



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS45 Daily Gazette Thursday - 09 November
2023.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 - 09 November 2023.pdf.

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

These Vacancies Daily will also appear in the Gazette PS45 Weekly Gazette Thursday - 09 November 2023.pdf.

Gazette Lodgement Inquiries

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Vacancies

Vacancy VN-0733018

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Australian Energy Regulator - Network Regulation Division
Reset Coordination & Network Ops Policy Reform Branch

Job Title	Senior Analyst (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/346
Agency Website	https://www.accc.gov.au/

Job Description

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

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to contribute to managing the processes to determine the maximum revenue that energy network businesses can recover from users of their network?

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

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

basis.

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

Duties

What you will do as a Senior Analyst

In this role, you will work in a multidisciplinary team tasked with managing revenue determinations for regulated electricity and gas networks in NSW, Vic, Qld, SA the NT and ACT.

Key activities include, but are not limited to:

- Assisting the team to plan and prioritise multiple revenue determinations at various stages
- Leading and contributing to the preparation of a wide range of material including AER decisions, advice and guidelines
- Contributing to the energy transition by working across teams on projects that adapt our thinking, frameworks and policies to the evolving landscape
- Representing the interests of the AER, build and maintain stakeholder relationships across Government and Industry.

About you

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

- A well-developed understanding, or ability to quickly acquire an understanding of Australian energy markets and the role, purpose and objectives of the AER and in particular its role in regulation of monopoly energy networks.
- An ability to research, investigate and analyse relevant information to develop and present insights, advice and recommended positions.
- An ability to understand and communicate complex concepts and technical matters clearly and concisely, and write a range of documents tailored to meet audience needs.
- An ability to work collaboratively with other people, help build and sustain positive relationships with internal and external stakeholders
- Tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields or equivalent experience.

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

How to apply

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

Eligibility Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

Position Contact	Andreas Blahous, 0488 666 085
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733019

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Australian Energy Regulator - Network Regulation Divisio
Reset Coordination & Network Ops Policy Reform Branch

Job Title	Assistant Director (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/345
Agency Website	https://www.accc.gov.au/

Job Description

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

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- **Do you want to contribute to managing the processes to determine the maximum revenue that energy network businesses can recover from users of their network?**

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

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

Duties

What you will do as an Assistant Director

In this role, you will work in a multidisciplinary team tasked with managing revenue determinations for regulated electricity and gas networks in NSW, Vic, Qld, SA, the NT and ACT.

Key activities include, but are not limited to:

- Assisting directors in planning, prioritising and managing multiple revenue determinations at various stages.
- Leading and contributing to the preparation of a wide range of material including AER decisions, advice and guidelines.
- Contributing to the energy transition by working across teams on projects that adapt our thinking, frameworks and policies to the evolving landscape.
- Representing the interests of the AER, build and maintain stakeholder relationships across Government and Industry.

About you

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

- A well-developed understanding, or ability to quickly acquire an understanding of Australian energy markets and the role, purpose and objectives of the AER and in particular its role in regulation of monopoly energy networks.
- An ability to research, investigate and analyse relevant information to develop and present insights, advice and recommended positions.
- An ability to understand and communicate complex concepts and technical matters clearly and concisely, and write a range of documents tailored to meet audience needs.
- An ability to work collaboratively with other people, help build and sustain positive relationships with internal and external stakeholders.
- Tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields or equivalent experience.

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How to apply

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

Eligibility Notes

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To Apply

Position Contact	Andreas Blahous, 0488 666 085
Agency Recruitment Site	https://accb.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733021

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Australian Energy Regulator
IT & Data Governance Branch

Job Title	Assistant Director, Portal Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/347
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead development work of data and web applications using the Microsoft technologies platform?**

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

Duties

What you will do as the Assistant Director, Portal Developer

In this role, you will be responsible for development of new business applications within the existing Power Portal Framework, including web-forms, file upload controls, implementation of complex data validation rules and integration with WebAPI and external document management system. You will be expected to understand and optimise business processes, implement workflows, write plugins, and support the development and maintenance of the underlying architecture. You will also be expected to develop high-level application design documentation including solution architecture. The role will work as part of a highly collaborative Agile team including staff and contractors.

The Assistant Director, Portal Developer will perform some or all of the following duties:

- Work within a specialised team developing IT-based solutions to complicated data issues in energy markets utilising a SCRUM framework, including providing direction, guidance, and insight.
- Identify and contribute to initiatives to improve the way the AER manages data and systems.
- Implement, configure, and deploy Power Apps portal solutions, Power Automate workflows, Power BI reports and maintain complex databases in the MS Power Platform environment.
- Lead the development, maintenance, and documentation of the enterprise portal solution architecture.

About you

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

- The ability to lead technical projects through to completion and supervision of teams using agile (SCRUM) and project management methodologies (Prince2)
- At least 5 years of work experience in business analysis to gather IT requirements and development skills to implement robust solutions
- At least 5 years of work experience developing enterprise PowerApps Portal applications which included transforming custom legacy applications, knowledge of security protocols, and development of PCF controls
- At least 5 years work experience in leveraging Power Automate to create new and improved business process flows; and integration of Dynamics 365 CE system with other components of the Power Platform
- At least 5 years work experience in the development and delivery of Azure Platform components e.g. SQL Databases, Azure Functions, Azure Logic Apps, Azure API Management, Azure Data Factory
- Tertiary qualifications in computing, information technology, data management or a related field are desirable.

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

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (3 pages maximum)

Eligibility Notes

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

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To Apply

Position Contact	Benny Coscia, 08 8213 3420
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733039

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Australian Energy Regulator
IT & Data Governance Branch

Job Title	Assistant Director, Data Developer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/348
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to contribute to developing IT-based solutions to complicated data issues in energy markets?**

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation

of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

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

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

Duties

What you will do as the Assistant Director, Data Developer

You will work as a member of the Data Systems & Apps Team within the IT and Data Governance Branch, that provides leadership and advice on information management across the AER. The team is responsible for maintaining reliable and flexible business IT systems, processes, and technology support services to enable the fulfilment of the AER's regulatory, performance monitoring and enforcement functions. It designs and oversees the development of bespoke/proprietary systems for the forensic analysis of complex market data across all AER branches and develops and manages all data systems to ensure information is captured, analysed, and disseminated effectively. The role will work as part of a highly collaborative Agile team including staff and contractors.

The Assistant Director, Data Developer will perform some or all of the following duties:

- Work within a specialised team developing IT-based solutions to complicated data issues in energy markets utilising a SCRUM framework, including providing direction, guidance, and insight.
- Identify and contribute to initiatives to improve the way the AER manages data and systems.
- Implement, configure, and deploy advanced SQL databases, big data, complex ETL (Extract, Transform and Load) processes, data models and reports in the MS Azure environment.
- Lead the development, maintenance, and documentation of the enterprise data modelling solution architecture.

About you

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

- The ability to lead technical projects through to completion and supervision of teams using agile (SCRUM) and project management methodologies (Prince2)
- At least 5 years of work experience in business analysis to gather IT requirements and development skills to implement robust solutions; and data modelling and business requirement analysis e.g. using star/snowflake schema

- At least 5 years of work experience in SQL databases and the Microsoft Azure platform e.g. using Azure Synapse
- At least 5 years of work experience in developing complex ETLs e.g. using Azure Data Factory and working with big data e.g. using Azure Data Lake
- Tertiary qualifications in computing, information technology, data management or a related field are desirable.

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

How to apply

You will be asked to respond to the statement of claims of no more than 800 words and submit your resume with key outcomes or what you are most proud of in each role you have held (3 pages maximum)

Eligibility Notes

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

About the Australian Competition and Consumer Commission

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To Apply

Position Contact	Benny Coscia, 08 8213 3420
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733049

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Australian Energy Regulator
IT & Data Governance Branch

Job Title	Assistant Director, IT Procurement
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/349
Agency Website	https://www.accc.gov.au/

Job Description

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

- Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?
- Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?
- Do you want to use your procurement expertise to provide technical procurement support and advice, ensuring processes are in place to meet business needs?

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

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

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

Duties

What you will do as the Assistant Director, IT Procurement

Working under broad direction, the Assistant Director role will provide technical procurement advice and support, ensuring processes are in place to meet business needs. The role will work closely with key business stakeholders and the IMTS branch and apply a holistic co-ordinated approach to preparing and delivering procurement documentation, reconciling contract invoices, liaising with contract vendors, and providing procurement advice and support.

The Assistant Director, IT Procurement will perform some or all of the following duties:

- Develop and maintain key relationships with internal IT teams, business stakeholders and external vendors to continue to shape the overall delivery of services
- Provide strategic advice and guidance to division stakeholders in the effective use of the procurement process and contract management
- Identify issues or areas for improvement in the procurement and contract management processes and be the escalation for invoicing, contract and procurement issues
- Assign tasks to team members, monitor their performance and assess the outcome.

About you

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

- A good understanding of the Commonwealth Procurement Rules (CPRs) and demonstrated experience in procurement processes within the government setting
- Demonstrated ability to think analytically, strategically, and has the ability to effectively work and collaborate with a range of stakeholders in an effective manner
- Demonstrated ability to take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes
- Demonstrated ability to effectively manage competing priorities by planning and prioritising a demanding workload whilst contributing to improve the strategic directions of the division.

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

How to apply

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

Eligibility

Notes

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

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To Apply

Position Contact	Anitha Raju, (03) 9290 6911
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733078

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Corporate Division
Information Management and Technology Services Branch

Job Title	Product Owner (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Townsville QLD, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Hobart TAS, Adelaide SA, Perth WA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/352
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to contribute to delivering fit-for-purpose end products that meet business needs and support the delivery of the Consumer Data Right (CDR)?**

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

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

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

How to apply

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Duties

What you will do as a Product Owner

Product Owners manage the prioritisation, definition and delivery of a fit-for-purpose end product. As the voice of the customer or end user / business area, you will understand the vision for what should be delivered. You will ensure the team works on the right priorities based on business value and customer needs, balancing this with any associated risks (what needs to be built and in what order) to maximise value. You have responsibility for ensuring there is an appropriate backlog of prioritised work items based on the overall strategy and overarching business objectives.

Key responsibilities include:

- Acting as a key liaison point between the team and its stakeholders. They develop and maintain relationships with stakeholders to foster partnerships, provide strategic advice, negotiate and establish goals.
- Working with stakeholders to define the roadmap for products and services (outcomes required) ensuring that product development is on track and aligned to the end state vision.
- Working with Team Coaches to escalate issues or impediments for resolution.
- Undertake strategic planning and support innovation and changes in workplace practices and may manage other employees.

Product Owners exercise a considerable degree of independence and undertake a leadership role, with work performed under the broad direction of senior management.

