internal and external stakeholders from across government, industry, higher education and research sectors.
- You will undertake complex policy research, analysis and development to deliver informed and timely outcomes for DEC Branch.
- You will be trusted to use your skills and experience to develop creative solutions to challenging problems (with support from the rest of your team).

- You will have the chance to do work that will diversify your skills and experience to help set you up for success in future roles in Defence or the APS – we are keen to understand what you want out of the role, and how we can help you get there.

The right person for this role will be a confident communicator, with an ability to build and sustain stakeholder relationships. They will be responsible for actively managing key stakeholder relationships to meet key business outcomes as required.

DEC is part of the Strategy, Policy, and Industry (SP&I) Group within Defence. SP&I Group is keen to explore opportunities for public servants from all backgrounds. The work of SP&I Group encompasses an array of roles that will enable you to utilise your abilities to the utmost – and develop new ones that will enrich your future prospects. Working within SP&I Group is more than just a job; it offers opportunities over the course of a career to work across diverse national and international security and policy matters of national significance.

The successful applicant may be eligible to commence on a Baseline security clearance, however they must be able to obtain and maintain a security clearance at “Negative Vetting Level 1”.

About our Team

Defence Export Controls Branch (DEC) is the Commonwealth regulator responsible for the movement of Defence-related goods, technology and services both within and outside Australia. DEC supports stakeholders from government, industry, higher education and research sectors, and private individuals to meet their obligations under Australia’s export control laws.

The Transformation, Policy and Technology Directorate’s purpose is to deliver business transformation to meet new objectives and adapt to the ever-evolving business landscape. This encompasses policy, process and technology changes underpinned by a strong program management and delivery framework. Transformation also involves a shift in mindset, culture and operations.

Our mission is to create additional value by collaborating and co-designing with key stakeholders to unlock potential in technology through automation and innovation, optimise processes and policies, maximise the use of employees and harness data to maximise the effectiveness and efficiency of Defence Export Controls services.

We support the delivery and sustainment of improved ICT infrastructure and data solutions, starting with the My Australian Defence Exports (MADE) system. Through international collaboration, we aim to build capabilities with maturity and address export control hot issues with agility and precision. We will maintain the integrity of the Defence and Strategic Goods List (DSGL), engage proactively with International Export Controls (IEC) and AUKUS initiatives teams, and ensure our data and technology resources are leveraged to their full potential to aid in the delivery of Defence Export Control services.

Our vision is to deliver capability that provides value and guides Defence Export Controls to its desired future state to meet emerging needs. We aspire to maintain a state of readiness to address emerging challenges, ensuring Defence Export Controls remains at the forefront of Defence policy and technology and is well-equipped to navigate the complexities of the export control environment.

We are a small and supportive team of professionals that work closely to achieve outcomes. Our team is drawn from across Defence – we have diverse backgrounds, perspectives and experiences. We can offer you flexible working arrangements and will ensure you have the opportunity to pursue a range of formal and informal professional development opportunities to support your future career goals.

Our Ideal Candidate

Our ideal candidate will preferably have experience in policy development, a can do attitude, and an overall commitment to providing high quality support to deliver best practice policy development. Traits of people that will thrive in the team include:

- Highly motivated. We want someone who is keen to kick goals and takes the initiative to achieve results.
- Excellent judgement and problem solving skills. You will need these when dealing with complex situations or stakeholders.
- Great at building relationships. There are many different people who have a stake in the outcomes we are trying to achieve, and you will need to be able to make relationships with them work.
- Good communication skills. We want someone who can write short, sharp and to-the-point, and make sure what they produce makes sense to their target audience.
- Flexible. Things will change, and we want someone who is able to shift their approach and be innovative as required. You will fit best if you are adaptable and resilient in your approach to kicking goals.
- Desire to learn. Defence export controls is a unique function and it will take time to learn the existing legislation, regulations and policy framework.

However, if you are excited about this role but your past experience doesn't align perfectly with the traits listed above, we still want to hear from you. We are interested in understanding your strengths, what you want to get out of the position, and what unique insights you can bring to the team.

We also know that sometimes it is hard to know what a job will be like from reading this position description alone. Please feel free to reach out to the contact officer with any questions you might have to help you understand if this role is the right fit.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Shaun Hutchinson, 02 5131 5072
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=533C2D30-66D7-683B-D901-DB486F5D6420

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Defence

Vacancy VN-0750781

Department of Defence

Closing Date:Thursday 21 November 2024

Strategy Policy and Industry
Defence Industry Policy

Job Title	Policy Officer
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Please reach out to contact officer to discuss working arrangements
Classification	APS Level 6
Position Number	SPI/09607/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=A3D3AE2B-FD57-25DE-C3DD-DB486FDDCD9C>

Duties

The Role
If you are someone who enjoys a challenge and you want to contribute to the future of Defence, we want to hear from you. As an

APS 6 Policy Officer you will work in the Transformation, Policy and Technology Directorate within Defence Export Controls Branch (DEC). DEC plays a key role in protecting Defence capability by contributing to Australia's counter-proliferation efforts and supporting Australian industry through the timely consideration of export permits.

So what does this mean for you?

- You will be working on challenging policy activities that have a real impact on the future of Australia's Defence export control system. The work we deliver is driven by Government priorities and ensures that stakeholders are able to meet their obligations under Australia's export control laws.
- You will have an opportunity to work with internal and external stakeholders from across government, industry, higher education and research sectors.
- You will undertake complex policy research, analysis and development to deliver informed and timely outcomes for DEC Branch.
- You will be trusted to use your skills and experience to develop creative solutions to challenging problems (with support from the rest of your team).
- You will have the chance to do work that will diversify your skills and experience to help set you up for success in future roles in Defence or the APS – we are keen to understand what you want out of the role, and how we can help you get there.

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DEC is part of the Strategy, Policy, and Industry (SP&I) Group within Defence. SP&I Group is keen to explore opportunities for public servants from all backgrounds. The work of SP&I Group encompasses an array of roles that will enable you to utilise your abilities to the utmost – and develop new ones that will enrich your future prospects. Working within SP&I Group is more than just a job; it offers opportunities over the course of a career to work across diverse national and international security and policy matters of national significance.

The successful applicant may be eligible to commence on a Baseline security clearance, however they must be able to obtain and maintain a security clearance at "Negative Vetting Level 1".

About our Team

Defence Export Controls Branch (DEC) is the Commonwealth regulator responsible for the movement of Defence-related goods, technology and services both within and outside Australia. DEC supports stakeholders from government, industry, higher education and research sectors, and private individuals to meet their obligations under Australia's export control laws.

The Transformation, Policy and Technology Directorate's purpose is to deliver business transformation to meet new objectives and adapt to the ever-evolving business landscape. This encompasses policy, process and technology changes underpinned by a strong program management and delivery framework. Transformation also involves a shift in mindset, culture and operations.

Our mission is to create additional value by collaborating and co-designing with key stakeholders to unlock potential in technology through automation and innovation, optimise processes and policies, maximise the use of employees and harness data to maximise the effectiveness and efficiency of Defence Export Controls services.

We support the delivery and sustainment of improved ICT infrastructure and data solutions, starting with the My Australian Defence Exports (MADE) system. Through international collaboration, we aim to build capabilities with maturity and address export control hot issues with agility and precision. We will maintain the integrity of the Defence and Strategic Goods List (DSGL), engage proactively with International Export Controls (IEC) and AUKUS initiatives teams,

and ensure our data and technology resources are leveraged to their full potential to aid in the delivery of Defence Export Control services.

Our vision is to deliver capability that provides value and guides Defence Export Controls to its desired future state to meet emerging needs. We aspire to maintain a state of readiness to address emerging challenges, ensuring Defence Export Controls remains at the forefront of Defence policy and technology and is well-equipped to navigate the complexities of the export control environment.

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Our Ideal Candidate

Our ideal candidate will preferably have experience in policy development, a can do attitude, and an overall commitment to providing high quality support to deliver best practice policy development. Traits of people that will thrive in the team include:

- Highly motivated. We want someone who is keen to kick goals and takes the initiative to achieve results.
- Excellent judgement and problem solving skills. You will need these when dealing with complex situations or stakeholders.
- Great at building relationships. There are many different people who have a stake in the outcomes we are trying to achieve, and you will need to be able to make relationships with them work.
- Good communication skills. We want someone who can write short, sharp and to-the-point, and make sure what they produce makes sense to their target audience.
- Flexible. Things will change, and we want someone who is able to shift their approach and be innovative as required. You will fit best if you are adaptable and resilient in your approach to kicking goals.
- Desire to learn. Defence export controls is a unique function and it will take time to learn the existing legislation, regulations and policy framework.

However, if you are excited about this role but your past experience doesn't align perfectly with the traits listed above, we still want to hear from you. We are interested in understanding your strengths, what you want to get out of the position, and what unique insights you can bring to the team.

We also know that sometimes it's hard to know what a job will be like from reading this position description alone. Please feel free to reach out to the contact officer with any questions you might have to help you understand if this role is the right fit.

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	Shaun Hutchinson, 02 5131 5072
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A3D3AE2B-FD57-25DE-C3DD-DB486FDDCD9C

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Defence

Vacancy VN-0750912

Department of Defence

Closing Date:Thursday 21 November 2024

Defence Science and Technology Group
Advanced Strategic Capabilities Accelerator

Job Title	Director - Co-Design
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Edinburgh SA, Fishermans Bend VIC
Salary	\$134,567 - \$161,521
Future Merit Locations	Brindabella Business Park, Edinburgh, Fishermans Bend
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DSTG/06893/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=C464A043-60C5-9723-E2D6-DB48E6C44260>

Duties

The Role

Advanced Strategic Capabilities Accelerator (ASCA) is seeking a highly motivated and passionate Director of Co-Design to provide leadership, strategic oversight and stewardship to ASCA's Co-Design directorate.

As a core function of the Capability Transition Branch, this position is responsible for enabling the facilitation, development and transition of novel solutions to integrated delivery teams, shaped and informed by Defence driven priorities. In addition, the successful incumbent will lead a team of resources and serve as the principle point of contact for internal and external stakeholder engagement for the duration of Co-Design.

About our Team

ASCA is a dynamic organisation seeking employees who can demonstrate experience applying agile and innovative methodologies and who are energised by complex, iterative work programs of global significance. As part of Defence's integrated workforce you will be fluent in problem analysis and rapid development to drive complex system level design trades that ultimately achieve 'mission-fit' solutions. You will build and lead cross-functional teams and possess the ability to establish, develop and implement highly complex plans with a multitude of key stakeholders. You will provide clear and consistent communication and hold responsibility for planning, scheduling, monitoring and reporting on program activities, ensuring appropriate and effective governance measures are upheld.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate the following:

- Lead the Co-Design directorate facilitating collaboration between Defence, industry, government agencies, and additional stakeholders.
- Design, Develop and implement strategies from first principles to ensure alignment between project objectives, stakeholder requirements (e.g. CONOPS), and Defence industry standards.

- Coordinate cross-functional teams to integrate diverse perspectives and expertise into the design process, ensuring the delivery of comprehensive and effective solutions.
- Serve as the primary point of contact for industry stakeholders, fostering strong relationships and ensuring clear communication channels throughout the Co-Design process.
- Collaborate with project managers, engineers, designers, and subject matter experts to identify opportunities and efficiencies that may be required through exploratory prototyping techniques.
- Provide leadership and guidance to team members, fostering a culture of collaboration, creativity, and continuous improvement.
- Stay informed of emerging technologies, industry trends, and regulatory requirements relevant to Defence initiatives.
- Ensure compliance with all relevant regulations, standards, and contractual obligations throughout the co-design process.
- Prepare and deliver workshops, presentations, reports, and other communications to stakeholders that facilitate solutions, communicate project status, milestones, and outcomes effectively.
- Continuously evaluate and refine the Co-Design process and techniques to enhance efficiency, effectiveness, and stakeholder satisfaction.

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>

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To Apply

Position Contact	Simon Firth, 04 4713 2086
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C464A043-60C5-9723-E2D6-DB48E6C44260

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Foreign Affairs and Trade

Vacancy VN-0750599

Austrade

Closing Date: Sunday 17 November 2024

Job Title	Chief Executive Officer, Australian Trade and Investment Commission
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Canberra, Sydney, Melbourne
Office Arrangement	On Site
Office Arrangement Details	Position will be offered on site
Classification	Statutory Appointment
Position Number	CEO_11/24 (DFTceo1024)
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

As Austrade's CEO, you will head an organisation that plays a major role in driving Australia's economic prosperity. The role requires a fast-thinking, results-oriented leader who responds quickly to rapid, and sometimes unexpected, changes in global trade and investment and world economies.

You must be passionate about promoting Australia to the world – as a reliable source of high quality goods and services; as a safe, stable and resilient location for investment; and a premier destination for world-leading education and tourism.