About you

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

- Demonstrated experience in product management, including the ability to interpret legislation/policy, technical and stakeholder needs.
- Demonstrated experience in business case development for new products, improvements to existing products, and new business value streams.
- Proven experience in developing requirements in line with the agency and program objectives, and effectively developing and owning high-quality business and systems deliverables such as process models, product specifications, user stories and acceptance criteria.
- Demonstrated ability to communicate effectively, including the ability to build and maintain internal and external stakeholder relationships.
- Practice in developing and presenting relevant communications, training material and user guides to support transition to operational areas, and to inform to the wider stakeholder community.

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

Eligibility Notes

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To Apply

Position Contact	Ben Cane, (07) 3835 4625
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733080

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Australian Energy Regulator - Consumers, Policy and Markets Division

Job Title	Analyst (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$83,320 - \$88,348
Classification	APS Level 5
Position Number	EA2023/353
Agency Website	https://www.accc.gov.au/

Job Description

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

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

Then this is the place for you! At the AER, we work to make energy consumers better off, now and in the future. We focus on ensuring a secure, reliable and affordable energy future for

Australia as it transitions to net zero emissions. Our high performing culture is built on a foundation of care, support and inclusion. It's why we're driven by connection and collaboration, sharing our skills, knowledge and support with each other freely and frequently. It's why we prioritise the wellbeing of our people and empower them to work autonomously, flexibly and courageously. We believe the best version of you is the one that's true to who you are – and that's the you we want working alongside us.

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

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

Duties

What you will do as an Analyst

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

You will work under limited guidance, performing some or all of the following duties:

- Work flexibly as part of a team or independently, across multiple projects in a geographically dispersed work environment.
- Monitor and report on energy sector activity specific to their individual job context.
- Identify, collect and analyse data and other material to inform specific activities in the energy sector.
- Form insights, identify trends, and present findings to the AER Board, Senior Managers and other employees.
- Draft written material on energy sector matters, for example: proposals, correspondence, briefings, guidelines, presentations, speeches, reports and submissions.

About you

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

- a well-developed understanding (or ability to quickly acquire it) of Australian energy sector and the role, purpose and objectives of the AER.
- an ability to research, investigate and analyse complex issues, to identify industry trends.
- an ability to communicate with clarity through written and oral communication with an understanding of the audience and tailoring communication styles accordingly to reporting findings.
- an ability to work collaboratively with other people, help build and sustain positive relationships with colleagues and external stakeholders.

- tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields.

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

How to apply

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

Eligibility Notes

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

About the Australian Competition and Consumer Commission

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

To Apply

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

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Vacancy VN-0733089

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Australian Energy Regulator - Consumers, Policy & Markets Division

Job Title	Senior Analyst (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$92,228 - \$103,370
Classification	APS Level 6
Position Number	EA2023/354
Agency Website	https://www.accc.gov.au/

Job Description

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

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

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

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

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

Duties

What you will do as a Senior Analyst

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

you will perform some or all of the following duties:

- Work flexibly as part of a team or independently, across multiple projects in a geographically dispersed work environment.
- Monitor and report on energy sector activity specific to their individual job context.
- Identify, collect and analyse complex data and other material to inform specific activities in the energy sector. Form insights, identify trends, and present findings to the AER Board, Senior Managers and other employees.
- Draft written material on energy sector matters, for example: proposals, correspondence, briefings, guidelines, presentations, speeches, reports and submissions.
- Review, investigate and develop solutions to complex operational problems and issues.

About you

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

- A well-developed understanding, or ability to quickly acquire this understanding, of Australian energy sector and the role, purpose and objectives of the AER.
- Ability to research, investigate and analyse complex issues, to identify industry trends.
- Ability to communicate with clarity through written and oral communication with an understanding of the audience and tailoring communication styles accordingly to reporting findings.
- Ability to work collaboratively with other people, help build and sustain positive relationships with colleagues and external stakeholders.
- Tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields.

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

How to apply

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

Eligibility Notes

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

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To Apply

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

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Vacancy VN-0733097

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Australian Energy Regulator - Consumers, Policy & Markets Division

Job Title	Assistant Director, Data Analysis (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$114,589 - \$126,815
Classification	Executive Level 1
Position Number	EA2023/355
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to lead the development of new and innovative metrics to ensure analysis meets requirements of the changing energy market?**

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

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

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

Duties

What you will do as an Assistant Director, Data Analysis

Assistant Directors lead small teams conducting analysis of complex data sets. This data work is the foundation of the AER's analysis of a wide range of energy sector issues and underpins much of our surveillance and reporting work.

Assistant Directors report to a Director and operate with a reasonable level of autonomy. They will perform some or all of the following duties:

- Manage the collection, use and storage of data associated with the AER's regulatory responsibilities in the energy sector.
- Lead a small team to develop insights and identify trends from data, and present findings for consideration by the AER Board.
- Lead the development of new and innovative metrics to ensure analysis meets requirements of the changing energy market.
- Providing team members with clear direction, supervision and opportunities for development of their data skills.

About you

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

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

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

How to apply

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

Eligibility Notes

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

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To Apply

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

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Vacancy VN-0733149

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Corporate Division
People and Culture Branch

Job Title	Entry Level Program Coordinator
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Darwin NT, Hobart TAS, Perth WA, Townsville QLD
Salary	\$83,320 - \$88,348
Classification	APS Level 5
Position Number	EA2023/356
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to play a key role in implementing our entry level program as part of the ACCC's professional development function?**

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

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

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

Duties

What you will do as the Entry Level Program Coordinator

As a Program Coordinator within the People and Culture Branch, you will contribute to the Professional Development function and work closely across all levels of the organisation and external bodies.

With the support of your manager and team, you will:

- Coordinate, communicate and implement entry level programs with a focus on the Graduate Program.
- Provide support and coordination for agency-wide Professional Development programs.
- Undertake procurement.
- Working collaboratively with colleagues, contribute to other People and Culture functions and initiatives from time to time.
- Maintain effective relationships and the confidence of business areas and develop judgement, discretion and diplomacy to operate as a trusted advisor to the business.
- Apply and promote the APS Vales and Code of Conduct and the ACCC values.

About you

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

- good people and communication skills.
- strong internal and external stakeholder engagement skills.
- good administration experience and organisational skills.
- initiative, personal accountability, flexibility and a solutions focus.

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

How to apply

You will be asked to answer two behavioural questions (refer to the Candidate Kit) and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum)

Eligibility

Notes

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

About the Australian Competition and Consumer Commission

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To Apply

Position Contact	Candice Field, (02) 6243 1011
Agency Recruitment Site	https://accc.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733154

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Corporate Division
People and Culture Branch

Job Title	Business Partner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Hobart TAS, Townsville QLD, Perth WA, Darwin NT
Salary	\$92,228 - \$126,815
Classification	APS Level 6;Executive Level 1
Position Number	EA2023/357
Agency Website	https://www.accc.gov.au/

Job Description

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

- **Do you want to work at an agency where each day reveals new opportunities to work on some of the biggest issues facing consumers and businesses and have opportunities to pursue new and exciting pathways?**
- **Do you want to work at a place where smart and dedicated people from all walks of life collaborate to work on meaningful matters?**
- **Do you want to work in partnership with stakeholders across the ACCC to execute all aspects of the employee experience?**

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

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

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

Duties

What you will do as a Business Partner

APS6

- Maintain strong and positive internal and external business partner relationships.
- Contribute to the development and implementation of policy, initiatives and frameworks that deliver, support and complement the ACCC's broader strategies and initiatives.
- Consult and collaborate within and outside People and Culture Branch to ensure that workplace practices and initiatives are effective and assist the ACCC to achieve its strategic goals and objectives.
- Be an experienced and confident communicator both verbally and written. You will demonstrate this through presentations and contributing to the preparation of reports and decision-making papers.

EL1

- Oversee generalist strategic HR support across Divisions relating to the employee lifecycle: recruitment, remuneration, leadership and professional development programs, employee wellbeing, policy compliance and efficiency initiatives.
- Supervise other Business Partners, including mentoring, coaching and supporting performance objectives.

- Analyse and influence leadership with real time data to gain insights to inform decision making.
- Work with corporate functions on communication and engagement strategies associated with ACCC wide initiatives such as cultural and workforce initiatives and employee engagement strategies.

About you

In order to succeed in the APS6 role, you will have:

- Demonstrated expertise and application of People and Culture frameworks and related legislation (Acts, strategies, policies, guidance, systems and practices).
- Demonstrated ability to establish and maintain relationships with senior stakeholders to influence and achieve favourable business outcomes.
- Demonstrated ability to effectively manage and build capability in others by modelling positive behaviours, providing a professional and harmonious working environment, coaching, giving performance feedback, resolving conflict and facilitating career development.
- Demonstrated ability to effectively engage with stakeholders and manage complex projects or problems with organisation wide implications, and contribute to large scale change initiatives.
- Relevant tertiary qualifications in HR, AHRI accreditation and/or equivalent HR generalist experience (highly desirable).

In addition to the above, to succeed in the EL1 role you will have:

- An excellent track record of building and maintaining executive relationships and value adding HR expertise to the leaderships team.
- Extensive experience working within complex, high pressure operating environments and demonstrated high levels of resilience.
- Demonstrated ability to develop and communicate a clear vision for the work area.
- Demonstrated ability to lead and build capability in others through coaching, mentoring, performance feedback and facilitating career development.
- Demonstrated ability in creating a high performing harmonious working environment and modelling expected behaviours.

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

How to apply

You will be asked to answer two behavioural questions (refer to the Candidate Kit) and submit your resume with key outcomes or what you are most proud of in each role you have held (2 pages maximum)

Eligibility Notes

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

About the Australian Competition and Consumer Commission

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To Apply

Position Contact	Kate Molineaux, 02 6243 1378
Agency Recruitment Site	https://accr.bigredsky.com/page.php?pageID=106

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Vacancy VN-0733158

Australian Competition and Consumer Commission

Closing Date: Sunday 26 November 2023

Australian Energy Regulator - Consumers, Policy & Markets Divisio

Job Title	Data Analyst (multiple positions)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA
Salary	\$83,320 - \$88,348
Classification	APS Level 5
Position Number	EA2023/359
Agency Website	https://www.accc.gov.au/

Job Description

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

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

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

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

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

Duties

What you will do as the Data Analyst

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

You will perform some or all of the following duties:

- Identify, collect and analyse data and other material to inform specific activities in the energy sector.
- Form insights and identify trends from data, and present findings to the AER Board, Senior Managers and other staff.
- Assist in the development of new and innovative metrics to ensure analysis meets requirements of the changing energy market.
- Draft written material on energy sector matters, for example: proposals, correspondence, briefings, guidelines, presentations, speeches, reports and submissions.
- Review, investigate and develop solutions to operational problems and issues.

About you

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

- well-developed understanding, or ability to quickly acquire this understanding, of Australian energy sector and the role, purpose and objectives of the AER.
- an ability to research, investigate and analyse complex issues, to identify industry trends; and experience in collecting and analysing complex quantitative data sets.
- an ability to write a range of documents tailored to meet audience needs.
- an ability to work collaboratively with other people, help build and sustain positive relationships with colleagues and external stakeholders.
- knowledge of MS Excel (e.g. pivot tables, macros) and data manipulation techniques are desirable for some positions.
- tertiary qualifications in economics, corporate finance, law, public policy, engineering or related fields.

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

How to apply

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Eligibility Notes

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To Apply

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

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Vacancy VN-0733005

Australian Electoral Commission

Closing Date: Sunday 26 November 2023

Electoral Integrity & Operations
State Operations NSW State Operations

Job Title	Project Officer, State Operations
Job Type	Full-Time, Ongoing
Location	Haymarket NSW
Salary	\$79,169 - \$86,763
Classification	APS Level 5
Position Number	2023-306 12880
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a high-performing, collaborative team that leads, enables and motivates staff to administer, prepare for and deliver electoral events.

The New South Wales/Australian Capital Territory (NSW/ACT) State and divisional offices take a professional and dynamic approach to achieve high-quality, internationally recognised standards for electoral event delivery.

Reporting to the Senior Project Officer, the Project Officer is responsible for delivering a number of tasks critical to the delivery of a federal election including supporting election delivery staff in their work. This is a cohesive and high performing team that has a significant focus on effective communication with other business areas across the AEC to achieve key objectives

Duties

We are looking for an agile, energetic, self-motivated and results driven Project Officer to deliver large-scale projects relating to election and referendum planning, delivery and evaluation. You will need to be a self-starter able to work under pressure with limited guidance but also comfortable working in a team environment.

You will need to be flexible, organised, goal-oriented, able to clearly communicate results and focused on delivering high quality outcomes within strict timeframes lead by the Senior Project Officer. You will deliver projects focussed materials and logistics functions and will assist in the day-to-day management of matters relating to corporate governance and election readiness functions of the State.

During an electoral event, the officers will support the delivery of state office election projects by supporting small teams to deliver moderately complex to complex and/or sensitive work, under limited direction, utilising expertise and knowledge to support the delivery of corporate, compliance and governance functions, election events and project outcomes.

To excel you'll have:

- A demonstrated ability to provide administrative support, accurately record project progression and complete tasks within strict timeframes.
- An ability to conduct research and analysis as required and reach evidence-based conclusions to assist in the management, preparation and coordination of procedures and delivery of projects.
- A proven ability to remain positive and respond to increased levels of pressure in a calm manner, while achieving goals within tight timeframes and responding to competing and changing priorities.
- A demonstrated ability to maintain key internal and external relationships, including liaising with stakeholders on project or operational issues, and responding to stakeholder needs and expectations.
- Experience in project management activities, including managing resources, budgets, and reporting, while ensuring project tasks are delivered on time and meet the needs of the end user.
- An ability to manage staff to increase capability and encourage success in a collaborative work environment.

Desirable

- Familiarity with legislative and regulatory frameworks and requirements, including the Public Governance, Performance and Accountability Act and Commonwealth Electoral Act.
- Drivers Licence

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Peter Vecchio, (02) 8201 4188
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0733122

Job Title	ASD 4, 5 ,6 & EL1 Desktop Technicians
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Brisbane QLD
Salary	\$77,788 - \$133,323
Classification	APS Level 4;APS Level 5;APS Level 6;Executive Level 1
Position Number	ASD/11409/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD is entering an exciting phase of growth, innovation and transformation. Our agency has committed to delivering [REDSPICE](#) , which is the most significant single investment in the Australian Signals Directorate's 75 years.

Enterprise Technology Division within the ASD, is seeking multiple Desktop Technicians with strong integrity and the ability to utilise their skills and experience, in the Technology Services Branch to support ASD's infrastructure and enable successful outcomes.

You will be joining a high performing team of friendly, professional and supportive technical specialists of diverse experience, backgrounds and cultures, with guidance from technical leaders and managers, all working together as one in delivering critical capabilities for ASD and other intelligence agencies as well as the ADF.

There are exciting opportunities to travel within Australia and overseas, collaborate with myriad of teams within ASD, and AIC on short term deployments maintaining the capabilities that we provide.

There are also opportunities to be posted to other states within Australia on term-transfer or permanent basis.

About The Role

The Australian Signals Directorate is seeking multiple Desktop Technicians with strong integrity and the ability to utilize their skills and experience, in the Technology Services Branch to support ASD's infrastructure and enable successful outcomes.

We are seeking candidates with:

ASD 4 Desktop Technician:

- Accountable for organising their workflow, making decisions within their defined parameters relating to area of responsibility and will seek guidance when required
- Perform maintenance, troubleshooting of desktop and associated components using supplied instructions and tools.
- Apply knowledge of desktop systems to perform ICT support processes, activities and tasks.
- Acquire and maintain knowledge from relevant vendors utilising support products and processes to meet outcomes.
- Interpret and comply with business processes and legislative, policy and regulatory frameworks.

ASD 5 Desktop Technician:

- Accountable under routine direction to perform and achieve moderately complex Desktop support work within an integrated workforce
- Making independent decisions relating to their area of responsibility.
- Identify and contribute to business process improvement activities.

- Resolve incidents and problems using expertise in Desktop Support, taking the initiative to identify alternative courses of action.

ASD 6 Desktop Technician:

- Accountable under broad direction to perform and achieve complex ICT support engineering work
- Work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work
- May be a team coach or lead a team and be accountable to set work priorities and manage workflows
- Responsible to maintain details of desktop configuration and maintenance activities to ensure records are kept up to date
- Accountable for accurate completion of work within timeframes, share own expertise with others and guide and mentor less experienced employees.

EL1 Senior Desktop Technician:

- Accountable under broad direction to perform and achieve very complex desktop support work. Able to diagnose and solve incoming IT-related concerns and issues
- Ensure the overall health of ASD's IT infrastructure in procurement, logistics, installation, provisioning and decommissioning of endpoints and printers
- Accountable for managing allocated resources, setting work area priorities, managing workflows, developing strategies and evaluating business outcomes
- Provide clear direction and specialist advice and guidance to desktop testing, development and quality assurance functions
- Assess and evaluate desktop support business processes, strategy, initiatives and projects to enable continuous improvement.

Successful members of the team will be fully supported throughout their careers, and provided with relevant and current industry trainings based on individual aptitude and performance within the team but not limited to:

- Microsoft Windows Server
- Microsoft 365 Endpoint Administrator
- Microsoft Endpoint Configuration Manager
- COMPTIA
- Networking
- Specialized vendor technologies
- In-house career development and leadership courses

Duties

Our ideal candidate as **ASD 4, 5 & 6** Desktop Technician will:

- Be self-motivated and have initiative to think outside the box
- Be highly skilled in the fitting and upkeep of endpoints and their networks
- Have the ability to problem solve highly complex issues that arise independently as well as within a team
- Have the ability to work well with a variety of government and contracted stakeholders
- Be an effective communicator, both orally and written.

Our ideal candidate **EL1** Senior Desktop Technician will:

- Have experience in leading the schedules and delivery of complex, highly technical deliverables by utilizing and allocating available resources
- Have experience in managing day-to-day and BAU operations within integrated team of technical and non-technical personnel, under broad direction
- Be able to exercise considerable degree of independence and perform a leadership role in supporting the team lead with strategic and operational outcomes
- Be able to resolve all aspects of complex issues within the team

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	asdcareers@dfp.com.au, asdcareers@dfp.com.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0733113

Defence Housing Australia

Closing Date: Thursday 23 November 2023

Chief Financial Officer Group

Job Title	Director, Finance - Multiple vacancies
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$141,154 - \$173,683
Classification	Executive Level 2
Position Number	493174
Agency Website	https://www.dha.gov.au/

Job Description

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

Your team

The Finance Branch is responsible for providing financial advice and information for efficient and effective decision making throughout the business. This is achieved through robust financial policies, processes, and systems with strong internal controls; business engagement; financial analysis; financial reporting and compliance; and financial advisory.

Duties

Your contribution

In these roles, you will be responsible for leading a team in establishing and managing all major activities, including the development and implementation of the strategic direction of your section in finance. You will represent the Finance branch at internal and external forums and committees and prosecute the finance agenda in line with the strategic direction of the organisation. You will assist in the preparation and presentation of reporting and strategic finance related issues to senior executives, the Board, and external stakeholders.

Our ideal candidate(s) will have:

- Extensive experience in commercial and/or government financial management.
- Demonstrated highly developed analytical skills and outstanding financial acumen.
- Experience leading and managing teams through a changing environment.
- Ability to deliver high quality products and advice with competing deadlines.
- Personal drive to resolve problems with pragmatic solutions and thrive in a dynamic fast paced environment.
- Strong interpersonal, oral, and written communication skills including the ability to deal confidently with internal and external stakeholders – challenging when necessary and making complex matters simple.
- Strong results focused delivery approach, ability to solve problems and make decisions quickly and achieve outcomes across both operational and financial ecosystems.

For further information on these three roles please refer to the Position Description within Defence Housing Australia's careers site.

Eligibility

The remuneration package includes a base salary and funded 15.4% superannuation. Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Multiple positions are available.

Order of Merit: Any merit pools established from this merit-based process will be valid for 18 months from the date of advertising. This merit pool may be used throughout this period to fill similar positions in the event positions become vacant.

How to apply: For further information including position description please visit <https://careers.dha.gov.au/>

***A 500-word one page pitch is required to apply for this role.**

Applications Close: AEST 11:55pm Thursday 23 November 2023

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

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

To Apply

Position Contact	Nathan Dascarolis, 02 6270 6066
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0733111

Department of Finance

Closing Date: Thursday 23 November 2023

Business Enabling Services
Corporate Strategy and Operations

Job Title	Team Leader
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$82,535 - \$92,609
Classification	APS Level 5
Position Number	2023/314
Agency Website	www.finance.gov.au

Job Description

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

OUR IDEAL CANDIDATE

You are highly motivated and passionate about positively influencing the Australian Government's decision-making process through the provision of high-quality financial management, analysis and advice. Successful candidates will demonstrate:

- Relevant experience with public sector accountancy and/or an accrual accounting environment is desirable.
- Knowledge and experience with an FMIS (SAP), Microsoft Excel and Word.
- Demonstrate a high level of initiative, professionalism, attention to detail and critical reasoning skills.
- Possess strong communication and organisational skills.
- Proven ability to operate effectively and thrive in working to tight deadlines in a dynamic and fast-paced environment.
- Ability to work across multiple work functions and reprioritise as directed if required.
- Well-developed people management skills.
- A sound knowledge of the Commonwealth Financial Framework.

Duties

ABOUT THE OPPORTUNITY

Chief Financial Officer (CFO) contributes towards the outcomes of the Department by providing reliable and timely financial information that supports decision making and drives efficiency and continual improvement in organisational performance and compliance with financial reporting rules under the PGPA Act.

The Client Facing Team in the CFO branch is seeking a Team Leader to provide support and strategic advice to business areas.

An ability to work independently with limited direction, the Team Leader will need to deliver high quality work and demonstrate the ability to work to tight timeframes and manage competing priorities.