As the CEO, you will work to increase Australian exports and investment, in alignment with the Australian Government strategic priorities; Trade and Investment Diversification, Net Zero, Economic Security, First Nations, Visitor Economy and Trade Modernisation.

You will help enhance Australian companies' ability to do business globally through national, industry, market and company-focused programs. In addition to Austrade's core functions in providing practical advice and assistance, you will oversee effective delivery of the Export Market Development Grants scheme, purchase/provider arrangements for Tradestart, and seminars that increase understanding of Australia's free trade agreements.

Finally, you will have oversight of services for which Austrade is responsible, including consular assistance at Austrade-managed overseas posts. Of crucial importance will be your ability to deliver practical, evidence-based trade, tourism and other relevant policy advice to government.

The CEO will lead Austrade to achieve its objectives by:

- Developing Austrade's overall strategy for delivering the Government's trade and investment agenda and maximising the commercial opportunities arising through changing global economic circumstances, in accordance with the *Australian Trade and Investment Commission Act 1985 (the Act)*, and in consultation with the Minister and Austrade's Executive team.
- Ensuring high standards of service delivery, including through encouraging the development of innovative new projects and up-to-date operating systems.
- Building business confidence in Austrade's advice, programs and assistance by demonstrating tangible outcomes.
- Maintaining strong and collaborative relationships across government, and with portfolio and state and territory CEOs.
- Allocating resources in accordance with short and long-term strategies and operating within the funding envelope.
- Ensuring Austrade's people can deliver on organisational objectives.
- Maintaining a strong and effective corporate governance framework.

The CEO will enable Austrade to work closely with other agencies within the Department of Foreign Affairs and Trade portfolio, other Australian Government agencies, state and territory governments, industry associations and business chambers to maximise the value of trade and investment services and programs.

Duties

Austrade's CEO reports directly to the Minister for Trade and Tourism, in accordance with the Act.

The CEO's primary responsibilities are to:

- Provide the commercial leadership required for Austrade to play a fully effective role assisting Australian businesses and institutions to generate export and outward investment, as well as in attracting productive foreign direct investment.
- Encourage outwards and inwards investment as a means to contribute to growing the productive capacity of the Australian economy.
- Implement the policy and strategic direction set by the Federal Government and work collaboratively at all levels of government.
- Oversee the delivery of designated trade and investment programs, including the Export Market Development Grants scheme.
- Demonstrate the value of Austrade's services to inspire confidence in the organisation by Australian businesses.
- Provide support and advice to inform the Government's trade, investment and tourism policy agenda.
- Finalise Austrade's transformation into a digital-first agency and deliver a wide array of digital services.
- Lead the Austrade team through challenging environments applying a cohesive, human centric approach to ensure the agency attracts the best talent.

The CEO will enable Austrade to work closely with other agencies within the Department of Foreign Affairs and Trade portfolio, other Australian Government agencies, state and territory governments, industry associations and business chambers to maximise the value of trade and investment services and programs.

Eligibility

Australian Citizenship – Our successful candidate must be an Australian citizen.

Australian Passport – Our successful candidate is required to hold, or have the ability to obtain, and maintain an Australian Official Passport.

Security Clearance – Our successful candidate is required to hold, or have the ability to obtain, and maintain a **Negative Vetting 2** security clearance.

For further information on Negative Vetting 2 security clearance requirements please click [here](#).

Notes

Location

The preferred location for the role is Canberra. Sydney and Melbourne will be considered, where practical, having regard to the duties of the position and warranted by the experience and capabilities of the candidate. Travel, including official international travel representing Austrade and the Australian Government, is an inherent requirement of the role.

Contacts

To obtain the Candidate Prospectus, please visit the [Austrade website](#) or [Future Leadership website](#).

Should you require further information, please contact **Dr Marianne Broadbent** or **Deborah Komesaroff** from **Future Leadership** on 1300 347 437 or +61 3 9016 6000 quoting **DFTceo1024**.

How to apply

Applications are to be submitted to <https://futureleadership.com.au/apply-now/> using reference **DFTceo1024** and addressing your cover letter and resume to Dr Marianne Broadbent.

Applications close Sunday 17 November 2024.

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,200 staff based across 61 locations overseas. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote

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

To Apply

Position Contact	Dr Marianne Broadbent or Deborah Komesaroff, 1300 347 437 or +61 3 9016 6000
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0750872

Aged Care Quality and Safety Commission

Closing Date:Sunday 01 December 2024

Commission Wide
Commission Wide Commission Wide

Job Title	Aboriginal and Torres Strait Islander Careers (Multiple Positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$83,048 - \$104,883
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 5;APS Level 6
Position Number	Multiple - Affirmative Measure Positions
Agency Website	

Job Description

<https://www.agedcarequality.gov.au/careers-commission>

The Commission recognises Aboriginal and Torres Strait Islander staff are a key element in the design of our cultural learning and engagement strategies and enables the Commission to actively work towards reconciliation through employment and carer pathways.

We have six identified positions across various sections, and we welcome interest from professionals who can bring expertise in a range of areas such as:

- Report writing
- Administration
- Complaint handling
- Project management
- Policy and data analysis
- Design, development and delivery of Communications products and activities to a wide range of audiences

Duties

APS5 Quality Assessor – Audit

The Quality Assessor – Audit will undertake site audits and quality reviews to aged care services, engage with providers to collect information and evidence, follow lines of enquiry and conduct interviews with staff and older people as required.

APS5 Complaints Officer

The purpose of this position is to resolve complaints about aged care providers using a range of techniques including desk-based investigation, conciliation or service provider resolution. Complaints officers are responsible for making positive improvements for people receiving aged care, their representatives and service providers.

APS5 Policy Officer

The Policy Officer provides administrative and policy support to operational areas for the regulatory functions of the Commission with a focus on ensuring best practice, quality assurance and continuous improvement in decision making processes.

APS6 Senior Complaints Officer

Senior Complaints officers use a range of techniques to resolve complaints about aged care providers. This includes undertaking desk-based investigations, conciliation, service provider resolution or site visits. Senior Complaints Officers analyse and interpret information to identify, assess, escalate and manage risks. The role is primarily conducted from the office and occasionally site visits are required.

APS6 Senior Communications Officer – Internal Communications

Working within a team of communications professionals, the successful candidate will be responsible for the development, delivery and evaluation of wide-ranging communications strategies and producing quality content tailored for stakeholders across the Commission.

APS6 Senior Information Officer

Senior Information Officers are required to work collaboratively to provide timely and accurate data, information, analysis, intelligence and reporting to support the strategic purpose of the Commission.

Eligibility

To be eligible for employment with the Commission applicants must be an Australian citizen. An applicant's suitability for employment will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of pre-employment screening and a nationally co-ordinated criminal history check.
- Completion of pre-existing medical condition declaration
- Providing evidence of qualifications (where required).
- Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

Notes

- Salary offered will be between \$83,048 to \$104,883 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies. Future non-ongoing opportunities will be offered for an initial specified term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.

Further information on Indigenous and Torres Strait Islander careers with the Aged Care Quality and Safety Commission can be found on our website.

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the

Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to protect the safety, security and dignity of older Australians accessing aged care services.

To Apply

Position Contact	ACQSC Recruitment Team, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0750917

Aged Care Quality and Safety Commission

Closing Date:Sunday 17 November 2024

Sector Capability and Regulatory Strategy
Intelligence and Analysis

Job Title	Data Management Coordinator, Data Product Coordinator & Data Coordinator (RBTIS)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Adelaide SA, Melbourne VIC, Hobart TAS, Brisbane QLD, Perth WA
Salary	\$92,970 - \$104,883
Future Merit Locations	Canberra, Sydney, Melbourne, Perth, Brisbane, Hobart
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements such a part-time hours/working from home days may be considered
Classification	APS Level 6
Position Number	Various
Agency Website	

Job Description <https://agedcarequalitycareers.nga.net.au/?jati=F8CFC57C-DA5A-EE55-1493-DB48E7D509AE>

About the Team

The Sector Capability and Regulatory Strategy Division sets the strategic direction and guides the delivery of our risk-based regulatory operations informed by high value intelligence, analysis and data. The Division supports whole of Commission responses to risk issues through regulatory policy responses and campaigns and facilitates sector performance through sharing information with providers and consumers.

The Intelligence and Analysis (I&A) Section provides the Commission with the data, information, and intelligence it needs to deliver, assess and tailor regulatory operations to protect the safety, health and well-being of aged care consumers effectively and efficiently. Drive a strategic approach to our regulatory activity, aligned to expectations of government, consumers, providers and the community.

The I&A team have the following positions available; -

- APS6 Data Management Coordinator
- APS6 Data Product Coordinator
- APS6 Data Coordinator (RBTIS)

Duties

APS6 Data Management Coordinator

The Data Management Coordinator is responsible for the implementation of effective data management and coordination of data governance practices at the Commission, ensuring alignment with strategic and operational objectives. The role coordinates our Data Stewards and works closely with internal and external stakeholders to ensure our data is trusted, secure, and readily accessible for operational and enterprise initiatives.

APS6 Data Product Coordinator

The Data Product Coordinator is responsible for the development, management, and continuous improvement of the Commission's data products. This role plays a crucial part in enhancing the Commission's data products which support data discovery,

accessibility, and governance to enable informed decision-making.

The Data Product Coordinator will collaborate with internal stakeholders, Data Stewards, and technical teams to ensure our data products are user-friendly, comprehensive, and aligned with Commission priorities and policies.

APS6 Data Coordinator (RBTIS)

The RBTIS Data Coordinator will support the RBTIS Data Coordinator Manager with establishing and delivering a strategic development agenda for RBTIS, and the day-to-day administration of associated development and testing programs. The role includes coordination of data requirements of the Business Units across the Commission, liaison, and arrangement of meetings between the Commission and DoHAC.

The role will provide the coordination and administrative support to manage all aspects of the RBTIS work including, but not limited to prioritisation of work packages, follow up of outstanding requests, coordinating the RBTIS testing of changes, as well as liaising with the RBTIS Helpdesk and processing requests for access to RBTIS Streams. It should be noted that the primary focus of this role is on strategic planning and coordination rather than the technical development of data outputs.

Please refer to the position descriptions and candidate pack for more information on the accountabilities for each role.

Eligibility

- Strong organisational and problem-solving skills and ability to adapt to evolving work priorities and ensure timely updates and accuracy.
- Strong understanding of a data lifecycle including data warehousing, data governance, data management principles including data quality and privacy considerations.
- Proven ability to engage with diverse stakeholders, understand business needs, and effectively communicate complex technical information to non-technical audiences.
- Utilise strong communication (both written and oral), stakeholder management and collaboration skills to work collaboratively with stakeholders and technical teams to ensure system functionality and security.
- Demonstrated experience in data governance and data management principles and coordinating the lifecycle of digital products or projects, preferably in a data management, IT, or public sector facilitating data management and discovery.
- Ability to effectively prioritise requests while maintaining high standards and accuracy
- A proactive mindset, and ability to work as part of a geographically dispersed team with a passion for data, including a good understanding of how data and information contribute to organisational effectiveness and operational outcomes.
- Ability to identify opportunities for continuous improvement to achieve quality outcomes and anticipating changes in data needs.

Additional Desirable Requirements:

- Experience in data warehouse administration and maintenance
- Experience in delivering data products such as catalogues, data warehouse administration and maintenance

Notes

- Salary offered will be between \$92,970 - \$104,883 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Security clearance (baseline) or ability to obtain one
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

Please complete the application and submit by 17 November 2024 at 11.30pm.

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Adam Walsh by emailing adam.walsh@agedcarequality.gov.au with Position title in the subject line.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to protect the safety, security and dignity of older Australians accessing aged care services.

To Apply

Position Contact	Adam Walsh, 02 9633 3262
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=F8CFC57C-DA5A-EE55-1493-DB48E7D509AE

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Health

Vacancy VN-0750895

Australian Digital Health Agency

Closing Date:Wednesday 20 November 2024

Policy, Programs and Engagement
National Program Delivery

Job Title	Team Leader - Digital Adoption Support
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$84,378 - \$91,251
Future Merit Locations	Brisbane, Sydney, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

At the Australian Digital Health Agency, we celebrate the agility of remote work while fostering collaboration with your colleagues. Join us to grow, develop, and advance your career without the need to relocate or compromise your current lifestyle. We promote an inclusive workplace culture where everyone at the Agency lives our values in pursuit of a healthier future for all Australians. Our passion and commitment to reconciliation demonstrates our dedication to create inclusive environments, and social responsibility, all to support you in seamlessly balancing life and career.

Duties

About the Role

Policy, Programs and Engagement Division: Embark on a career with our Policy Programs and Engagement Division, a hub of excellence that drives national programs and portfolio priorities. We inform policies and manage external stakeholder relationships, fostering a collaborative network based on trust. This is your chance to be a pivotal force in an environment where policy, technology and health outcomes converge.

The National Program Delivery Branch has an excellent opportunity for an experienced team

leader to take responsibility for driving team deliverables and leadership of a small team. In addition, the Team Leader, Digital Adoption Support will have significant amount of stakeholder interaction in facilitating the registration process on My Health Record including collaboration with suppliers, trouble shooting with third parties, and presenting at Agency lead education sessions.

Come and join a team at the forefront of developing technology in the dynamic field of Digital Health!

What You'll Bring

- Proven record as an operational team leader and in delivering outcomes
- Ability to effectively relate and communicate with a culturally diverse team
- Ability to manage a team across multiple locations nationally
- Desirable but not essential is an understanding of the My Health Record registration process, and PCA (Provider Connect Australia).

For all queries relating to the responsibilities of the position, please contact Angela Tulk at angela.tulk@digitalhealth.gov.au. **Eligibility**

Eligibility

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

Notes

Our Benefits

- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- Our **Wellbeing Sessions & Employee Assistance Program** will give you the best opportunity to balance work and life
- **Work From Home & Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- **Accumulate flextime** for hours performed in addition to ordinary hours of work. This can go towards leave.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. Office attendance operates under a hybrid arrangement, with some in office days required weekly. To apply, submit your resume and a one-page cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

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

Closing Date: 20 November 2024, 11:00pm

Salary: This role offers between \$84,378 to \$91,251 plus 15.4% superannuation depending on skills and experience.

About the Australian Digital Health Agency

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

To Apply

Position Contact	Angela Tulk, angela.tulk@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0750919

Australian Digital Health Agency
Policy, Programs and Engagement
National Program Delivery

Closing Date:Wednesday 20 November 2024

Job Title	Program Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	\$84,378 - \$91,251
Future Merit Locations	Brisbane, Canberra, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 5
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

As the steward for digitally enabling Australia’s health system, the Agency plays a key role in coordinating national engagement, delivery, and adoption of digital health to facilitate person-centred, connected healthcare. Our responsibilities span national digital health services and systems, including My Health Record, Electronic Prescriptions, and the MyHealth App.

At the Australian Digital Health Agency, we celebrate the agility of remote work while fostering collaboration with your colleagues. Join us to grow, develop, and advance your career without the need to relocate or compromise your current lifestyle. We promote an inclusive workplace culture where everyone at the Agency lives our values in pursuit of a healthier future for all Australians. Our passion and commitment to reconciliation demonstrates our dedication to create inclusive environments, and social responsibility, all to support you in seamlessly balancing life and career.

Duties

About the Role

Policy, Programs and Engagement Division: Embark on a career with our Policy Programs and Engagement Division, a hub of excellence that drives national programs and portfolio priorities. We inform policies and manage external stakeholder relationships, fostering a collaborative network based on trust. This is your chance to be a pivotal force in an environment where policy, technology and health outcomes converge.

Do you thrive supporting complex and, at times, multiple projects concurrently? And enjoy working

in a fast paced, flexible and inclusive work culture? Then this is the role for you!

The National Delivery Program branch has an opportunity for a Program Officer who will support and enable project deliverables through the application of policies, frameworks and procedures. The Program Officer too will have considerable interaction with stakeholders in negotiating and resolving project matters.

What You'll Bring

- Ability to be flexible and readily adapt to change
- A "can do" attitude to tackle challenges within project delivery
- Experience working in project management is desirable.
- A qualification in project management and working knowledge of Microsoft Project, would be favourably regarded.

For all queries relating to the responsibilities of the position, please contact Angela Tulk at angela.tulk@digitalhealth.gov.au.

Eligibility

Eligibility

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

Notes

Our Benefits

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- **Annual Christmas closedown**– with no leave deduction!
- **Work From Home & Attractive Flexible Working Arrangements:** All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.
- **Accumulate flextime** for hours performed in addition to ordinary hours of work. This can go towards leave.

Additional Information

The position maybe filled in Brisbane, Sydney or Canberra. Office attendance operates under a hybrid arrangement, with some in office days required weekly.

To apply, submit your resume and a one page cover letter.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

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Closing Date: 20 November 2024, 11:00pm

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

To Apply

Position Contact	Angela Tulk, angela.tulk@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0750871

Australian Institute of Health and Welfare

Closing Date:Wednesday 20 November 2024

Data Governance and Integration Group Ethics and Privacy Unit/National Disability Data Asset Unit

Job Title	Senior Governance and Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$115,126 - \$128,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	#145_11/24
Agency Website	

Job Description

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

About us

The Australian Institute of Health and Welfare (AIHW) provides reliable, regular and relevant information and statistics on Australia's health and welfare.

We are committed to providing high quality, national data and analysis across the health, housing and community services sectors. This covers a wide range of areas, from health and welfare expenditure, hospitals, disease and injury, disability and mental health, to ageing, disadvantaged and vulnerable populations, homelessness, and Indigenous health and welfare.

The AIHW difference

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, and wellbeing scales out of 104 APS agencies.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), people with disability, LGBTIQ+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

About the opportunity

The **Ethics and Privacy Unit (EPU)** provides support to the activities of the AIHW by:

- ensuring the Institute's compliance with the Privacy Act 1988 (Cth) and Privacy (Australian Government Agencies — Governance) APP Code 2017 obligations,
- coordinating key Institute data governance activities and policies, including the Data Governance Framework, Data Catalogue and our accreditation with the Office of the National Data Commissioner, and
- providing advice and secretariat support to the AIHW Ethics Committee.

The **National Disability Data Asset Unit (NDDAU)** works in collaboration with the Australian Bureau of Statistics and the Department of Social Services to deliver the National Disability Data Asset (NDDA) project.

The NDDA is being co-designed and delivered in collaboration with jurisdictional partners, people with disability and the wider disability community, to bring together de-identified data from the Commonwealth, states and territories to provide a person-centred view of the pathways people with disability take through government and other service systems, as well as other drivers of inclusion and outcomes. The insights provided by the NDDA will enable more data-informed policy and investment decisions, inform Australian research efforts with timely and quality data, and provide people with disability better information to access services.

The NDDAU is responsible for managing the AIHW's role in the delivery of the NDDA.

The NDDAU is looking for enthusiastic candidates to with excellent policy, governance and, secretariat skills to support the work of the Unit.

The work of the Data Governance and Integration Group (DGIG) includes:

- Building and implementing the Institute's data integration strategies including major data assets, such as the National Health Data Hub.
- Protecting the confidentiality and privacy of Institute data holdings through data governance leadership and the AIHW Ethics Committee.
- Managing key relationships across government in support of the public sector data agenda.

Within DGIG, we are looking to fill two EL1 vacancies in the:

- Ethics and Privacy Unit.
- National Disability Data Asset Unit.

Duties

Under general direction you will:

- Interpret and apply legislation, policies and instruments including the Privacy Act 1988, the Australian Institute of Health and Welfare Act 1987, guidelines and standards issued by the NHMRC and other key requirements and guidance relevant to the ethical conduct of research, as they relate to the Ethics Committee's work. Prepare advice, reports and submissions to the Committee and other stakeholders on these matters and the committee's operations.
- provide detailed advice to the committee and the Institute on a wide range of complex ethical and legislative matters relating to the committee's work.

- identify, propose and implement business improvement activities designed to support the committee's consideration of matters requiring ethical review by statute and NHMRC guidelines and standards, and improving the timeliness and efficiency of related processes and procedures.
- provide efficient and effective secretariate and governance support to the Ethics Committee.
- manage complex projects and activities and provide professional and/or administrative support.
- work collaboratively with the Unit Head and other EL1 officers within the Unit to provide leadership, direction, performance management of staff, the effective management of allocated resources and contribute to unit priorities, objectives and deliverables.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute
- a probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please visit the AIHW Careers page and submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address.

Your application must include:

1. A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information outlined in the position description and must be no more than 750 words.
2. Your current CV and the names of two referees.

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.

Flexible, hybrid and/or remote working arrangements will be negotiated with successful candidates and offered in accordance with the AIHW Enterprise Agreement 2024-27.

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 Australian Institute of Health and Welfare

To Apply

Position Contact	Melinda Leake and Rebecca Hurley, 02 6249 5106 or 02 6249 5115
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0750820

Department of Health and Aged Care

Closing Date:Monday 25 November 2024

Medical Devices and Product Quality
Medical Devices Authorisation Devices Review Management

Job Title	Director, Devices Review Management Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$138,897 - \$164,446
Future Merit Locations	Sydney, Canberra, Brisbane, Melbourne
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Working from home arrangements can be negotiated
Classification	Executive Level 2
Position Number	24-MDPQDIV-27487
Agency Website	

Job Description

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

The EL2 Section Head leads the management of the section to provide quality and timely policy advice, oversight and compliance activities for the medical device premarket review frameworks recognised and supported by the Therapeutics Good Administration.

Duties

Responsibilities include:

- Provides strategic direction to the section including overseeing the development of business plans and strategies to ensure high quality and timely delivery of premarket reviews
- Leads reform projects to consult on and implement initiatives to align with international frameworks as appropriate and advance the Medical Devices Action Plan
- Manages team members coordinating quality and timely premarket reviews of medical devices
- Effectively partners and collaborates with internal and external evaluation areas and the sector to achieve outcomes
- Leads the management of the section quality management systems and contributes to corporate planning and reporting processes
- Provides sound advice to the branch and divisional executive and provides Ministerial, Cabinet and Parliamentary advice and support

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 will also be assessed through a variety of pre-employment check processes, such as:

- Satisfactory completion of an Australian Federal Police 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.

Notes

Applications close 11:30pm AEDT.

Applicants are asked to quote reference number 24-MDPQDIV-27487 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

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	John Jamieson, 0437 605 825
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0750883

National Health and Medical Research Council

Closing Date:Wednesday 20 November 2024

Technology and Data Grant Systems

Job Title	Project Manager
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$113,355 - \$128,959
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	30-2024
Agency Website	https://www.nhmrc.gov.au/

Job Description

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

NHMRC is seeking an experienced Project Manager to join the Grant Systems Section for 12 months (with the possibility of extension to 18 months), the successful candidate will be tasked with delivering a significant strategic enhancement project for its grant management system, Sapphire, along with its integrated suite of Microsoft365 tools.

About the Section

Grant Systems is a small team responsible for the management and administration of NHMRC's grant management and grant reporting environment through both inhouse staff and outsourced arrangements. Its broader responsibilities include:

- Contract and service delivery management
- Project management and solution implementation
- System support
- System configuration and administration
- Cloud-based grants reporting environment

It is important to note that as a small team, supporting over 76,000 external users and an agency of approximately 250 staff, labour hire and contractors, roles and responsibilities are often shared across team members within the section. **Duties**

Under limited direction, the successful candidate will be responsible for:

- **Project Delivery**
 - Drive all project planning and execution phases.
 - Manage the collection and creation of user stories and business requirements.
 - Streamline business processes to remove duplication and improve efficiency.
 - Liaise with executives and stakeholders to ensure alignment and support.
 - Liaise with vendors to ensure continued support.
 - Develop and present documents to NHMRC's governance committees.
 - Prepare and maintain comprehensive project documentation.
- **Technical Oversight**
 - Oversee the application development lifecycle.
 - Drive the use of Agile methodologies.
 - Ensure existing Microsoft Power Suite and Azure tools are effectively incorporated into the grant system.
- **Budget and Schedule Management**
 - Develop, monitor, and manage the project budget.
 - Create and maintain the project schedule, ensuring timely delivery.
- **CRAID Management**
 - Identify, document, and manage Change, Risks, Actions, Issues, and Dependencies (CRAID).

Core Capabilities

- **Project Management**
 - Proven experience in managing complex projects.
 - Strong understanding of project management methodologies and tools.
- **Technical Proficiency**
 - Experience with the application development lifecycle.
 - Proficiency in Agile methodologies.
 - Expertise in Microsoft Power Suite and Azure tools.
- **Communication and Leadership**
 - Excellent communication skills, both written and verbal.
 - Ability to lead and motivate a diverse project team.
 - Strong stakeholder management skills.
- **Analytical and Problem-Solving**
 - Strong analytical skills to identify and resolve issues.
 - Ability to think strategically and execute methodically.
 - Strong problem-solving skills with the ability to dissect complex business processes and systems.

Highly Desirable

- **Industry Knowledge**
 - Experience in grant management systems or similar domains.
- **Certifications**
 - PRINCE2 or similar certification.
 - Agile certifications (e.g., Scrum Master, Product Owner).
- **Change Management**
 - Experience in managing change within an organisation.
 - Ability to drive adoption of new processes and technologies.
- **Continuous Improvement**
 - Commitment to continuous learning and improvement.
 - Ability to implement best practices and innovative solutions.