Duties of the role includes:

- Leading a small team;
- Maintaining vendor/customer database;
- Monitor and actioning CFO assist internal and external Accounts Receivable/Accounts Payable queries;
- Credit card management;
- Monthly journals, balance sheet reconciliations, maintain accurate accounts and records;
- Implement key financial service improvement initiatives and identify opportunities for continuous improvements;
- Liaising with stakeholders (internally and externally); and
- Completing ad hoc financial tasks.

DETAILED VACANCY INFORMATION

For detailed information about these opportunities, including the job specific capabilities for each classification, please refer to the downloadable vacancy 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 in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

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.

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	Kathleen Fong, (02) 6215 2060
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0733139

Department of the House of Representatives

Closing Date: Thursday 23 November 2023

Clerk Assistant - Table
Table Office

Job Title	Inquiry Secretary (Petitions)
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	\$116,503 - \$129,950
Classification	Executive Level 1
Position Number	2703
Agency Website	https://www.aph.gov.au/About_Parliament/House_of_Representatives

Job Description

https://www.aph.gov.au/About_Parliament/House_of_Representatives

The Department of the House of Representatives is seeking applications from those interested in directly supporting the work of the House of Representatives and members of Parliament at Parliament House in Canberra.

About the Table Office

The Table Office is responsible for providing procedural advice and administrative services to support the operations of the House of Representatives, Federation Chamber, and some domestic committees, including the Standing Committee on Petitions.

About the role

The Inquiry Secretary supports the Standing Committee on Petitions. The inquiry secretary, working under the broad direction of the Director, Legislation and Records, is a senior officer in the Table Office and provides secretariat, research, drafting and administrative support to the committee. The inquiry secretary may also provide other research or support in the Table Office.

Duties

As a senior officer in the Table Office and under the general direction of the Director, Legislation and Records, the Inquiry Secretary will:

1. support the Standing Committee on Petitions to receive and process petitions
2. conduct research and analysis
3. provide written and oral advice, including on aspects of parliamentary practice and procedure relevant to the work of the committee
4. arrange meetings and hearings, and record minutes
5. provide advice and information to the public, officials, and any witnesses on the business of the committee
6. draft and prepare for publication reports, discussion papers and other documents and
7. contribute to the other work of the Table Office as required.

NOTE: The Parliamentary Service employee assigned these duties may be required to rotate to other areas of the department.

Eligibility

The successful candidate will have:

1. high level research, analytical and writing skills, and significant experience preparing large and complex written reports, advice, and complex correspondence
2. engagement, collaboration, and negotiation skills, with the capacity to build and maintain productive working relationships in a sensitive environment
3. strong organisational skills, including the ability to manage multiple tasks, prioritise effectively and meet deadlines
4. demonstrated leadership including the ability to support the Director to manage and lead a small team and
5. a good working knowledge of parliamentary practice and procedure, or the ability to acquire such knowledge quickly.

Notes

The successful candidate will be required to obtain and maintain a Baseline Security Clearance. Maintenance of a security clearance at this level is essential to the role, and failure to maintain a security clearance at this level may result in termination of employment.

About the Department of the House of Representatives

The Department of the House of Representatives provides services to support the efficient conduct of the House of Representatives, its committees and certain joint committees, and also provides a range of services and facilities for Members of Parliament in Parliament House. The department also promotes the work of the House in the community and supports the conduct of the Parliament's international and regional relations.

To Apply

Position Contact	Naomi Swann, 02 6277 4809
Agency Recruitment Site	https://www.aph.gov.au/About_Parliament/House_of_Representatives

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Vacancy VN-0733118

Future Fund Management Agency

Closing Date: Thursday 16 November 2023

Job Title	Executive Assistant, Listed Equities
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	APS Level 4
Position Number	2191
Agency Website	www.futurefund.gov.au

Job Description

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

Reporting to the Head of Listed Equities, the Executive Assistant, Listed Equities is responsible for providing executive support to members of the Listed Equities team and assisting with the smooth running of the Sydney Office.

The primary focus of this role is to provide executive assistance to the Head of Listed Equities and members of the Listed Equities team. The Executive Team Assistant will be experienced in handling a wide range of administrative and executive support related tasks, event coordination, project support and will be able to work independently with little or no supervision. The ability to interact with staff at all levels, in a fast-paced environment, often work under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

Location:

Sydney based (you may be required to travel interstate to Melbourne to collaborate with your peers).

Duties

Email, diary and phone management

- Actioning, filtering, prioritising and filing emails as required, including identifying emails requiring action and establishing follow up processes for these items
- Planning, scheduling and coordinating meetings, and responding to meeting requests, ensuring the most efficient use of time
- Answering phones, ensuring appropriate responses are provided or clear and comprehensive messages are taken and delivered. Action matters where Confidential 2 appropriate; and
- Other administrative duties to ensure the ongoing efficient operation of the team as required

Project Support, Systems and Process Co-ordination

- Contribute to the management of projects including document production and coordination for team members
- Follow through on projects and issues to ensure outcomes and deadlines are achieved and of any potential shortfalls are identified including the maintenance team's work list, team meeting minutes and meeting register
- Coordinate, prepare and distribute internal committee meeting materials
- Document production including typing and formatting, ensuring consistency within the organisational branding framework (including large, complex documents)
- Develop a knowledge and appreciation of the team's key relationships and coordinate communication with them as required
- Reconcile monthly credit card payments for each team member
- Reconcile invoices from external service providers with current contracts
- Complete all other administrative duties to ensure the ongoing efficient operation for the team

Travel arrangements

- Arranging domestic and international travel and accommodation via the online booking system or through our internal travel team, having regard to most suitable cost-effective travel arrangements and internal travel policies; and
- Ensuring appropriate documentation is organised for travellers, such as itineraries, e-tickets, maps, currency contact information, meeting agendas and visas

Filing and Database management

- Implementing the agreed electronic filing system and identifying opportunities to improve efficiency of filing system
- Ensuring the senior team members mailboxes are checked and reporting is electronically filed in a timely manner; and
- Scanning or filing documents, presentations and reports as necessary

Relationship Management

- Developing a deep knowledge and appreciation of the team's key relationships, both internally and externally, and managing these relationships to ensure effective communication is maintained and that each relationship is of value to all parties; Dot point to describe the key responsibilities related to this task/focus
- Building and maintaining relationships with travel service providers and acting as liaison between external providers, Business Services team and the executive assistant team where appropriate; and
- Acting as liaison between Investment teams across the agency to ensure communication flow between teams and the success of shared deliverables

Executive Support Team responsibilities

- Build a relationship with the Travel Team to arrange domestic and international travel and accommodation
- Work with, and as required co-ordinate activity with, the Investment Executive Support Team
- Assist with functions and catering, including Board meetings in the Sydney office
- Be a proactive member of the wider Executive Support Team, carrying out duties such as:
 - Attend monthly meetings.
 - Offer opinions and ideas on how to improve administrative processes.
 - Take part in chairing the monthly EST meeting.
 - Provide support to other teams when other EST members are on leave.

Eligibility

Knowledge and Experience

- Experience working as an executive assistant, preferably in the investment or financial services industry
- Demonstrated ability to work as a member of a team in a busy office environment and adapt to daily challenges while effectively completing tasks within set timeframes
- Previous experience around complex travel for domestic and international
- Willingness to actively engage with the Investment sub-teams to understand their work programs and priorities
- Sound interpersonal and communication skills including the ability to liaise with and build professional relationships with management and staff at all levels and external parties
- Advanced knowledge of Teams, Outlook, Word, PowerPoint and proficient knowledge of Excel

Attributes

- High attention to detail, methodical and accurate
- Team Player
- Ability to communicate clearly and build relationships
- Good judgement and problem-solving abilities
- Good time and output management abilities
- Demonstrates initiative
- Genuine commitment to quality in deliverables
- Ability to adapt to a busy and constantly evolving environment
- A preparedness to undertake tasks as demanded by stakeholder needs and Confidential 4 team workloads
- A continuous improvement and best practice attitude
- Has a mature and calm demeanour, which is maintained when under pressure
- Ability to follow issues through to completion
- Results focused - in particular in regard to business unit and organisation wide objectives

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://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0733153

National Heavy Vehicle Regulator

Closing Date: Sunday 26 November 2023

Corporate Services
Procurement and Commercial Services

Job Title	Manager Commercial Services
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Parramatta NSW
Salary	-
Classification	
Position Number	CS - 1691
Agency Website	

Job Description <https://careers.nhvr.gov.au/jobs/manager-commercial-services-parramatta-nsw-australia-brisbane-qld>

Duties

NHVR is looking for an organised detail-oriented Commercial Services Manager to join, lead and uplift our property and fleet management teams. As a seasoned expert in everything that is property and fleet, you will transform and manage all facets of site acquisition, negotiate leases, maintenance and ensuring NHVR adopts a best practice approaches in all property and fleet related matters. If you possess a strong financial background, proven leadership skills, and the ability to build strategic partnerships, this role is an exciting opportunity.

In this role, you will be responsible for

- Developing relevant policies and procedures .
- Effectively communicating commercial services advice to internal stakeholders.
- Leading the property and fleet functions strategically and manage complex contractual and supplier relationships
-
- Providing commercial advice and guidance.

As the senior leader, you will be trusted to provide strategic and operational advice to both the Executive Leadership team and the Board. Your focus will be on ensuring the team's success in delivering

high-quality services, while promoting a culture of safety, innovation and continuous improvement.

This role will be offered as a 3 year contract with a possibility of extension. Based in either Brisbane or Parramatta, regular inter and intra-state travel may be required.

In return, we offer

- Hybrid working arrangements in office and from home that provide appropriate work/life balance
- Full time position 3-year term contract with opportunity to extend
- Ongoing training and professional development support
- Access to wellbeing programs including Fitness Passport, discounted health insurance
- Access to salary packaging including novated lease

Eligibility

Every member of our team has an instrumental role and impact on the success of NHVR's innovative and growing business, so we are looking for someone who enjoys working in dynamic, teams and thrives in a fast-paced and rapidly changing work environment.

As our ideal candidate, you will have demonstrated and extensive experience in transforming and modernising facilities management functions. The individual will also have extensive experience in the administration of contracts and agreements, conducting financial forecasting, cost-based risk management, compliance and review, (and assisting in the resolution of contract issues and disputes). Your experience as a key member of a project team in an infrastructure project environment and understanding of the project milestones from inception to completion, enables you to apply the required administrative processes and effectively monitor contract performance against agreed terms.

You will have effective communication skills with the ability to explain contract requirements, terms and conditions and the need for compliance in a meaningful way to stakeholders, given the complexity of many contracts and the diverse needs of stakeholders. You will be motivated and have a genuine interest in the innovative industry thinking and best practice, with the ability to adapt to change and influence behavioural change to adopt new technologies and processes.

Application Process

If the above position sounds like an opportunity for you, apply today with your CV and cover letter via our Careers page - <https://www.nhvr.gov.au/about-us/careers>. For any further information visit our [website](#).

Applications close 5pm 26 November 2023.

Successful applications will be subject to a background check which includes a criminal history check.