Applications close 11:30 PM AEDT Wednesday, 20 November 2024 Eligibility

To be eligible for a position at NHMRC, you must submit a completed online application form with your Resume prior to the closing date and time, be an Australian citizen and be able to provide evidence of this. If successful, you will also be required to undertake a National Police Check.

NHMRC is an inclusive and diverse employer that supports gender equity and diversity in leadership. We welcome and encourage applications from everyone, including People with Disability, First Nations peoples, LGBTIQA+ people, mature age people and people from Culturally and Linguistically Diverse background

Notes

About the National Health and Medical Research Council

The National Health and Medical Research Council (NHMRC) is Australia’s leading Government agency for supporting health and medical research for the improvement of individual and population health. It does this through funding high quality research, supporting the translation of research into evidence-based practice and policy, providing guidance on responsible research practices and ethical issues, and administration of legislation governing research using human embryos. In addition, NHMRC has responsibilities in relation to implementation of the Medical Research Future Fund. NHMRC engages closely with a range of stakeholders across the health system and community to ensure that health and medical research meets the needs of the Australian community. This includes governments, researchers, biotech industries and other business leaders, medical, nursing and allied health practitioners, Aboriginal and Torres Strait Islander health and research leaders, teaching and research institutions, health services, community health organisations, consumers and carers. NHMRC’s responsibilities include engagement with the health and medical research sector and broader community to manage NHMRC’s grants system which has up to 57,000 external users and is responsible for coordinating and administering grants processes totalling more than \$1.5 billion annually. NHMRC has a workforce of around 250 staff, with most located in the Canberra office, with a smaller number in our Melbourne office. NHMRC offers attractive flexible work arrangements which allow staff to work from home. NHMRC is dedicated to championing gender equity and diversity, ensuring equal opportunities for all staff in our pursuit of excellence in health research.

To Apply

Position Contact	Rob Palmer, 0459 058 061
Agency Recruitment Site	https://nhmrccareers.nga.net.au/cp/

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Health

Vacancy VN-0750898

Professional Services Review

Closing Date:Sunday 24 November 2024

Case Management Unit
Case Management Unit

Job Title	Legal Case Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$92,960 - \$102,577
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	all locations, flexible arrangements
Classification	APS Level 6
Position Number	20044786
Agency Website	https://www.psr.gov.au/

Job Description

<https://www.psr.gov.au/our-employment-opportunities>

Professional Service Review (PSR) is an Agency within the Health and Aged Care portfolio whose work protects the integrity of the Medicare, child dental benefits and the pharmaceutical benefits programs (PBS). PSR is established under Part VAA of the Health Insurance Act 1973, which sets out the role and powers of the Agency, as well as the process that it must follow when conducting its work.

The Case Management Unit is a small team that reports to the General Counsel and supports the Director, Associate Directors, Committees and the Determining Authority to manage and progress cases which have been referred to PSR efficiently and effectively.

What we offer you
You will have access to:

- negotiable salary entry points
- attractive 15.4% superannuation
- free car parking at Brindabella Park

- flexible working conditions
- salary sacrificing options including superannuation
- professional learning and development opportunities
- support for diversity, good health and wellbeing
- an engaged social club that facilitates activities to celebrate our people and build connections.

Our office is located at Brindabella Park, ACT, located 10 minutes from the CBD. Brindabella Park hosts a dedicated gymnasium, sports facilities, cafe and restaurant dining, conference facilities, a childcare centre and provides a calendar of social events.

Duties

The Legal Case Manager (LCM) performs a dual legal and case management role as part of the CMU and are primarily responsible for the day-to-day management of matters at the PSR Director or Associate Director stage of the review process, in line with statutory timeframes.

The LCM is responsible for a caseload and work collaboratively in a small team. The LCM draft documents under the guidance or direction of more senior staff relevant to the various stages of the review process, including reasons for statutory decisions. The LCM is routinely the primary point of contact for legal representatives and medical practitioners and provide information on the PSR process.

The LCM is responsible for exercising professional judgement in managing PSR cases, preparing documents, including for statutory decision making, and assessing legal risk. The LCM operates autonomously in managing their caseload and has discretion in deciding how to undertake tasks. The LCM is required to apply logic, initiative, knowledge and sound judgement in the exercise of daily duties. The LCM will escalate legally or strategically complex matters as appropriate.

The LCM works collaboratively with other team members to ensure the efficient management of the PSR caseload.

The LCM's primary duties include:

- managing cases at the PSR Director or Associate Director stage of the review process using negotiation, problem solving and decision making skills
- providing legal and case management advice to the Director and Associate Directors as required
- drafting statutory decisions on behalf of PSR's decision-makers within PSR's statutory framework and according to administrative law principles
- drafting correspondence to the Chief Executive Medicare, PSR panel members, practitioners under review and their legal representatives
- communicating with practitioners under review and their legal representatives, medical consultants and PSR panel members
- managing electronic records and keeping case flow reports up to date.

Other duties may include:

- assisting PSR Committees including attending hearings (usually interstate) to assist PSR's senior lawyers with tasks such as drafting statements of reasons and associated documentation
- legal research
- processing FOI requests and drafting materials required for privacy and governance matters, and providing advice on the PGPA Act, as required
- providing support for outsourcing of legal services in relation to litigation including drafting spending approvals, file management, attending hearings and assisting with instructions under the supervision of a senior lawyer.

Eligibility

This vacancy is open to Australian citizens only and you must have the ability to obtain and maintain a Baseline security clearance.

Notes

A merit pool of suitable applicants may be created from this process and will be active for 18 months after the date of this gazettal.

For more information about this role, including how to apply, please review the Candidate Information Kit available on PSR's

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Professional Services Review

Professional Services Review is a small statutory authority tasked to review and investigate Medicare-referred cases of possible inappropriate practice relating to Medicare, the Child Dental Benefits Scheme and the Pharmaceutical Benefits Scheme. We operate flexibly and exercise high level leadership skills and undertake a diverse breadth of work. PSR is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experience. PSR welcomes applications from people of all genders, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples, mature age people, and people with disability. PSR provides a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of PSR with the needs of the individual. Flexible working options may include full time/part time working arrangements, working from home or working remotely. To find out more, visit our website at www.psr.gov.au

To Apply

Position Contact	Melissa Tracey-Patte, 0460 037 958
Agency Recruitment Site	https://www.psr.gov.au/our-employment-opportunities

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Health

Vacancy VN-0750913

Job Title	Senior Legal Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Brisbane QLD
Salary	\$119,208 - \$141,364
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangement's offered
Classification	Executive Level 1
Position Number	20043013
Agency Website	https://www.psr.gov.au/

Job Description

<https://www.psr.gov.au/our-employment-opportunities>

Professional Service Review (PSR) is an Agency within the Health and Aged Care portfolio whose work protects the integrity of the Medicare, child dental benefits and the pharmaceutical benefits programs (PBS). PSR is established under Part VAA of the Health Insurance Act 1973, which sets out the role and powers of the Agency, as well as the process that it must follow when conducting its work.

The Case Management Unit is a small team that reports to the General Counsel and supports the Director, Associate Directors, Committees and the Determining Authority to manage and progress cases which have been referred to PSR efficiently and effectively.

What we offer you

You will have access to:

- negotiable salary entry points
- attractive 15.4% superannuation
- free car parking at Brindabella Park
- flexible working conditions
- salary sacrificing options including superannuation
- professional learning and development opportunities
- support for diversity, good health and wellbeing
- an engaged social club that facilitates activities to celebrate our people and build connections.

Our office is located at Brindabella Park, ACT, located 10 minutes from the CBD. Brindabella Park hosts a dedicated gymnasium, sports facilities, cafe and restaurant dining, conference facilities, a childcare centre and provides a calendar of social events.

Duties

The Senior Legal Officer (SLO) performs a dual legal and case management role as part of the CMU and provides guidance on procedural, legislative and regulatory matters in the context of the PSR scheme (set out in Part VAA of the Health Insurance Act 1973).

The SLO is predominantly responsible for day-to-day oversight and delivery of work in relation to matters at the Director or Associate Director stage of the review process, in line with statutory timeframes. This involves managing a small caseload as well as supervising and developing case managers and working collaboratively in a small team. As part of matter management, the SLO may provide legal advice both independently and under the direction of senior legal staff. The SLO may also assist principal legal officers in managing cases at the Committee stage of the review process, including drafting relevant documents and attending hearings.

The SLO works with a high level of autonomy and accountability in delivering legal and case management services to the Director, Associate Directors, PSR Committees and the Determining Authority. The role makes recommendations and provides advice on solutions, emerging issues and issues that may impact the CMU.

The SLO provides professional leadership and guidance, including the allocation of resources and workloads. The SLO will provide guidance and advice on legally technical or strategically complex matters. Matters impacting the overall operations of the CMU, the PSR Agency, the PSR Scheme and the broader Medicare compliance landscape will be escalated to the principal legal officer.

The SLO's primary duties include:

- managing matters, including more complex matters, at the Director or Associate Director stage of the review process using negotiation, problem-solving and strategic decision making skills
- managing a small team of case managers, including reviewing work and assisting with organising work to align with matter priorities
- providing professional direction to case team staff to ensure the delivery of services
- drafting statutory decisions on behalf of PSR's decision-makers within PSR's statutory framework and according to administrative law principles
- drafting and reviewing correspondence to the Chief Executive Medicare, PSR panel members, practitioners under review and their legal representatives
- communicating with practitioners under review and their legal representatives, medical consultants and PSR panel members
- identifying legal issues arising in matters and bringing them to the attention of the relevant principal legal officer
- providing legal advice on the operation of the PSR scheme as required and providing oversight/clearance of legal advice provided by case managers.
- Other duties may include:
 - attending hearings (usually interstate) to advise PSR Committees and drafting associated documentation including statements of reasons and hearing documents
 - contributing to the learning and development goals of the case team including by providing PSR training to staff and panel members
 - providing legal advice on the exercise of compulsive powers and sanctions in a regulatory context
 - taking responsibility for the handling of FOI requests and privacy matters and providing advice on the PGPA Act, as required
 - overseeing the co-ordination of outsourced legal services in relation to litigation including providing instructions to engaged firms and counsel.

Eligibility

This vacancy is open to Australian citizens only and you must have the ability to obtain and maintain a Baseline security clearance.

Notes

A merit pool of suitable applicants may be created from this process and will be active for 18 months after the date of this gazettal.

For more information about this role, including how to apply, please review the Candidate Information Kit available on PSR's employment opportunities page: [Search | Professional Services Review](#).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Professional Services Review

Professional Services Review is a small statutory authority tasked to review and investigate Medicare-referred cases of possible inappropriate practice relating to Medicare, the Child Dental Benefits Scheme and the Pharmaceutical Benefits Scheme. We operate flexibly and exercise high level leadership skills and undertake a diverse breadth of work. PSR is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experience. PSR welcomes applications from people of all genders, people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander peoples, mature age people, and people with disability. PSR provides a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of PSR with the needs of the individual. Flexible working options may include full time/part time working arrangements, working from home or working remotely. To find out more, visit our website at www.psr.gov.au

To Apply

Position Contact	Melissa Tracey-Patte, 0460 037 958
Agency Recruitment Site	https://www.psr.gov.au/our-employment-opportunities

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Industry, Science, Energy and
Resources

Vacancy VN-0750769

IP Australia

Closing Date:Thursday 21 November 2024

Policy and Stakeholders Policy and International Affairs

Job Title	Policy Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - SA SA, Various locations - TAS TAS, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - NT NT, Various locations - QLD QLD, Various locations - WA WA
Salary	\$91,903 - \$104,398
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	(WFH),(Hybrid),(Flexible) - Positions may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	APS Level 6
Position Number	1092
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Policy officers will assist in research and analysis of current and emerging IP matters. They will help solve new and complex problems in a team environment. The successful applicant should have strong communication and analytical skills, with the ability to work effectively under time pressures. An understanding of current and emerging IP policy issues could be an advantage, but a successful applicant might instead be highly adaptable, and develop their existing analytical ability in an IP policy environment.

Teams have staff based in locations across Australia.

Duties

- Researches and provides analysis and policy advice on major and emerging IP issues
- Assists with development, implementation and review of IP policy initiatives, including legislation, FTAs and other international agreements
- Works independently and collaboratively with internal stakeholders, and across government, in a pressured team environment
- Participates in consultations with external stakeholders
- Prepares briefings, correspondence and advice for use by ministers, executives and in international meetings

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

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. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

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.