If you have any questions please don't hesitate to contact the NHVR recruitment team on recruitment@nhvr.gov.au

Notes

About the National Heavy Vehicle Regulator

The National Heavy Vehicle Regulator (NHVR) commenced operations in 2013 as a national entity responsible for regulating all vehicles in Australia over 4.5 tonnes gross vehicle mass. The NHVR minimises the compliance burden on the heavy vehicle transport industry, reduces duplication and inconsistencies across state and territory borders, and ultimately for the heavy vehicle business with government in Australia. We are headquartered in Brisbane and employ more than 750 people across the ACT, New South Wales, Queensland, South Australia, Tasmania and Victoria.

To Apply

Position Contact	Sangeeta Paul, 07 3309 8814
Agency Recruitment Site	https://careers.nhvr.gov.au/jobs/manager-commercial-services-parramatta-nsw-australia-brisbane-qld

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Vacancy VN-0733156

National Library of Australia

Closing Date: Sunday 26 November 2023

Digital Strategy and Product Design

Job Title	APS5 - Test Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$78,276 - \$83,438
Classification	APS Level 5
Position Number	105089
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/working-library>

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The National Library of Australia is seeking fill the important role of **APS5 Test Analyst**. This is a great opportunity to hone your test analyst experience and skills in a small agency.

As an APS5 Test Analyst in the Strategy & Product Design section, you will undertake tasks and make decision that serve as the basis for implementing and improving NLA systems for a broad range of stakeholders. This will include:

- Providing services to quality assure NLA digital services and projects.
- Creating and executing automated test cases using various techniques, standards and tools.

- Coordinate testing activities carried out by business lines, project/contract staff and other members of Digital Branch. Provide input to and support the Technical Advisory Group regarding development and release processes.

You will draw upon your extensive knowledge of the principles, concepts and practices of quality assurance as well as relevant IT standards and policy frameworks to create and execute comprehensive and repeatable test scripts with expected results based on requirements and acceptance criteria.

To support this, you will prepare documentation, correspondence and reports to support testing activities and build testing capability in the branch.

You will manage and maintain a range of internal and external stakeholder relationships and internal and external networks. This will include interacting and coordinating activities with a wide range of stakeholders across the organisation including operational users to:

- Facilitate and manage Quality Assurance of deliverables and User Acceptance Testing.

Eligibility

This vacancy aligns to the SFIA (Skills Framework for the Information Age):
<https://sfia-online.org/en/sfia-8/responsibilities/level-3>

To be suitable for this role, you must hold qualifications or equivalent experience in information technology or related field.

It is highly desirable if you have experience in systems testing.

Notes

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at the Library.

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

To Apply

Position Contact	Brendon McKinley, .
Agency Recruitment Site	https://www.nla.gov.au/about-us/working-library

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Vacancy VN-0733157

National Library of Australia

Closing Date:Wednesday 22 November 2023

Collaboration Trove Partnerships

Job Title	APS6 - Program Manager, Partnerships Governance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$88,349 - \$97,287
Classification	APS Level 6
Position Number	106052
Agency Website	

Job Description

<https://www.nla.gov.au/about-us/working-library>

As a world leading library, the National Library of Australia offers an innovative and collaborative workplace where exceptional team players and technical specialists can flourish. As part of the Library's team, you will help support organisational reform, working collaboratively with your team to shape the Library's future.

Duties

The Library is seeking to fill the important position of Program Manager, Partnerships Governance (APS6) in the Trove Partnerships Section of the Collaboration Branch. A merit pool may be established from this recruitment activity which may be used to fill similar vacancies at the Library.

Are you an experienced Grant Administrator? And do you have excellent interpersonal skills?

In this autonomous vacant role, you will manage the day-to-day operations of the Community Heritage Grants program. This includes marketing the program, managing the application process including supporting new applicants, assessment, payments and acquittals.

You will also oversee the administration of projects to support the Trove Collaborative Services Partner accounts. You will lead a team to support the ongoing account administration and digitisation requests and orders. For both areas of responsibility, you will provide secretariat services to Committees.

As a result, you will be busy and fulfilled as you will liaise with a wide circle of internal and external stakeholders across the library and collecting sector. You will be a key member of a high performing team, managing workflows and looking for way to continuously improve the processes.

Eligibility

To be successful in this role, it is desirable if you hold qualifications or equivalent experience in Arts, Humanities, Social Sciences or Information Management. It would also be helpful but not mandatory, if you have experience working in or with collecting institutions.

Notes

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age 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 National Library of Australia

To Apply

Position Contact	Fiona Clarke, .
Agency Recruitment Site	https://www.nla.gov.au/about-us/working-library

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Agriculture, Water and the Environment

Vacancy VN-0733095

Bureau of Meteorology

Closing Date:Thursday 23 November 2023

Data & Digital
Application Services

Job Title	Release Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$103,085 - \$116,115
Classification	Executive Level 1
Position Number	60018543
Agency Website	

Job Description

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

The Bureau has been through a comprehensive rebuild of the Bureau's ICT systems and related business processes and applications, focussed on addressing security and resilience risks. As part of this program, a Release Management Capability was established, and we are now seeking an experienced Release Manager to embed this capability within the business, and continuously mature the ways of working. Reporting to the Manager, Data & Integration, The Release Manager will be responsible for leading a team, and working closely with delivery leads, project managers, capability leads, delivery partners and other stakeholders to effectively manage and govern release activities across the enterprise.

Duties

This role will be required to:

- Embed, manage, and continuously mature the Release Management capability, ensuring the team have the knowledge, skills, tools, and processes in place to be successful.
- Develop detailed release plans and an integrated release calendar or schedule for mapping program/project priorities.
- Identify synergies and technical interdependencies within project releases and resolve potential conflicts to ensure release integrity.
- Manage the release schedule and milestones throughout the project lifecycle.
- Define release reporting (e.g., successful planned releases, unplanned outages in release, unknown incidents/disruptions caused by a release)
- Enable and support delivery partners to prioritise, optimise and deliver valued outcomes.
- Work closely and establish relationships with iteration managers, project managers and other leaders to deliver initiatives and products utilising lean and agile project management methodologies.
- Manage delivery risks and issues and assist by removing blockers.
- Provide technical advice and direction to teams and customers with a view to inform business strategy and deliver technical solutions that drive innovation and business outcomes.
- Take ownership of the release lifecycles, including scheduling and managing systems to package, build, test and deploy updates into a live environment.
- Conduct Release Readiness reviews and Milestone reviews and participate in business Go/No-Go reviews.
- Provide authorisation for critical release activity and point of escalation, while leading the assessment, analysis, planning and design of release packages, including assessment of risk, adhering to the risk management framework and practices
- Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.
- Commitment to APS Values, Employment Principles, Code of Conduct, and the Bureau's Social Justice Strategy.

Eligibility

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications or experience, which are appropriate to the duties.

Notes

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

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

To Apply

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

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Agriculture, Water and the Environment

Vacancy VN-0733119

Bureau of Meteorology

Closing Date: Sunday 26 November 2023

Data & Digital
Observing Systems & Operations

Job Title	APS 5 - Officer-in-Charge - Willis Island (remote posting)
Job Type	Full-Time, Non-Ongoing
Location	Cairns QLD, Brisbane QLD, Casuarina NT, Perth WA, Adelaide SA, Hobart TAS, Melbourne VIC, Sydney NSW, Canberra ACT
Salary	\$76,783 - \$83,683
Classification	APS Level 5
Position Number	60016332
Agency Website	

Job Description

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

The Bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and qualified Electronics, Electrical or Instrumentation technician or engineer, ideally with previous remote field experience to undertake a voluntary remote posting on Willis Island for approximately 6 months as a member of a team of four. The successful applicant will be expected to depart for Willis Island from Cairns in April 2024. We are also seeking applicants interested in applying for the October 2024 – April 2025 deployment.

The Willis Island TO3 OIC is responsible for undertaking and managing the program of Service at Willis Island which includes, Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will also be responsible for the rostering of staff for observational duties and general station maintenance duties as well as ensuring all staff adhere to the environmental management of Willis Island. The OIC will also oversee and participate in scientific research projects undertaken for other organisations at Willis Island such as Parks Australia and James Cook University

The successful applicant will be required to undertake network support tasks, technical administration and liaise with stakeholder groups on operational aspects of the Willis Island observing networks, review and contribute to working documentation, prepare and deliver reports and provide input on operational and station management procedures where required.

Duties

1. **Observations & Operations:** Undertake observations from a variety of meteorological equipment and systems primarily supporting the Upper Air and Surface Observations networks. Document and maintain associated records and historical data. Ensure data quality standards are adhered to and perform routine and detailed operational diagnostics. Complete all supplementary reporting and stocktaking, as required to maintain the program.
2. **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication.
3. **Documentation & Record Keeping:** Prepare operational reports and associated documentation. Undertake administrative tasks such as finance reconciliations, WHSE auditing, inventory records, stores and stock control.
4. **Travel:** Travel to Willis Island will be by sea with the vessel departing from Cairns. Travel may also be required to undertake pre departure training.
5. **Supervision:** Mentor, manage, supervise and develop staff. Maintain operational and station duty rosters.
6. **Liaison and Representation:** Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
7. **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
8. **Other Relevant Duties:** Undertake Scientific projects for other organisations as approved by the Bureau of Meteorology, these organisations currently include Parks Australia, James Cook University and Australian Institute of Marine Science
9. **Compliance:** Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
10. **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
11. **WHSE:** Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.
12. **Network and Infrastructure Support:** Manage and participate in the necessary maintenance programs with respect to buildings, instrumentation, plant, equipment and communal duties to support activities associated with sustainment and service delivery. Other network support activities might include coordinating network and asset inspection and auditing and environmental management activities.

Eligibility

The successful candidate must:

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

Notes

About Willis Island

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

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

About the Bureau of Meteorology

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

To Apply

Position Contact	Liz Drennan, 0408 748 628
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Bureau of Meteorology

Closing Date: Sunday 26 November 2023

Data & Digital
Observing Systems & Operations

Job Title	Technical Officer Level 2 - Willis Island (remote posting)
Job Type	Full-Time, Non-Ongoing
Location	Cairns QLD, Brisbane QLD, Casuarina NT, Perth WA, Adelaide SA, Hobart TAS, Melbourne VIC, Sydney NSW, Canberra ACT
Salary	\$61,449 - \$71,917
Classification	APS Level 3
Position Number	60016248, 60016249
Agency Website	

Job Description

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

The Bureau's National Observing Operations section maintains a year-round staff presence at Willis Island. We are seeking an enthusiastic and suitably qualified person, ideally with previous remote work experience, to undertake a voluntary remote posting on Willis Island for approximately 6 months as a part of a team of four. The successful applicant is expected to depart for Willis Island from Cairns in April 2024. We are also seeking applicants interested in applying for the October 2024 – April 2025 deployment.