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. We have a shared hub in Sydney (Gadigal Country). 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	Bonita Ko, 02 6283 2276
Agency Recruitment Site	https://career10.successfactors.com/career?company=ipaustali

Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0750911

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Thursday 21 November 2024

Job Title	EL1 - Assistant Director, Targeted Infrastructure Programs
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$118,176 - \$134,426
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	In-office 3 days per week
Classification	Executive Level 1
Position Number	46100
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

About the Business Division

The Road and Vehicle Safety Division sets the policy direction for road safety through the National Road Safety Strategy 2021-30. We drive and support Road Vehicle Safety legislation, provide national leadership and coordination to improve road safety outcomes. We also set and enforce vehicle standards (including safety recalls)as well as overseeing key road and community infrastructure programs in partnership with the states and territories.

About the Branch

The Targeted Infrastructure Programs Branch is responsible for administering and implementing national infrastructure sub-programs, delivered under the National Partnership Agreement on Land Transport Infrastructure Projects or through individual funding agreements. These programs benefit all Australians by improving road safety, increasing productivity, and enriching communities. We work in partnership with state, territory and local governments to form strong connections across the country and achieve the seamless delivery of a vast program of work.

The department is seeking to initially fill an Assistant Director position to work on the new Active Transport Fund. However we may use this recruitment process to establish a merit pool to fill future vacancies across the Branch.

The new \$100 million Active Transport Fund provides funding for the design and construction of new or existing bicycle and walking pathways to encourage the use of active transport. The aim of the program is to encourage an increase in active transport through the upgrade of existing and construction of new bicycle and walking pathways across Australia.

The program is part of the Australian Government's commitment, under the National Road Safety Strategy 2021-30, to improve road safety outcomes for bicyclists and pedestrians. The program also supports the Australian Government's commitment to reducing transport emissions and supporting active and liveable communities.

Duties

What will you do?

As an Assistant Director in the Targeted Infrastructure Programs Branch you will demonstrate the ability to deliver results, lead and manage teams, and build productive relationships with internal and external stakeholders. Depending on the role, you may be undertaking a number of the following tasks relating to your program management responsibilities. Key duties include:

- Managing programs including;
 - Assessing new project applications and providing feedback to unsuccessful applicants.
 - Managing and advising on existing projects, including engaging with delivery agencies.
 - Inputting to Budget processes for your program and seeking delegate approvals.
- Supervision, guidance and mentoring of a small team to achieve business unit deliverables.
- Liaising with stakeholders, including Ministers, State, Territory and Local Governments, the public and other interested organisations, both verbally and in writing.
- Managing program budgets.
- Managing program governance.
- Managing core administrative functions, such as the preparation of ministerial correspondence, briefs, implementation advice and media releases.
- Providing strategic, process and policy advice to the senior executive and Ministers on future changes and enhancements to the programs.
- Reporting on the performance of projects and programs.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the EL1 [Work level standards](#)

We are seeking high-performing candidates who are people-focused, outcomes driven, accountable and have experience in managing a range of competing priorities. To be successful in this role, you will need to demonstrate, or have the potential to develop, the following:

- Leadership skills, including establishing and sustaining a positive, professional, values based and supportive culture of achievement and delivery.
- The ability to manage your team's workload to achieve results, often working within tight timeframes and competing priorities.
- The ability to communicate with influence including listening actively and clearly articulating your message in written and oral forms, build effective professional networks and liaise with internal and external stakeholders.
- Effective stakeholder engagement skills to collaborate across teams and divisions and build consensus amongst stakeholders.
- Experience managing strategic processes, including excellent coordination skills and strong attention to detail.
- The ability to act with integrity, judgment and professionalism.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Program management skills and experience, including program governance, assessing applications, managing contracts and program budgets, and reporting on performance.
- Demonstrated leadership skills and the ability to effectively coordinate work ensuring high quality and timely outcomes.
- Ability to work collaboratively and build a high performing team.
- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely, accurate and concise advice to inform and support executive decision making.
- Ability to establish and maintain strategic relationships with key stakeholders.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#). **Eligibility**

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

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

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

About the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide strategic policy advice, fit-for-purpose regulation, and deliver programs, projects and services in the major infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and

benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership. Our values outline the characteristics, behaviours and professional capabilities we seek in our workforce: • Collaborative – we work together and with others across the system, to achieve our objectives and deliver for the Australian community. • Respectful – we create diverse teams and a respectful and inclusive culture that supports high performance, innovation and the wellbeing of all people across the department. • Informed – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices. • Adaptive – we are constantly learning and adapting to improve what we do and we have corporate systems in place to support staff in a rapidly changing world. • Accountable – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

To Apply

Position Contact	Philippa Chapman, 02 6136 7008
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Social Services

Vacancy VN-0750844

National Disability Insurance Agency

Closing Date:Wednesday 20 November 2024

Service Design Division
Service Design Delivery Branch

Job Title	EL2 Domain Owner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Richmond VIC, Geelong VIC
Salary	\$127,766 - \$145,058
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Remote working arrangements may be negotiated for some roles/candidates.
Classification	Executive Level 2
Position Number	62251533
Agency Website	https://www.ndis.gov.au

Job Description

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

A New Role Awaits

We are looking for a highly motivated and innovative Domain Owner to join at the EL2 Director level within our Service Design and Improvement Branch.

The Branch is within the Service Design division which is the key driver of the Participant Service Improvement Plan and the Participant Service Charter. The division's work is to design and deliver Scheme service improvements to provide quality participant outcomes and enhance their NDIS experience. This experience-design work also aims to improve how agency's frontline Service Delivery (SD) operates.

The branch works with Subject Matter Experts (SMEs) to create and implement solutions that simplify processes, improve timelines and the quality of outcomes for participants. The branch designs the elements that deliver the strategic vision of the NDIS Pathway. It works to improve the consistency and equity of NDIA decisions and ensures the Scheme is aligned with insurance principles for future sustainability.

The squads design changes to the processes within the participant journey, which support participants in achieving their goals and improves the participant experience with all elements of the Scheme.

You will have the ability to navigate complexity and uncertainty with personal drive, sound judgement and integrity. Your ability to exercise a significant degree of independence and high-level of decision-making and judgement will inspire your team members to strive for the best outcomes. An ability to negotiate and communicate with influence will serve you well in this role. Your outstanding communication and interpersonal skills will be key in initiating, establishing and maintaining strong relationships with internal and external stakeholders. You will have a positive contemporary attitude to people with disability along with a high level of understanding and knowledge of disability and its impact on individuals.

Duties

As the EL2 Domain Owner you will lead a multi-disciplinary, agile design team including a Scrum Master, Business Analysts, Service and Process Designers, Design & Build Leads and Project Officers. With your previous experience and knowledge, you will apply a significant understanding of the Service Design & Improvement functions to provide high level of advice to senior management, Strategic Leadership Team and the NDIA Board.

The role will be required to coordinate and assume responsibility for highly complex or sensitive projects and work program

outcomes across the functions that have strategic or operational significance to the NDIA.

Functions of the role include communicating and producing documentation contributing to the development of the Domain Ownership function across strategic programs. You will collaborate with other areas of the organisation on the successful delivery of the Domain, ensuring it is fit-for-purpose for both participants and internal end users.

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate Working with Children / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

This position will be offered as ongoing or non-ongoing.

If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.

Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Dafiya Pampori, 0436 633 473
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0750864

National Disability Insurance Agency

Closing Date:Wednesday 20 November 2024

Government
Parliamentary and Ministerial Branch Ministerial and Parliamentary

Job Title	APS4 Parliamentary and Ministerial Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	\$73,928 - \$82,056
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Work from office
Classification	APS Level 4
Position Number	2131_10/24_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits
Are you looking for an exciting opportunity to showcase your skills and make a real difference? The NDIA is currently seeking a dynamic and driven individual to join us as an APS4 Parliamentary and Ministerial Support Officer. The Parliamentary and Ministerial Branch plays an important role in the provision of high-quality ministerial products, coordinating NDIA's involvement in senate estimates and other parliamentary committee processes and undertakes business analysis and reporting.

You will be highly motivated, possess strong communication and collaboration skills, and be able to provide advice on moderately complex matters to both internal and external stakeholders. Commitment to service and delivering quality work is crucial. Additionally, you must be able to manage confidential information, be adaptable to change, and uphold integrity and professionalism to align with our values and mission.

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

Duties

Where you can add value
The APS4 Parliamentary and Ministerial Support Officer will be required to provide operational and administrative support that is

informed and directed by sound knowledge in Parliamentary and Ministerial areas and may undertake some research and analysis activities.

The role will require some contact with internal and external stakeholders and may be required to communicate with and provide advice on a range of Parliamentary and Ministerial matters in response to enquiries.

Responsibilities of the role include but are not limited to:

- Assisting with the coordination of parliamentary processes including NDIA appearances at senate estimates, committee hearings and Questions on Notice.
- Managing a shared mailbox including allocating tasks.
- Coordinating and tracking Questions on Notice and senate briefs using Parliamentary Document Management System (PDMS).
- Coordinating, drafting and quality checking Briefs, Ministerial Correspondence, Questions on Notice and Senate Briefs using the Parliamentary Document Management System (PDMS).
- Contributing to the branch's corporate work program, reporting requirements and assist deliver branch governance obligations.

Eligibility

Successful candidates must have or be able to obtain and maintain a Baseline security clearance and will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Notes

This role will be performed at the Deakin, ACT office. Parliamentary and Ministerial Branch staff are often required to attend Parliament House. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered. A merit pool will be established that may be used to fill similar positions (ongoing and non-ongoing) within the next 18 months.

Applications for this role close 11:30pm AEDT on 20 November 2024

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

About the National Disability Insurance Agency

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

To Apply

Position Contact	Josephine Bailey, 0458 886 261
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0750848

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 20 November 2024

Corporate
Chief Information Officer ICT Operations

Job Title	Service Desk Analyst
Job Type	Full-Time, Ongoing
Location	Penrith NSW
Salary	\$77,331 - \$83,121
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Position may be split between office and working from home.
Classification	APS Level 4
Position Number	268_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

The Service Desk Analyst is the first point of contact for ICT support within the Commission and for external inquiries. The role provides technical and functional support for hardware, multiple application and service-based inquiries.

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

1. responding to enquiries from internal and external stakeholders, including VIPs, referring complex questions to the relevant internal business team or the Managed Service Provider VIP service
2. assisting in the use of the ICT applications in the Commission, including training and user support
3. responding to enquiries in relation to desktops, laptops and smart phones and including video conferencing and network hardware
4. ensuring all requests are recorded, managed and owned through to resolution and closure by keeping the Service Desk system up to date

5. provisioning accounts and access in line with security and approval processes within the Commission

6. maintaining the asset register for the Commission’s ICT equipment, including equipment moves, additions, changes, loans and SIM accounts

7. assisting with the on-boarding, off-boarding and reallocation of staff.

Eligibility

It is desirable for the occupant of the position to have:

1. at least one (1) year of ICT Service Desk Level 1 support experience, or similar

2. experience in using and supporting the Microsoft Office suite of software, including Microsoft 365 and MSTeams

3. previous experience in an ICT operational management

4. a good understanding of the ITIL framework.

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

To Apply

Position Contact	Ian Connolly, (02) 7929 8012
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 20 November 2024

Corporate
Chief Information Officer ICT Operations

Job Title	Assistant Director, Project Operations and Release Management
Job Type	Full-Time, Ongoing
Location	Parramatta NSW, Perth WA, Melbourne VIC, Penrith NSW, Brisbane QLD, Darwin NT, Canberra ACT, Adelaide SA, Hobart TAS
Salary	\$115,903 - \$131,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	270_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

The Assistant Director, Project Operations and Release Management will play a critical role in the coordination and delivery of operational ICT projects within the NDIS Commission. The role provides operational project, change and release management services with the support of other members of the team throughout the change, to drive successful project outcomes.

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

-
1.

manage a portfolio of projects with the ability to work on multiple concurrently, including plan, manage and coordinate the activities of project implementations to ensure that the goals and objectives of projects are accomplished within prescribed timeframe and budget parameters;
2.

provide progress reporting to key stakeholders, including governance forums and executives, to ensure relevant stakeholders are kept informed of project progress and ensure release and outage schedules are communicated to business stakeholders;
3.

maintain active relationships with internal and external stakeholders including participation in project forums, workshops and governance meetings;
4.

coordinate and manage the project governance, including the scheduling of meetings, agendas, meetings papers, decision and action registers and minutes;

5. lead the testing and coordination of system changes and releases, management and coordinate of pilots and related testing and consolidation of results;
6. manage appropriate responses to defects found in Business Verification testing and in the outcomes of new releases, both by the Commission and other relevant vendors or Managed Service Providers;
7. work collaboratively with key business stakeholders in preparing for new releases to develop change management documentation, materials and presentations necessary to implement, reinforce and sustain transformational change; and
8. maintain a release repository of all release artefacts for compliance and audit.

Eligibility

Skills, Knowledge and Personal Attributes

The occupant of the position must have:

1. demonstrated experience and ability to manage and work on multiple projects
2. a strong record of achievement in ICT project management;
3. previous experience in IT Release Management;
4. have proven planning and management skills of the development, implementation and delivery phases of organisational change, ideally within a federal government or national footprint;
5. have proven stakeholder management/vendor management experience as well as the ability to work with senior stakeholders; and
6. be flexible and adapt quickly to a changing environment.

The following are highly desirable:

1. Qualification in Project Management or related discipline, or possession of sufficient work experience to demonstrate equivalence
2. Experience in a complaints handling, mediation or communications role.
3. Knowledge of the NDIS and an understanding of the role of the NDIS Commission.
4. Experience working in the disability sector.
5. Working knowledge of the NDIS Act.
6. Previous experience working in an Integrity Unit or Ethical Standards Unit.

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

To Apply

Position Contact	Ian Connolly, (02) 7929 8012
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Social Services

Vacancy VN-0750850

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Wednesday 20 November 2024

Corporate
Chief Information Officer ICT Operations

Job Title	Assistant Director, ICT Operations
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Parramatta NSW, Penrith NSW, Perth WA
Salary	\$115,903 - \$131,563
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Positions may be offered for working from home, split offering under hybrid, or may be flexible
Classification	Executive Level 1
Position Number	269_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

Duties

Key duties

The Assistant Director, ICT Operations manages a team to deliver effective and efficient IT systems and services.

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

1. operational management of the Commission's outsourced services providers, ensuring both compliance and an ongoing positive relationship
2. management and oversight of the internal ICT Support Desk services and team, including ensuring the Support Desk team has performance agreements in place and performance is actively monitored
3. ensuring a consistent positive operational experience for ICT users and that the Support Desk remains within agreed Service Level Agreements (SLAs)
4. identification and documentation of required Support Desk procedures
5. stakeholder and relationship management and development with senior executive staff
6. operational management and stakeholder satisfaction of the organisation's ICT environment and assets
7. operational management and tracking of the section's operating and capital budget, including procurement and contract management and
8. contributing to the development of a future roadmap for ICT systems.

Eligibility

Skills, Knowledge and Personal Attributes

The occupant of the position must have:

1. extensive experience in ICT operational management
2. experience in the management of application support processes across a national footprint
3. experience in Information Technology Infrastructure Library (ITIL) Service Transition, Service Operation and Continual Service Improvement portfolio management
4. working knowledge of ITIL Service Strategy and Service Design lifecycle framework
5. experience in IT procurement and delivery
6. IT project and contract management experience.

The following are highly desirable:

1. Tertiary qualifications in Computer Science, Information Technology, or related field
2. Experience in a complaints handling, mediation or communications role.
3. Knowledge of the NDIS and an understanding of the role of the NDIS Commission.
4. Experience working in the disability sector. Working knowledge of the NDIS Act.
5. Previous experience working in an Integrity Unit or Ethical Standards Unit.

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>

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

To Apply

Position Contact	Ian Connolly, (02) 7929 8012
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0750810

Australian Bureau of Statistics

Closing Date:Wednesday 13 November 2024

Statistical Production and Digital Services Division
Data Integration Services Branch Data Integration Partnerships and Governance Section

Job Title	Principal Governance Officer (EL1), Data Integration Services Branch
Job Type	Full-Time, Ongoing
Location	Belconnen ACT, Adelaide SA, Sydney NSW, Docklands VIC, Geelong VIC
Salary	\$113,288 - \$130,959
Future Merit Locations	Belconnen, Adelaide, Sydney, Docklands, Geelong
Office Arrangement	Hybrid
Office Arrangement Details	Staff will spend at least 40% of their work hours in the nominated ABS office.
Classification	Executive Level 1
Position Number	24/DSIB_PGO_EL1
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=B8726717-A4E3-5E4C-ABD7-DB48A87EF9B3>

The Australian Bureau of Statistics (ABS) is looking to fill the position of **Principal Governance Officer (EL1)** in the Data Integration Partnerships and Governance (DIPaG) section within the Data Integration Services Branch (DISB).

The successful applicant can work full-time hours from one of our offices located in either Adelaide, Canberra, Geelong, Melbourne, or Sydney, although a hybrid model of working from home and the office applies.

Duties

About the role

The Principal Governance Officer leads a small team of Governance and Partnership Officers to:

- Undertake governance assessments and activities for new data integration proposals
- Manage strategically important relationships with data custodians
- Ensure compliance with governance obligations and stakeholder agreements
- Provide secretariat support for high-level strategic fora and stakeholder meetings
- Progress the strategic development of ABS data integration policies, processes and procedures
- Provide advice on ABS data integration governance arrangements and contribute to broader public sector governance functions

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills, qualities and experience:

- **Demonstrated expertise in data governance, ethics, and privacy:** Knowledge of data governance principles, including ethics and privacy, and experience applying these to support public trust and ensure compliance with relevant legislation, regulations and standards. Ability to discuss governance requirements and facilitate governance work to ensure all legislative, privacy, and policy protections and approvals are in place. Experience in conducting risk assessments and developing mitigation strategies. **(Essential)**
- **Project management:** Proven experience in supporting and managing governance activities for data projects, including planning, coordinating, and delivering outcomes within set timeframes. Ability to manage multiple projects simultaneously and ensure successful completion. **(Essential)**
- **Leadership and self-management:** Demonstrated ability to manage time effectively, prioritise tasks, and work independently with minimal supervision. Proven experience in taking initiative and leading small teams or projects within high-performing environments, including virtual teams. Strong performance management and capability-building skills.
- **Stakeholder engagement:** Demonstrated ability to engage effectively with stakeholders and build productive working relationships. Experience operationalising data governance arrangements in partnership with data custodians and stakeholders.
- **Communication:** Exceptional written and verbal communication skills, in. Strong secretariat skills, including the ability to prepare agendas, minutes, and briefing papers, and coordinate and support governance meetings.
- **Critical thinking and reasoning:** Well-developed ability to analyse situations, identify problems, and develop innovative solutions. Strong critical thinking and reasoning skills, including the ability to analyse project and policy documentation and provide insightful recommendations.
- **Commitment to continuous improvement and innovation:** Demonstrated commitment to driving continuous improvement and fostering a culture of innovation in processes and practices. Ability to identify opportunities for improvement and implement effective changes.

Eligibility

To be eligible for these roles you:

- You must be an Australian citizen at the time you apply.
- For most positions you will need to obtain (or hold) and maintain a Baseline security clearance.
- ABS employees who have access to market sensitive information are restricted in market trading activities. You may not be allowed to trade in financial products while employed. This role is not restricted in trading.

Notes

How to apply

To apply, complete an online application form on the [ABS e-recruitment system](#).

You will need to upload your current resume, provide referee details and respond to the following:

- In no more than **500 words**, provide a statement of claims of how you have demonstrated the skills, qualities, and experience (outlined in Section 1 of the Applicant Information Kit) required for this role.
- In no more than **300 words**, provide a specific example of a role where you have demonstrated leadership in data governance.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at <https://www.abs.gov.au/careers>

To Apply

Position Contact	Rachel Price, (03) 9615 7114
Agency Recruitment Site	https://abs.nga.net.au/?jati=B8726717-A4E3-5E4C-ABD7-DB48A87EF9B3

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Treasury

Vacancy VN-0750816

Royal Australian Mint

Closing Date:Wednesday 20 November 2024

Mint Systems and Quality

Job Title	Risk Manager
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$116,634 - \$130,019
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	This position requires onsite work. Hybrid working arrangements will be considered.
Classification	Executive Level 1
Position Number	1379
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The Risk Manager supports the application and continuous improvement of the Mint's risk management framework which includes related policies, procedures and tools. They play a pivotal role in risk management and the maintenance of the system. The Risk Manager completes risk reporting.

The Risk Manager provides the Accountable Authority, Senior Management team and internal committees with appropriate advice and reporting to ensure risk is embedded within decision making. They work across all levels of the Mint's risk management framework (Strategic, Enterprise and Operational) to ensure the framework's operational success by assisting each work group with their unique challenges.

The Risk Manager is an advisor to the Mint on supply-chain, financial, project, contract, governance and compliance risks. They apply management oversight of the risk tools and framework Mint wide, and work collaboratively with subject matter experts in specialist risk areas.

The Risk Manager undertakes initiatives to ensure the Mint's risk management framework is fit for purpose, understood, consistently applied, robust, transparent and well managed. They are pivotal to supporting a healthy risk management culture.

Duties

1. Leading the Mint's risk management function and the day-to-day operation of the risk management framework.
2. Providing risk related advice to stakeholders by reviewing information such as risk assessments, contracts, policies, procedures and plans; and working closely with subject matter experts and managers.
3. Leading or participating in the development of risk assessment and management strategies at all organisation risk levels.
4. Developing and refining the Mint's risk management framework including drafting policies, procedures and work instructions.
5. Supporting the administration of a risk management information system.

6. Evaluating, auditing and reporting on risk management measures and outcomes such as appetite, tolerance, and control effectiveness and maturity.
7. Ensuring the risk management function operates cohesively within the Mint's Integrated Management System.
8. Participating in risk-related and Mint-related forums, events, and working groups internally and externally.
9. Ensuring compliance with any requirements of the Australian Public Service.
10. Supervising team members and working collegiately with others in the Branch to achieve operational goals.

Eligibility

Security clearance

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

Notes

How to apply

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

Please submit your application by **11:30pm** on **20 November 2024**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

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

About the Royal Australian Mint

To Apply

Position Contact	Teagan Payne, 02 6202 8723
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Mint Systems and Quality

Job Title	Senior Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$95,515 - \$104,362
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work in Deakin, ACT.
Classification	APS Level 6
Position Number	1012
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

Working under limited direction and reporting to the Work Health and Safety Manager, the Senior Work Health and Safety (WHS) Officer supports the delivery of the Mint's work, health and safety program.

The Mint's workplace has a range of unique health and safety aspects such as hazardous chemicals and materials, public safety, plant and equipment, and infrastructure.

The Senior WHS Officer promotes safe work practices across the Mint. They perform research and apply their technical knowledge to provide advice regarding risks to employees in their work area. They are responsible for engaging with internal and external stakeholders including regulators, inspectors and auditors.

The Senior WHS Officer analyses data and identifies improvement opportunities across the integrated management system, developing objectives for short term tasks and contributing to the strategic planning of the Mint Systems and Quality branch.

They coordinate procurement activities in accordance with Commonwealth Procurements Rules to meet the objectives of the Health and Safety Work Plan. The Senior WHS Officer is also responsible for managing site wide events which may include National Safety Week and other wellbeing activities as determined by the Mint's Health and Safety Work Plan.

Duties

1. Developing and reviewing WHS policies and procedures, safety assessments and risk controls, and providing relevant advice to managers and employees.
2. Supporting the WHS Manager in the delivery of the Health and Safety Work Plan.

- Coordinating or supporting the Mint's Health and Safety Committee, Health and Safety Representatives, First Aid Officers and Wardens.
- Undertaking investigations and audits of the Mint's safety management system, including performing inspections and incident reporting, and managing corrective actions.
- Ensuring the Mint's safety management system complies with the Work Health Safety Act 2011, Work Health Safety Regulations 2011, relevant codes of practice and ISO45001:2018.
- Delivering work programmes including health surveillance monitoring, occupational environmental monitoring, external audits and inspections, induction and business continuity planning. This may include procurement and contract management in accordance with Commonwealth Procurements Rules.
- Analysing data and preparing reports on WHS related compliance to present to management and relevant authorities.
- Determining and coordinating required health and safety training for the Mint, reporting on compliance to relevant work areas.
- Liaising and developing relationships with internal and external stakeholders including regulators, inspectors and auditors.
- Supporting the MSQ branch as required, including undertaking cross-functional tasks.

Eligibility

Security clearance

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

Notes

How to apply

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

Please submit your application by **11:30pm** on **20 November 2024**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

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

About the Royal Australian Mint

To Apply

Position Contact	Emily Stevenson, 02 6202 6847
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0750824

Department of Veterans' Affairs

Closing Date:Thursday 21 November 2024

Open Arms - Veterans and Families Counselling
Clinical Operations Client Assist Contact Centre

Job Title	Operations Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	\$88,923 - \$92,670
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 5
Position Number	EXT-2024-0200
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Operations Support Officer is accountable to the Assistant Director – Operations, assisting with the coordination of operational and administrative functions that support the delivery of mental health clinical services to Open Arms clients.

The Operations Support Officer assists the administrative support team to provide efficient and professional support services to the 24/7 Client Assist Contact Centre and is responsible for assisting in the preparation and reporting of client service, staffing and financial activities.

Duties

- Be responsible for performance reporting: extraction of data for preparation and distribution of performance reports across contact centre functions.
- Assist with processing of administrative and technical functions for the Client Assist Contact Centre, sharing responsibility for the day-to-day operational support of the Client Assist service.