The Willis Island TO2 will participate in the program of Service at Willis Island which includes, Upper Air Observations, Surface Observations, Instrument maintenance and data quality monitoring. They will also adhere to the environmental management of Willis Island. The TO2 on Willis Island will also participate in scientific research projects undertaken for other organisations at Willis Island such as Parks Australia and James Cook University

The Willis Island TO2 is expected to participate in station cleaning and general household duties and actively engage in a local work culture that supports staff to live and work in an isolated environment, they will encourage resilience in other staff and manage relationships with staff and supervisors. As a member of a small team living and working in an isolated environment, applicants will be assessed on technical experience and competencies, as well as personal resilience and adaptability in this unique living and working environment. This is an opportunity for the successful applicant to gain experience working in a remote location and promote personal development.

Duties

1. **Maintenance & Operations:** Undertake routine maintenance and detailed operational diagnostics, fault finding, repair and return to service of moderate to complex field equipment including Weather Radars, Satellite communications equipment, Automatic Balloon Release Systems, Surface Observations Systems, Specialist Observations and Space Weather activities. Verify the performance of meteorological instruments against calibrated reference standards. Undertake site inspections and document the meteorological exposure and maintain associated records.
2. **Asset and Service Management:** Support a strong asset management culture and consistent usage of enterprise asset management system (Maximo) to accurately record asset information, asset performance and issue stakeholder communication. Adhere to service management processes based on the ITIL framework and work to meet service level targets for maintenance completion and outage restoration response times.

3. Network and Infrastructure Support: Coordinate infrastructure maintenance and repair activities associated with sustainment and service delivery as required, including operational program outputs and asset maintenance of station life support equipment such as generators, desalination plant, refrigeration, air-conditioning plant etc. Other network support activities might include coordinating network and asset auditing, asset inspection and environmental management activities.
4. Documentation & Record Keeping: Prepare operational and technical maintenance reports and associated documentation. Undertake administrative tasks such as finance reconciliations, procurement, inventory records, stores and stock control.
5. Travel: Travel to Willis Island will be by sea with the vessel departing from Cairns . Travel may also be required to undertake pre departure training.
6. Supervision: Mentor, manage, supervise and develop other staff and contractors.
7. Data Quality: Manage Observation network data quality through remote monitoring. Diagnose and triage faults within the Observations networks as they arise.
8. Liaison and Representation: Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with AustralianPublic Service values and Code of Conduct. Respond to queries on observing assets in your area of responsibility and provision of asset information and data.
9. Quality Management: Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 quality management Standard.
10. Compliance: Comply with all relevant legislation, policies, procedures and guidance in the course of your work.
11. Diversity & Inclusion: Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.
12. WHSE: Comply with all Bureau work, health, safety and environment policies and procedures, and take reasonable care for your own wellbeing and that of your team members, other employees, contractors and visitors who may be affected by your conduct.

Eligibility

The successful candidate must:

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

Notes

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

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To Apply

Position Contact	Liz Drennan, 0408 748 628
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Agriculture, Water and the Environment

Vacancy VN-0733161

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 22 November 2023

Job Title	Deputy Secretary - multiple positions
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Perth WA, Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Darwin NT, Adelaide SA, Hobart TAS
Salary	-
Classification	Senior Executive Service Band 3
Position Number	2023/3560
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Department of Agriculture, Fisheries and Forestry works to enhance our agricultural, fisheries and forestry industries. We

create new and maintain existing agricultural export opportunities, to provide gains for Australian agriculture. We manage biosecurity risks to Australia to protect our multi-billion-dollar agricultural industries and our way of life.

The department currently has 3 Deputy Secretary vacancies that require permanent filling. The areas in which each of the roles located in are:

The **Agricultural Trade Group**, which oversees trade reform, exports and veterinary services, plant and live animal exports, and trade market access policy. The group includes 4 divisions and international posts. The group works to maximise the department's trade and market access for exports, support agriculture productivity, drive digital change and aid our International Posts.

The **Portfolio Strategy and Services Group**, which supports the department's work by ensuring our corporate, legal and governance requirements are met, by providing tools and systems, and communicating and providing services including First Nations policy advice to the department and its stakeholders. The group includes 6 divisions, which together focus on the provision of enabling services, including legal, corporate and business, people and finance and information services.

The **Agriculture, Fisheries and Forestry Policy Group**, which provides advice on issues impacting on agriculture, fisheries and forestry productivity growth, as well as geospatial analytics, economic and scientific data, analysis and research. The Group includes 5 divisions, which together focus on the departmental objectives, provision of independent data and advice for decision makers, regulatory oversight on fisheries and forestry industries and delivery of programs to improve productivity across sectors.

Duties

The job

As a Deputy Secretary with the Department of Agriculture, Fisheries and Forestry you will provide strong policy and program management leadership to a diverse team. You will provide strategic advice to the Minister, the Secretary and the departmental executive, and work closely with key executives in other Commonwealth and state government agencies, and with industry and community stakeholders. A key focus will be on developing and advising on agricultural policy, trade facilitation, business operations and risk management within a technical and highly complex environment.

To be a strong contender for this important and impactful role you will need to have a demonstrable track record of leadership and management. The successful applicant will be responsible for playing a significant part in developing and implementing policy and programs to facilitate Australia's agricultural, fisheries, food and forestry industries, enabling them to remain competitive, profitable and sustainable.

Eligibility

Desirable qualifications

Portfolio Strategy & Services - qualifications and/or demonstrated experience in the area and discipline of a Chief Operating Officer are desirable.

Security clearance

These positions require a Negative Vetting 2 security clearance. The successful applicant will be required to obtain and maintain a clearance at the appropriate level for this position.

Notes

Please note that candidates should be aware that interviews will be held on 30 November and 1 December 2023.

Please note that this role is being advertised as either ongoing or non-ongoing. If an offer of non-ongoing employment is made, the successful applicant could be employed for a period of five years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Gazette, may also be used to fill future ongoing and non-ongoing vacancies where the duties are of a similar nature.

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Tricia Searson or Karina Duffey, Executive Intelligence Group, 02 6232 2200
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0732819

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

Closing Date: Thursday 23 November 2023

Portfolio Strategy
National Security and International Coordination Several

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$115,663 - \$124,403
Classification	Executive Level 1
Position Number	2023/4391
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=3A011D19-3AC6-8C46-5F2C-D22FA75C71E3>

Who we are

The **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. In addition to our national security and international policy work, our Division leads on the Cabinet and Budget processes, strategic policy, First Nations policy, whole-of-portfolio projects, and work to build the department's policy capability.

National Security and International Coordination Branch leads the Department's engagement with national security and foreign policy issues. We support our Ministers, Secretary and senior executive to drive climate action and the transition to net zero, enhance prosperity through sustainability, and uphold our interests and values in the Antarctic and Southern Oceans, both domestically and globally, whilst facing increasing challenges from geostrategic competition and a warming planet. We provide a centre of excellence to uplift our department's knowledge and awareness of national security and geostrategic issues, and enhance its capability to achieve outcomes in bilateral, multilateral and international forums.

The **International Strategy Section** promotes connection with and understanding of the department's international work in the context of its strategic priorities, including through mapping international engagements and supporting cross-cutting international policy positions. The section supports international ministerial travel, overseas counsellors and executive's international

engagement on whole of portfolio issues. We are responsible for developing and maintaining an International Practitioners Network, SES international forum, and capability uplift through development and promotion of training and development materials and facilitating linkages across the portfolio.

The **National Security Capability Section** leads the department's strategic engagement with intelligence. We provide critical context for senior decision-making through curating and translating intelligence information, providing insight on geostrategic and national security developments relevant to the Department's goals. We coordinate the department's engagement in formal intelligence governance processes, and we work with intelligence agencies and departmental customers to identify opportunities for intelligence to support our portfolio's domestic and international goals. The National Security Capability Section is building a new capability in the department. We are curious and customer-focused self-starters who are energised by solving problems and creating and continuously improving new ways to support our department and our teammates to achieve our goals.

The Job

We are seeking experienced policy officers with strong leadership and people skills to fill a number of Assistant Director positions across National Security and International Coordination Branch:

Depending on the role, the key duties of the positions may include, but are not limited to:

- Build, lead and manage diverse and high performing teams, including in fast-paced environments.
- Understand the international and/or national security context in which the department works; and draw linkages across the portfolio to support strategic decision making, briefing and engagement.
- Build and maintain internal and external stakeholder relationships to identify, understand and deliver on customer requirements, develop, and implement work plans, and establish the team as a source of trusted advice.
- Source, develop and assist with strategic products for a range of audiences and stakeholders that shape and communicate DCCEEW's international and national security engagement and capability priorities, strategies, and processes.
- Plan and support the development of work on cross-cutting international and/or national security issues, staff capability uplift and internal communities of practice, including organising events, developing, and maintaining resources and associated platforms to deliver services.
- Assist and support the development, review and analysis of program, projects and budget or contract management.

Noting the regular requirement to engage in classified work, national security roles are Canberra-based and are best suited to individuals who enjoy working in the office. Our Branch recognises the importance of flexibility to assist our team members to balance work and life, and all roles will offer some flexibility to work from home. **Duties**

What we are looking for Knowledge and experience

- An interest and/or experience working on energy, environment and climate related policy matters and how they relate to foreign policy and national security objectives will be highly regarded.

Skills and capabilities

We are looking for people who have:

- Excellent leadership, teamwork skills, and ability to build and maintain a high performing team.
- Ability to apply personal drive, initiative, and organisational skills to maintain team productivity and meet deadlines.
- Initiative and problem-solving skills with ability to deliver results, and a commitment to learning and continuous improvement.

- Demonstrated customer service, stakeholder relationship, engagement and outreach skills, including the ability to collaborate and bring innovative and creative approaches to our work.
- Strong judgement and strategic thinking skills, including strong policy, research, analysis and critical thinking skills.
- Ability to communicate with influence including written and oral communication skills with strong attention to detail.

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 Negative Vetting Level 1 security clearance. You will be required to obtain and maintain a clearance at this level.

NV2 or TSPV clearances will be highly regarded. The Department will support upgrading of clearances as needed.

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	Samantha Burt, 0422 819 696
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=3A011D19-3AC6-8C46-5F2C-D22FA75C71E3

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Agriculture, Water and the Environment

Vacancy VN-0732889

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

Closing Date: Thursday 23 November 2023

Energy Performance & Security
Energy Security, Crisis Response & GEMS Energy Emergency Management

Job Title	Senior Emergency Management Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$88,408 - \$100,378
Classification	APS Level 6
Position Number	2023/4593
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=BE81A49F-8D1F-4A8E-3D23-D22FE2491097>

Who we are

The Energy Performance and Security Division is part of the Department of Climate Change, Energy, the Environment and Water. The Division aims to have a positive impact on Australian households, businesses and communities, and work at the forefront of energy policy, supporting Australia's transition to Net Zero and ensuring Australia has access to reliable, affordable, and secure energy.

The Energy Security and Crisis Response & GEMS Branch is responsible for a range of energy policy and assessment functions to understand, manage and where appropriate, respond to the domestic and international risks that may impact Australia's energy security or impede climate action. The Branch also leads on the Commonwealth's response to energy supply emergencies.