- Develop a cohesive and positive working relationship within the team to ensure service delivery aligns with national service standards
- Support the centre's financial requirements obligations in line with the PGPA Act and Departmental policies, including actioning of invoice processing and keeping Departmental records up to date.
- Apply the principles of cooperative and safe working practices consistent with APS Values and the Department's mission, vision, approach and values.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Currently hold or ability to obtain a Working with Vulnerable People registration
- Currently hold or ability to obtain a Working with Children check

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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

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

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Anita Allen, 0499 972 553
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0750828

Department of Veterans' Affairs

Closing Date:Thursday 21 November 2024

Legal and Audit
N/A Practice Management Unit

Job Title	Business Support & Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,764 - \$92,670
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 4;APS Level 5
Position Number	EXT-2024-0202
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The Legal and Audit Division is a specialist in-house practice that supports lawful implementation of the Department's objectives by advising on the management of legal risk as well as providing legal advice, litigation and dispute resolution services, legal training and legislation services.

We are looking for candidates with relevant experience, strong financial management and procurement skills, who are great communicators, can manage competing priorities, enjoy working collaboratively, think flexibly and have a positive attitude. Experience in legal practice financial management is also highly regarded.

Opportunities are currently available in the Practice Management Unit in the Legal and Audit Division for suitably qualified and experienced candidates at the APS4 and APS5 level. The roles are dynamic and varied and require a high-level of administrative support, financial service delivery, organisational skills, critical thinking, accuracy, attention to detail and the ability to multi-task to ensure high quality outcomes.

Duties

- Undertake day-to-day operational functions including invoice and account processing, monitoring and review to ensure the Legal and Audit division's financial and governance responsibilities and obligations are achieved.
- Manage the procurement activities of the Legal and Audit Division, including undertake requests for quote, review quotations, evaluate and recommend providers, develop work orders and contract documentations.
- Undertake day to day contract management of all contracts entered into by the Legal and Audit Division, including appropriate and timely contract variations, tracking contract expenditures
- Utilise financial systems and analytical tools to research, analyse and reconcile data.
- Prepare regular reporting on financial expenditure, undertake reconciliations, quality assurance reviews and provide supporting work papers when required.
- Contribute to the development and implementation of Legal and Audit Division policies, processes and systems to enhance the delivery of financial and business support services in the division.
- Work collaboratively with central procurement team and keep up to date on DVA procurement policy and processes, to inform Legal and Audit Division processes.
- Contribute to the development and maintenance of up-to-date standard operating procedure (SOP) documentation for financial management activities in the Legal and Audit Division.
- Maintain all applicable filing and archiving in accordance with the DVA record keeping policy and LAD guidelines.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide assistance and factual advice in a timely manner.
- Maintain awareness of Commonwealth financial compliance and legislative frameworks.
- Manage prioritisation of own workloads checking accuracy of information and work, ensuring quality processing and receipting.
- Respond to and coordinate responses to various requests from central financial teams.
- Demonstrate good judgement in decision making by exploring the nature of the problem, researching information, considering options, documenting evidence and providing recommendations.
- Manage the Divisional inboxes.
- Contribute to section and divisional goals and objectives, business planning, evaluation and reporting on organisational goals in a collaborative and constructive manner.
- Participate as a constructive team member to deliver ongoing improvements, quality of service and professional practices and standards.
- Other administrative and ad hoc duties as required to support the Practice Management function.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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To Apply

Position Contact	Tanya Boulter, 0448 643 311
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0750840

Department of Veterans' Affairs

Closing Date:Thursday 21 November 2024

Research, Evaluation and Data
Data and Insights Data & Actuarial Analytics

Job Title	Actuarial Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC
Salary	\$88,923 - \$92,670
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 5
Position Number	EXT-2024-0201
Agency Website	https://www.dva.gov.au/

Job Description

<https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home>

The remit of the **Data and Insights Branch** is to evolve the way the department produces and uses data, analytics and research, to underpin evidence-based policy development, service delivery and wellbeing outcomes. The branch fosters a culture of curiosity in data and research, establishing processes that enable the department to better understand and serve the needs of veterans and their families.

The **Data & Actuarial Analytics Section** is currently engaged in the development of many strategic projects, which are high-profile and high-value to the Department. The team uses longitudinal data and advanced analytics across an array of predictive modelling and free text analytics projects. Working collaboratively with the Australian Government Actuary (AGA), various service providers and experts, we analyse and interpret actuarial results to support evidence-based policy development. The team leverages comprehensive, veteran-centric data to understand the lifetime trajectories of clients, and to evaluate the effectiveness of new policies in improving financial and social outcomes. The team also uses information to identify specific cohorts who may benefit from early interventions to help inform targeted services and government funding.

The position works in close collaboration with a broad forum of experts including actuaries, data specialists, financial officers, policy analysts and researchers to complete high-quality work. Projects include machine learning applications such as text mining and microsimulation models, evaluation of programs and policies, developing wellbeing measurements and data-driven client

Duties

- Contribute to longitudinal data and predictive analytics to analyse and interpret actuarial results.
- Leverage various machine-learning algorithms and packages to undertake text mining.
- Contribute to data linking and analysis activities to build a more complete picture of the veteran experience, including working with the Person Level Integrated Data Asset (PLIDA)
- Enhance and update the Priority Investment Approach – Veterans (PIA-V) micro-simulation to undertake actuarial projection and to support a variety of key business uses.
- Using data-driven client segmentation to identify specific cohorts which could benefit from early intervention to inform targeted services.
- Develop interactive dashboards and support business intelligence using Tableau.
- Contribute to evaluating the effectiveness of new policies in improving outcomes for veterans.
- Support the development of the Wellbeing Framework to assess whole-of-life outcomes.
- Develop and maintain stakeholder relationships, providing appropriate advice and services.
- Improve modelling and reporting outcomes, through innovative thinking and implementing best practice business intelligence concepts

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Tertiary degree with major in Actuarial Studies, Economics, Statistics, Mathematics, Finance, Econometrics, Computer Science, Nuclear Physics, Astronomy, Astrophysics, Data Science or a closely related discipline

Notes

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To Apply

Position Contact	Matthew Buchhorn, 0410 124 398
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Employment and Workplace Relations

Vacancy VN-0750874

Job Title	Data Scientist
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$117,670 - \$130,050
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	ASSEA has offices in Canberra and Sydney
Classification	Executive Level 1
Position Number	24033
Agency Website	https://www.asbestossafety.gov.au/what-we-do/asbestos-safety-eradication-agency

Job Description

www.asbestossafety.gov.au

About the agency

The Asbestos and Silica Safety and Eradication Agency (ASSEA) is a small agency that was established in 2013 to oversee national actions to improve asbestos awareness and the effective and safe management, removal, and disposal of asbestos. This involved coordinating the implementation of the [Asbestos National Strategic Plan](#).

In December 2023, the agency's functions were expanded to include silica through the [Amendment of the Asbestos Safety and Eradication Agency Act 2013](#). The agency's name changed to the Asbestos and Silica Safety and Eradication Agency.

Our role is to assist in the prevention of exposure to asbestos fibres and respirable crystalline silica, to eliminate asbestos and silica related disease in Australia and the devastating impacts they create. We do this by coordinating the implementation of the national strategic plans for asbestos and silica. In doing so we are fortunate to work alongside other government agencies, employee and employer representatives, technical experts, the research community, impacted families, and partners, all motivated by the same outcome.

We are a non-corporate entity under the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act). Our Chief Executive Officer is appointed under the [Asbestos and Silica Safety and Eradication Agency Act 2013](#) (the Act) and performs functions in accordance with that Act.

About the role

The Data Scientist will work, as part of our Research, Evaluation, and Data team, on projects and strategies related to ASSEA's core functions. This includes managing the development and implementation of data science projects to provide insights, analysis, and modelling that informs ASSEA's policy and operational decisions, and enables agency influence and support for our national and international partners. The role requires an innovative and strategic thinker who can manage complex datasets, apply advanced analytical techniques, and translate data into actionable and translatable intelligence.

This role requires a high level of expertise in data science, statistical analysis, machine learning, and data visualisation. The successful candidate will collaborate with various internal and external stakeholders to develop solutions that meet the strategic goals of the Agency.

Relevant tertiary qualifications, and experience aligned to the functions is highly desirable.

Experience working:

- on public health issues from either a workplace, environment or community perspective;
- in government or similar organisations; and/or
- in data analytics

would also be an advantage.

Duties

The key responsibilities for the position include:

- Lead and manage data science projects, from concept, scoping and design through to delivery and implementation, ensuring alignment with the Agency's strategic objectives.
- Apply advanced statistical and machine learning techniques to analyse complex datasets and provide actionable insights to support policy and operational decisions.
- Develop predictive and prescriptive models to solve policy challenges, optimise service delivery, and inform resource allocation.
- Provide technical leadership, direction, and support to ensure project success.
- Collaborate with cross-functional teams, including external stakeholders to ensure data science projects are integrated into broader government initiatives.
- Take responsibility for the development and implementation of data governance frameworks, ensuring data quality, security, and ethical use of data, including data sovereignty for Aboriginal and Torres Strait Islander peoples.
- Communicate technical results and findings clearly and effectively to non-technical audiences, including senior executives, policy makers and community groups, through reports, presentations, and data visualisation tools.
- Stay abreast of emerging trends and innovations in data science and analytics to ensure the Agency adopts best practices and cutting-edge methodologies.
- Identify opportunities for the use of data and analytics to improve Agency outcomes, including service delivery.
- Ensure compliance with relevant government policies, standards, and frameworks related to data management and security.
- Demonstrate organisational flexibility and cohesion by undertaking other duties as directed.

Eligibility

Skills and capabilities

- Demonstrated experience providing strategic level specialist, professional and/or technical expertise relevant to the role.

- Demonstrated experience in communicating effectively with Senior Executives, employees and stakeholders.
- Ability to manage a range of stakeholder relationships to promote and progress business objectives.
- Demonstrated experience in anticipating and establishing priorities, monitoring progress and working to deliver organisational functions and programs.
- Highly developed capabilities in the Identification and management of risk across all areas of decision-making.
- Demonstrated ability to operate under broad direction while exercising a significant degree of independence.
- Make decisions that are based on professional judgement, evaluating risks and in the context of a complex and changing environment.
- Analytical and problem-solving skills, including ability to interpret complex technical information, scientific papers and data.
- Ability to undertake independent research and analysis and produce accurate and concise reports, papers and other written content.
- Written and verbal communication skills, including providing accurate and concise technical advice and reports.
- Experience with of project management methodologies, including the preparation of project plans and undertaking project evaluation
- Demonstrated ability to liaise in a professional manner with a range of internal and external clients/stakeholders
- Experience in delivering presentations, facilitating discussion groups and/or training sessions
- Excellent time management, prioritisation and organisational skills.
- Demonstrated ability to work as part of a team
- Ability to meet tight deadlines
- Understanding of work health and safety risk management including knowledge of asbestos and respirable crystalline silica risks with the ability to interpret, prepare and present technical information in multiple formats.
- Proven ability to work with a high level of complexity, discretion, and sensitivity requiring negotiation and influence within these contexts.
- Understanding of government financial, legislative and administrative frameworks, and government decision making and well-developed verbal and written communication skills.

Qualifications & experience

- Technical Expertise: High-level proficiency in statistical analysis, data science techniques, machine learning, and data mining. Experience with programming languages such as Python, R, or SQL, and familiarity with data technologies.
- Data Management: Strong knowledge of data governance, data architecture, and data management principles, including data cleansing, transformation, and integration from disparate sources.
- Problem-Solving: Ability to develop innovative data-driven solutions to complex problems, applying advanced analytics to inform policy and operational decisions.
- Communication: Proven ability to translate complex data analysis into clear, actionable insights for non-technical audiences. Strong presentation and data visualisation skills. Strong listening skills with the ability to engage with diverse groups on data needs.
- Project Management: Demonstrated ability to manage multiple projects concurrently, including setting priorities, meeting deadlines, and delivering high-quality outcomes in a fast-paced environment.
- Leadership: Experience providing direction and support to achieve project goals, with a focus on inclusion with those most impacted and/or have insight related to the projects.
- Collaboration and Stakeholder Engagement: Strong interpersonal skills and the ability to collaborate with cross-functional teams and engage with a wide range of internal and external stakeholders.

Eligibility

To be eligible for employment with ASSEA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

The successful applicant must be able to obtain and maintain a minimum of 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.

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

Notes

About the Asbestos and Silica Safety and Eradication Agency

The Asbestos and Silica Safety and Eradication Agency (ASSEA) oversees national efforts to prevent exposure to asbestos fibres and respirable crystalline silica in order to eliminate asbestos and silica related disease in Australia through coordinating the Asbestos National Strategic Plan and the Silica National Strategic Plan.