The Energy Emergency Management Section oversees the Australian Government's response to energy supply disruptions and emergencies through:

- Monitoring of disruptions and supply/demand balances for domestic electricity, gas, and liquid fuels.
- Monitoring of international energy supply developments with potential to disrupt domestic energy supplies.
- Liaison with internal as well as external – market operator, jurisdictions, and industry – stakeholders on a regular basis.
- Briefing and advice to the Australian Government as well as internal and external stakeholders on energy supply emergency responses.
- Coordination of and support to Australian Government responses to energy supply emergencies (including, at times, outside normal business hours).
- Participation in emergency management exercises as part of preparedness activities.
- Participation in Whole-of-Government as well as industry stakeholder meetings to support emergency management response activities.

The Section participates in and provides secretariat support to various cross-government and industry committees tasked with advising governments on energy supply disruptions and other emergencies in electricity, gas and liquid fuel markets. The Section has responsibility for administering the Liquid Fuel Emergency Act 1984 (LFE Act) and associated Regulations.

In addition, the Section supports the department's representative on the Australian Government Crisis and Recovery Committee (AGCRC). The Section actively develops emergency management plans such as the summer readiness and winter preparedness resourcing plans and the National Liquid Fuel Emergency Response Plan (NLFERP).

The Job

The Energy Emergency Management Team is looking for a suitable candidate to fill a vacancy at the APS 6 level. The nature of emergencies means the work of the team is unpredictable and diverse. You will be asked to contribute to a range of long-term priorities while also responding to incidents at short notice. At times, you may be asked to work across the Section and the department on a range of issues, including:

- Storms, bushfires, and other natural disasters.
- Energy industry supply chain and workforce constraints.
- Economic, financial, and regulatory matters impacting energy supplies.

This vacancy has a specific focus on liquid fuel issues, in addition to providing secretariat support for the National Oil Supplies Emergency Committee.

Please note that the position may require them to participate in an on-call roster (for which an appropriate restriction allowance will be paid) and be available to perform duty outside standard hours.

Please also note that this recruitment process is advertised as both an ongoing and non-ongoing positions. If an offer of non-ongoing employment is made, the successful applicant would be employed for a period of up to 18 months. Should the non-ongoing position become ongoing, the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

Duties

What we are looking for

Knowledge and experience

We are looking for someone that can:

- Operate in a fast-paced environment, requiring attention to detail and effective communication skills.
- Work as part of a high-performing sub-team under limited supervision.
- Establish and maintain effective relationships with colleagues from across the Energy Group to facilitate the development of briefing and other materials for Ministers, senior executives, and other Commonwealth agencies.
- Continuously develop an in-depth knowledge of the operation of energy markets and infrastructure assets across Australia.
- Undertake research and analysis to prepare briefs and situation reports for a range of government stakeholders on energy supply incidents and risks.
- Work on cross-cutting energy supply emergencies across electricity, gas, and liquid fuel markets, building resilience to handle multiple supply emergencies and associated tasks at any given time.
- Provide timely briefing and advice to Ministers and senior executives on energy supply emergencies and responses across electricity, gas, and liquid fuel markets.
- Work across the department, the Minister's Office, other Commonwealth agencies, jurisdictions, and industry to build productive working relationships.
- Provide secretariat support to various cross-government and industry committees as required, including progressing relevant work plans, projects, exercises, procurement, and budget tasks.
- Maintain the Section's procedures, manuals, and training materials.

Skills and capabilities

- Strong leadership, collaboration, and negotiation skills.
- High standards of professionalism, probity, and integrity.
- Highly developed strategic thinking, analytical skills, sound judgement, innovation, and flexibility.
- A strong track record of achieving quality results.
- Highly developed communication and stakeholder engagement skills.
- Excellent judgement and initiative.
- The ability to work calmly and effectively in a dynamic environment while managing competing priorities.

Desirable qualifications

- An understanding of energy markets and infrastructure and/or experience in emergency management and response is desirable but not mandatory.

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.

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	Nate Meulenberg, 0421 578 780
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=BE81A49F-8D1F-4A8E-3D23-D22FE2491097

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Agriculture, Water and the Environment

Vacancy VN-0733051

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

Closing Date: Wednesday 22 November 2023

Environmental Permitting and Compliance
Compliance & Enforcement Wildlife Trade Seizures and Engagement

Job Title	Compliance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/4300
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=DDFBE48A-C41B-6411-3547-D230D1883951>

Who we are

Wildlife Trade Seizures and Engagement (WTSE) section undertakes the collection and administrative decision making for wildlife seizures under environmental laws and provides reporting under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES). The section works closely with partner agencies at the border, especially Australian Border Force (ABF), who are authorised under the EPBC Act to seize and act on behalf of DCCEEW. WTSE have responsibility for the training of ABF new-recruits and provide refresher training to all ABF Officers. Please note in this position you will see confronting images of wildlife. Successful candidates may be offered the opportunity to travel interstate for short periods of time to present training.

Duties

The Job

- Manage group mailboxes and group telephone lines for incoming enquiries relating to wildlife seizures compliance
- Enter all seizures and allegations into the relevant databases
- Liaise with ABF on wildlife seizures, decision outcomes and disposals
- Make recommendations on seizures
- Refer seizures of complex matters to Assistant Director
- Action forfeited seized specimens' disposals
- Maintain an audit record for specimens on loan to an institution or other government agency
- Undertake biannual audit of seized specimens and section records
- Conduct desktop assessments on cases and referrals received into the Wildlife Trade Seizures and Engagement Section
- Conduct background checks to determine recidivists or linked cases– record any previous supporting documentation into pack
- Refer all new allegations to assistant director to distribute to assessment officers
- Refer allegations to relevant areas as required, under direction from supervisors
- Prepare education and compliance letters for less complex compliance matters
- Respond to person(s) who provide information/allegations as appropriate
- Liaise with industry stakeholders

- Prepare, send and receive all incoming mail/compliance letters, including recording relevant files into Spire
- Prepare reports as directed
- Update and maintain section procedure guides/work instructions

Eligibility

What we are looking for Knowledge and experience

- Knowledge of, and experience in, administrative decision making.
- An understanding and application of legislation and government decision making processes, preferably in a regulatory environment.
- Experience working with Microsoft Office Applications including Outlook.

Skills and capabilities

- Ability to quickly establish and maintain collaborative, positive and productive working relationships with a broad range of internal and external stakeholders.
- Ability to identify and manage priorities to ensure timely delivery of work.
- Takes personal responsibility for accurate completion of work and seeks guidance when required.
- Identifies and raises issues and problems that may impact on own work objectives or of the team, including seeking guidance from supervisor when required.
- Uses agreed guidelines and procedures to analyse what information is important and how it should be used.
- Ability to manage competing priorities, exercise judgement, intelligence and common-sense, and respond quickly and flexibly to change.
- Ability to contribute to a cooperative team environment—maintain team cohesion, adhere to documented procedures, share information with colleagues and keep others informed on work progress.
- Strong written communication skills, with the ability to research, analyse and prepare accurate reports to meet deadlines.
- Provide accurate and specialised advice to support decision making under multiple legislations.
- Ability to confidently present messages and information in a clear, concise manner, focusing on key points.
- Understands different communication styles and adapts accordingly to different audiences.
- Recognises how own work contributes to the achievement of organisational goals.
- High level of attention to detail.

Desirable qualifications

Certificate IV in Government Investigations

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Climate Change, Energy, the Environment and Water you must be an Australian citizen.

Security Clearance - This position requires a **Baseline Vetting** security clearance. You will be required to obtain and maintain a clearance at this level. **Notes**

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Merryn Hughes, 0466471996
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=DDFBE48A-C41B-6411-3547-D230D1883951

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Attorney-General's

Vacancy VN-0733091

Australian Federal Police

Closing Date:Wednesday 22 November 2023

Job Title	Project Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$95,010 - \$102,927
Classification	APS Level 6
Position Number	12402
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12402/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and

detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

Working for the AFP provides you with a diverse and rewarding career. Whether you immerse yourself in a position on the frontline, or provide critical operational or professional support, the work you do makes a big impact on the people of Australia.

We recognise your contribution to our workforce and offer generous remuneration and conditions including:

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra mandatory leave rest days per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 16 weeks of paid maternity leave (after 12 months of service) + an additional 36 weeks of maternity leave without pay
- Generous salaries and incremental salary progression governed by the [AFP Enterprise Agreement](#)
- Flexible and hybrid working arrangement that provides work/life balance
- Access to ongoing training and professional development opportunities

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Project Support Officer.

The Technology, Strategy and Data (TSD) branch within the Chief Information Officer (CIO) branch are focused on the delivery of non- standard and out-of-pattern capabilities for our clients and business areas. Capabilities vary and cover all areas of IT project delivery with strong elements of Agile and DevSecOps ways of working. Our members are continuously adapting to change and pivoting services to meet business requirements.

As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

The successful candidates will have good analytical and conceptual skills and sound communication and liaison abilities.

Team members are responsible for delivering the following:

- Provide administrative assistance to Project Managers, such as the development of spending proposals, facilitating compliance checks and delegate approvals
- Provide full support for monthly board meetings. This includes tasks such as calendar invites, tracking attendees, set up of room, prepare and distribute board packs, minute taking and distribution of minutes
- Onboarding and offboarding activities for team
- Update Project records and ensure documentation is filed appropriately
- Respond to general enquiries and escalations

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one
- Has contemporary knowledge and experience relevant to the role
- Minimum of 2 years' experience in a like or related field
- Relevant qualification or extensive experience and knowledge in area of expertise

Desirable Requirements

The following skills and/or experience would be highly regarded:

- Well-developed administrative and communication skills both written and verbal
- Ability and commitment to work positively in a team environment
- Self-directed and ability to use initiative, problem solve and prioritise work deadlines
- Be adaptable and able to change priorities based on business needs

Notes

- This position is an AFP Band level 5.
- This advertisement is to fill current vacancies and create a merit pool for future ongoing or non-ongoing vacancies arising over the next 12 months.
- AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the [Recruitment Team](#) if you wish to discuss the COVID-19 vaccine requirements further.

Commitment to Diversity and Inclusion

Diversity and inclusion is an operational priority for the Australian Federal Police (AFP). To be an effective police force, we must be reflective of the community we serve, working across languages, cultures and transnational borders. The 2023-26 Diversity & Inclusion Strategy is the guiding framework for delivering the AFP's diversity and inclusion goals and reflecting our commitment to being an employer of choice, incorporating diversity and inclusion principles in day-to-day practice and building a psychologically and culturally safe workplace. This includes hiring people from diverse backgrounds who bring their lived experience to contribute, and add

value, to the AFP.
Find out more about how the AFP embraces [diversity and inclusion](#).