To Apply

Position Contact	Rick van der Zwan, 02 9297 9099
Agency Recruitment Site	www.asbestossafety.gov.au

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Employment and Workplace Relations

Vacancy VN-0750328

Comcare

Closing Date:Monday 18 November 2024

Corporate Group
Governance, Assurance and Integrity Team

Job Title	Director, Governance, Assurance and Integrity
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Sydney NSW, Adelaide SA, Brisbane QLD, Canberra ACT, Launceston TAS, Melbourne VIC, Newcastle NSW, Perth WA
Salary	\$149,044 - \$169,128
Future Merit Locations	Canberra, Sydney, Darwin, Adelaide, Brisbane, Launceston, Melbourne, Newcastle, Perth
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible and Hybrid working arrangements may negotiated with the business area
Classification	Executive Level 2
Position Number	New
Agency Website	

Job Description

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

Team Overview

The Governance, Assurance and Integrity team sits within the Corporate Group and is responsible for developing, maintaining and monitoring adherence to policies, frameworks and processes used for governance, risk, fraud control and assurance.

Duties

Role Overview

The Director, Governance, Assurance and Integrity manages a team responsible for governance, assurance, reporting, risk management and fraud control. It oversees the development and maintenance of guidance materials and training activities to ensure that Comcare is compliant with its statutory obligations under relevant laws and regulations. The role has carriage of leading the enhanced integrity agenda in close partnership with other corporate directors, especially in our people, corporate compliance and fraud investigations domains.

Primary Responsibilities:

1. Develop and implement Comcare's Governance, Risk, Fraud Control and Assurance Frameworks in line with relevant legislation and guidelines
2. Provide secretariat services for the Audit and Risk Committee (ARC), Operations Committee and Sub-Committees of the Executive Committee or Comcare's Governance arrangements
3. Manage the relationship with and support provided to ARC members, including contract administration for ARC members
4. Manage the delivery of internal audit services, including managing Comcare's relationship with the audit service provider
5. Prepare Comcare's response to external performance audit recommendations, including developing an action plan for addressing ongoing gaps

6. Provide advice and support to Comcare's Chief Financial Officer and Chief Operating Officer and to Comcare's Accountable Authority and the Seacare Authority to assist them to meet their obligations under relevant legislation and reporting requirements
7. Provide strategic advice and reports to Comcare's executive and governance committees in relation to governance, risk, fraud control and assurance, including making recommendations to improve compliance and internal controls aligned to an enhanced focus on integrity and stewardship
8. Map and maintain a current awareness of Comcare's controls, systems and processes used to ensure compliance and good governance practices so that accountabilities and opportunities for improvement can be identified
9. Monitor Comcare's environment to identify emerging trends or issues as they relate to governance and risk, maintaining awareness of, and responsiveness to, legal and regulatory, reputational and commercial factors and assessing their potential to affect the organisation
10. Oversee software systems used to track Comcare's adherence to its obligations as an Australian Public Service (APS) agency.

Qualifications and Experience

Highly Desirable

- Tertiary qualifications in governance, risk or assurance or a related field.

Desirable

- Experience in the development and application of frameworks relevant to the role's area of responsibility.

Eligibility

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

Notes

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

About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0750379

Comcare

Closing Date:Monday 18 November 2024

Corporate Group
ICT Operations

Job Title	Deputy Chief Information Officer (ICT Operations)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$149,044 - \$169,128
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may negotiated with the business area
Classification	Executive Level 2
Position Number	00110
Agency Website	

Job Description

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

Team Overview
The ICT Operations team manages delivery of Comcare's Information, Communication and Technology (ICT) infrastructure, including sourcing required ICT capabilities and managing ICT contract delivery.

Duties

Role Overview

The Deputy Chief Information Officer leads the ICT Operations team and is responsible for managing technology investments and strategic sourcing of ICT services, ensuring Comcare's IT investments support business objectives and provide value for money. The role has carriage of ICT sourcing and contract management for Comcare. The Deputy Chief Information Officer reports to the Chief Information Officer (CIO) and works closely with the Director, Procurement, Property and Security (responsible for Comcare's Central Procurement). The role has a high level of engagement with Comcare business stakeholders, partners, suppliers, and other government agencies.

Primary Responsibilities:

1. In collaboration with the CIO (ICT Strategy), contribute to the development and operationalisation of Comcare's ICT and Digital Strategy, ensuring alignment with the agency's broader strategic plans
2. Provide strategic advice to guide decision making with respect to establishing Comcare's future ICT capability needs and strategies
3. Develop and implement ICT investment strategies aligned with organisational goals, and prioritise and allocate resources effectively
4. Oversee ICT asset management for the agency, ensuring that Comcare maintains access to the ICT capabilities and facilities that it requires
5. Manage ICT sourcing and oversee the establishment and management of ICT contracts to ensure agreements align with Comcare's strategic objectives
6. Manage vendor performance and the provision of services/products in accordance with contractual arrangements, service level agreements and KPI's
7. Provide advice and support to project managers across the agency on the management of ICT project components and related expenditure
8. Manage provision of a helpdesk service for Comcare with a focus on the provision of support for staff using IT and business systems
9. Develop and implement robust IT security strategies and continuity plans, ensuring compliance with relevant laws, regulations, and standards
10. Work closely with line areas to develop business cases/requests that demonstrate IT benefits realisation, and act as a liaison between IT and business units to ensure technology solutions meet strategic needs.

Qualifications and Experience

Highly Desirable:

- Tertiary degree and/or equivalent experience in ICT Sourcing and/or Technology Business Engagement

Desirable

- A background in technology procurement, contract management, ICT vendor management, and financial management of IT services

Eligibility

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

Notes

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

About the Comcare

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

To Apply

Position Contact	recruitment@comcare.gov.au, 1300366979
Agency Recruitment Site	https://www.comcare.gov.au/careers/current_vacancies

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Employment and Workplace Relations

Vacancy VN-0750852

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Thursday 21 November 2024

Digital Solutions Division
Office of the Chief Digital Officer DSD IT Portfolio Management Office

Job Title	IT Portfolio Governance Manager (PMO)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC
Salary	\$120,636 - \$133,328
Future Merit Locations	Canberra, Brisbane, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	24/2972
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director, the IT Portfolio Governance Manager (PMO) will play a leadership role in the newly created Governance & Process function within the IT Portfolio Management Office (IT PMO), which has portfolio oversight, on behalf of the Chief Digital Officer, across the whole of the Digital Solution Division's IT system delivery portfolio.

This is a new role in the Division's PMO. You will work to refine standardised, scalable, and efficient governance arrangements to support and enable the quality delivery of small and large IT projects.

You will be responsible for leading and managing a small team to develop governance processes and requirements as part of the PMO governance function. You will align with existing frameworks and operating models or propose improvements where practical. You will work closely with IT Portfolio Assurance staff and other PMO staff on matters relating to standardising reporting and auditing of IT project Risks, Assumptions, Issues and Dependencies (RAID).

You will work across the Division to foster a culture that supports performance, quality, and repeatability improvement through innovation, governance and continuous improvement towards project delivery maturity and best practices. You will collaborate with key stakeholders at all levels to enhance the department's internal IT system delivery capability.

To lead these outcomes, you will need a combination of project management knowledge, RAID management understanding, analytical skills, critical decision-making, process definition, stakeholder engagement and an ability to lead with clarity and confidence during a time of rapid change and ambiguity in the department.

The successful applicant will receive the necessary training, mentoring, and guidance to perform the key responsibilities of the role and to advance their careers in the Australian Public Service (APS).

Duties

Responsibilities of the EL1 IT Portfolio Governance Manager may include:

- Lead and manage a small team of governance staff to provide high-quality and high-value work.

- Collaborate with project teams, stakeholders, and external partners to champion risk management and drive continuous improvements to delivery through implementation of governance and RAID framework and project control mechanisms aligned to best practices.
- Work to ensure the Division's IT portfolio risks, issues, assumptions, dependencies and changes that could impact portfolio delivery success are identified, managed, reported, and monitored successfully.
- Be accountable for the development and management of a robust portfolio governance and RAID frameworks to maximise the Division's project delivery success and ensure adherence to agreed frameworks.
- Ensure compliance within the Division with regulatory requirements, industry standards, and internal policies related to portfolio governance and RAID management.
- Identify, document, and manage risks and issues that may impede the Governance & Process team's progress.
- Perform a range of support tasks as required, including recruitment and other enterprise initiatives.
- Engender a culture with focus on safety & wellbeing and puts the customer at the forefront of all activities and decisions.

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

Essential

- Knowledge of Project Management Methodologies, including agile delivery.
- Knowledge of risk management as applied to IT delivery projects.
- Knowledge of PMO roles and functions as they relate to IT delivery projects.

Desirable

- Knowledge of the SAFe framework.
- Knowledge of work management tools such as Microsoft Azure DevOps or similar.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different

perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Frederika Bastecky, 0459843818
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Communications and the Arts

Vacancy VN-0750789

National Museum of Australia

Closing Date:Sunday 24 November 2024

Digital & Public Engagement
Digital

Job Title	Manager, Digital Product
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$113,927 - \$122,280
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	To be negotiated after commencement
Classification	Executive Level 1
Position Number	150492
Agency Website	https://www.nma.gov.au/about/employment

Job Description

<https://www.nma.gov.au/about/employment>

The Museum is in search of a Manager, Digital Product to establish and lead our digital product team, identifying opportunities to communicate Australian history to our audiences and craft best in class digital experiences.

Duties

Objectives of this role

- Establish the process to rationalise digital products to a unified content management system (CMS) and develop a Museum design system.
- Establish and embed product strategies and methodologies to build best-in-class digital products.
- Craft a product vision and product roadmap to support the delivery of the Museum's Digital Master Plan.
- Establish an ongoing approach to user research and quantitative research, compiling and sharing regular insights to inform digital and content design.
- Partner with product owners to manage the roadmap and backlog for all digital products, ensuring work is prioritised against audience needs.
- Partner regularly with cross-functional teams to ensure alignment on feature development and prioritisation.
- Work with marketing to develop positioning and messaging and ensure differentiation from competitors.
- Monitor and evaluate product performance to facilitate continuous integration and continuous delivery (CI/CD).
- Oversee the life cycle management of digital products to ensure they remain current, including remediations and replacements

What will the successful candidate bring to the role?

The Museum has commenced a multi-year digital renewal program that will see expansive change across all digital products and disciplines. We are seeking a candidate with the ambition to help drive our vision forward through effective product management that develops leading digital products and services.

The ideal candidate should possess three to five years of experience in digital product management. They will be experienced in overseeing the selection and implementation of content management systems. They should be adept at managing teams of specialist staff and have a track record of effectively managing budgets and resources to complete digital initiatives.

They will be experienced in implementing product management processes, methodology and tools, as well as championing audience-led design across the Museum. They will have strong technical, analytical, prioritisation and negotiating skills, and will be experienced in accessible design, usability and customer-focused design.

The role will be outcomes driven and future-focused with a proven interest in working in a dynamic digital environment and with a strong range of digital skills and experience.

Preferred skills and qualifications are a bachelor's degree in digital technologies, interaction design, business, computer science, information systems or related field. Literacy with back-end and front-end programming languages such as JavaScript, HTML, CSS.

Eligibility

Skills, experience and qualifications

Essential:

- Literacy with back-end and front-end programming languages such as JavaScript, HTML, CSS.
- Strong technical, analytical, prioritisation and negotiating skills.
- Experience in accessible design, usability and customer-focused design.
- Experience in implementing product management processes, methodology and tools.
- Experience in managing teams of specialist staff and having a track record of effectively managing budgets and resources to complete digital initiatives.

Desirable:

A bachelor's degree in digital technologies, interaction design, business, computer science, information systems or related field.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description

Notes

The National Museum of Australia (the Museum) is committed to building an inclusive and culturally diverse workforce. We welcome applications from across our community including, Australian First Nations peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, mature aged employees and carers.

In general, positions at the Museum are described as 'Identified positions' to signify that our roles require an understanding of the issues affecting Australian First Nations peoples. Our staff also require the ability to communicate and engage respectfully, authentically, and ethically with Australian First Nations peoples, businesses, and communities to build trust and long-term relationships.

The Museum is also 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.

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

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

To apply

Applicants must include a -1-page pitch addressing their suitability for the role against the essential and desirable Skills, experience and qualifications. Applicants must also provide a current CV and contact details for 2 referees.

Applications close 11.59pm Sunday 24 November 2024

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

About the National Museum of Australia

The National Museum of Australia is a publicly funded institution governed as a statutory authority in the Commonwealth Arts portfolio. Established in 1980, it is headed by a Director appointed by the Governor-General. The Council is responsible for the conduct and control of the affairs of the Museum. The Museum building on Acton Peninsula opened on 11 March 2001.

To Apply

Position Contact	Rowena MacDonald, 02 6208 5466
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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