About the Australian Federal Police

As Australia’s national policing agency, the AFP is a key member of the Australian law enforcement and national security community, leading efforts to keep Australians and Australian interests safe both at home and overseas. The AFP also has responsibility for providing community policing services to the Australian Capital Territory and Australia’s territories, including Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay

To Apply

Position Contact	Virginia Savle, 02 51264273
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12402/

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Attorney-General’s

Vacancy VN-0733058

Australian Financial Security Authority

Closing Date:Sunday 26 November 2023

Corporate Services

Job Title	Senior Advisor People and Culture (various opportunities)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Canberra ACT, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS
Salary	\$90,357 - \$101,277
Classification	APS Level 6
Position Number	31143
Agency Website	

The **Australian Financial Security Authority (AFSA)** is responsible for managing the application of bankruptcy and personal property securities laws through high-quality personal insolvency and trustee, regulation and enforcement, and personal property securities services. AFSA is an executive agency in the Attorney-General's portfolio.

The **Corporate Services Division** is responsible for delivering Finance, Human Resources and Facilities and Procurement services to the Agency.

Duties

The **People and Culture** section is responsible for delivering Human Resources services to the Agency, comprising Strategic Workplace Relations, Employee Relations, People Analytics, Workforce Planning, Capability Development, Strategic Projects, Diversity, Equity and Inclusion and HR Business Partnering.

The **Senior Advisor** role will work closely with Assistant Directors to deliver high quality outcomes.

Key accountabilities

Senior Advisors will be required to produce high-level policy advice and engage in complex problem solving and workforce issues management. They will provide high quality services to meet the Agency's projected workforce needs, ensuring quality administration and governance arrangements are in place while ensuring compliance with workforce legislation.

We have two immediate vacancies:

- **The Senior Advisor (Strategic Projects)** will play a key role in the development and implementation of the AFSA Workforce Strategy and the implementation of the agency's leadership and culture projects, including diversity, equity and inclusion initiatives.
- **The Senior Advisor (Capability Development)** will contribute to the development of the agency's capability uplift including learning and development initiatives, induction programs and the management of our Capability and Performance Frameworks. This process will also be used to establish a merit pool for future vacancies across the following sections:

Strategic Workplace Relations

- Enterprise Agreement Bargaining coordination and advice.
- Industrial Relations Strategy and advice.
- Agency Integrity and Public Interest Disclosure advice.
- The agency Human Resource policy framework.

Employee Relations

- Performance and Conduct advice & Case Management.
- Employee Relations Enquiries.
- Individual Flexibility Arrangements (IFA) Management & Review.
- National Consultative Committee (NCC) Secretariat.

People Analytics

- Coordination of the Agency APS Census input.
- Dashboard Reporting for key agency workforce metrics.
- Provide input and advice into the Agency's Workplace Gender Equality Agency (WGEA) Annual GenderEquality Report.

Workforce Planning

- Coordination and support to develop and implement Divisional operational workforce plans.

- Support succession planning risk assessment activity and stakeholder advice to develop mitigation plans.
- Develop and implement talent management initiatives.

HR Business Partnering

- Strategically partner with the business on workforce planning and engagement outcomes and provide quality, professional, consistent and cohesive service to senior leaders.
- Implementation of organisational processes and initiatives including but not limited to; the annual performance review cycles, organisational restructures, WHS Framework, Diversity and Inclusion Strategy, Mental Health and Wellbeing Strategy and initiatives.

All duties will be performed in accordance with:

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

Core skills and capabilities

To be successful in these roles, you will be able to demonstrate the following skills and capabilities:

Communicates simply and clearly

- Ability to convey messages and information succinctly, with empathy, regardless of medium (written, verbal etc)
- Actively listens to others, using clarifying questions and rephrasing what is being heard to ensure understanding.

Sustains a user-centred approach to design and deliver better services

- Gains an authentic understanding of the needs of individuals and business through collaboration and curiosity.
- Embraces ambiguity and is curious, works with users to identify a solution which provides value.

Uses information to make evidence-based decisions

- Identifies and analyses data sources to assess if fit for purpose.
- Researches, identifies and integrates relevant evidence towards finding solutions.
- Is able to use information to make robust decisions that have sound factual backing.

Engages people to build productive relationships.

- Acts with honesty, integrity and respect in dealings with others.
- Sets and manages expectations to achieve positive outcomes.
- Practices inclusion and values diversity.

HR Management

- Uses specialist knowledge to partner with internal stakeholders and provides accurate information, advice and assistance to managers and employees on specific people management issues having regard to legal and policy frameworks, and organisational objectives.

Qualifications, accreditations and experience

A vocational or tertiary qualification in Human Resources, Learning and Development, Organisational Development or relevant discipline is highly desirable.

Eligibility

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

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

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

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

You will enjoy excellent conditions including:

- Generous superannuation (15.4%)
- A modern work environment
- Access to Employee Assistance Provider
- Flexibility to balance work and personal life (including working from home arrangements and flexible start and finish times where applicable).

We are a workplace committed to providing an environment that values diversity and supports staff to reach their full potential. We encourage applications from Indigenous Australians, LGBTIQ+ persons, people from culturally diverse backgrounds and people with disabilities.

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

Notes

How to apply:

Applications close: **11:59PM AEDT Sunday 26 November 2023.**

Applications for this vacancy are submitted online through the [AFSA e-Recruit portal](#).

If accessing the **AFSA careers portal** for the first time you will need to register. Click the '**Apply**' button and click '**Sign up for Recruitment**' and complete the registration details. You will receive a confirmation email with a link to confirm your registration. Make sure to check your Junk folder if you don't see this email in your Inbox.

Please note that the registration process only needs to be completed one. Once you have confirmed your registration, to complete your application, you need to:

- Click the '**Apply**' button below which will open the **AFSA careers portal**.
- Provide evidence in the education/qualifications section of your application, if applicable.
- Complete a short questionnaire (mandatory).
- Attach your resume and statement of claims (cover letter no more than one pages) addressing the skills and capabilities and required qualifications, accreditations, and experience outlined in the position description (mandatory).
- Provide the full name, employer, and contact details of at least two referees, one of which must be your current or most recent manager.
- Ensure that all mandatory fields (marked with a red banner) are completed.

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

About the Australian Financial Security Authority

To Apply

Position Contact	Recruitment, NA
Agency Recruitment Site	https://www.afsa.gov.au/current-vacancies/aps6-senior-advisor-people-and-culture

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Attorney-General's

Vacancy VN-0732920

Federal Court of Australia

Closing Date: Thursday 23 November 2023

Federal Circuit and Family Court of Australia
Chambers of the Deputy Principal Registrar of the FCFCOA (Division 1) and
the FCFCOA (Division 2)

Job Title	National Executive Legal and Policy Adviser to the Deputy Principal Registrar
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$111,522 - \$134,418
Classification	Executive Level 1
Position Number	8598
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The National Executive Legal and Policy Adviser to the Deputy Principal Registrar is part of a discrete team directly assisting the Deputy Principal Registrar and other key National Operations Staff with the administration of the Courts. The Adviser works closely with the chambers of the Chief Justice and the Chief Executive Officer and Principal Registrar (CEO/PR) of the Courts.

Duties

The National Executive Legal and Policy Adviser provides critical support and assistance to the Deputy Principal Registrar. This includes carrying out high level legal and policy work, legal research, preparing complex correspondence and reports and coordinating submissions from all areas of the Court. The Adviser will also conduct research into and develop policies and protocols across a broad range of issues relating to the administration of the Courts and liaise with a range of internal and external stakeholders.

The Adviser is also responsible for providing advice, support and management of a broad range of procurement activities across the two Courts in accordance with the Commonwealth Procurement Rules and the Public Governance, Performance and Accountability Act 2013, working closely with the Finance and Procurement Team in the Courts' Corporate Services. The role may also include assisting with the management of complex complaints, requests under the Freedom of Information Act 1982 and assessing and responding to Privacy and Public Interest Disclosure enquiries.

The National Executive Legal and Policy Adviser undertakes work activities with an awareness of their possible impact on strategic, political or operational outcomes for the Courts, and an extensive understanding of the role and responsibilities of the agency, including an understanding of the APS operating environment more broadly. Their role requires the ability to work with limited direction.

Eligibility

This role has a wide-range of tasks and responsibilities across the two courts. The person appointed to this position will be someone who anticipates what needs to be done and shows initiative; and someone who is highly motivated and organised, efficient, able to work under pressure and possesses strong communication and interpersonal skills.

The National Executive Legal and Policy Adviser will have an important leadership role with oversight of the Executive Assistant and support staff within the Deputy Principal Registrar's team.

Formal Qualifications and Experience

- Legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia is essential;
- Two or more years of post-admission experience;
- Experience in, and knowledge of, family law, general federal law and the Federal courts system;
- Experience in the formulation of policy and data analysis and reporting; and
- Familiarity with the principles of public sector governance and accountability.

Notes

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

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	Virginia Wilson, (02) 6113 9336
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0733045

Federal Court of Australia

Closing Date: Thursday 23 November 2023

Federal Circuit and Family Court of Australia
Court and Tribunal Services

Job Title	Client Service Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Hobart TAS
Salary	\$68,643 - \$74,529
Classification	APS Level 4
Position Number	470, 8285
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

Position Overview

This position is primarily responsible for the provision of services directly to the judiciary in specific locations and the public both locally (face to face) and/or nationally (as part of a dispersed national team).

Staff working nationally will work in the Strategic Support Hub (SSH) and have broad responsibility nationally across both general federal and family law jurisdictions for enquiries management, filed document management and Registrar Support in Family Law. The SSH includes the contact centre and national entry point for telephone, email and live chat contacts and national document management for both general federal and family law. It also oversees the National Support Pool assisting Deputy Registrars working in family law nationally. Staff at the SSH report to the Team Leaders Strategic Support Hub and may be located at dispersed locations nationally working with other SSH staff.

Staff working in Location Based Support will provide a pivotal role delivering local services directly to the judiciary and face-to-face clients attending court locations. Staff in Location Based Support are located in a specific registry location to provide support at a local level. Staff within this stream report to a Location Based Team leader, either Manager Court Operations or Director Court Operations, depending on the location's size and structure.

SSH and Location Based Support staff integrate across areas of responsibility to provide a holistic service to judges, staff, litigants and the profession.

This position may be required to work in either the SSH or Location Based Support across any of the streams of work managed by the respective teams. There is an expectation that regular role rotation and cross skilling will take place to ensure all staff maintain a broad range of skills.

Duties

Key Responsibilities and Duties

The responsibilities of the position are to:

- provide information and advice relating to court services, procedures, processes and forms as well as external options to clients to assist them to resolve their enquiries and issues
- progress cases by providing administrative services in accordance with court processes, including document lodgement, enquiries management, Registrar support and receiving and reconciling court fees and charges
- assist in the management of complex cases through the case management system
- Work independently within defined rules to apply legislation, guidelines and court processes.
- Identify issues and contribute to the resolution of problems.
- schedule and prioritise matters for hearing and other interventions to achieve the earliest possible resolution
- liaise with a range of internal and external stakeholders including Judge's chambers, Registrars and their support staff, managers, legal practitioners, community organisations and other service providers to assist the resolution of cases
- coach employees, identify training needs and provide quality assurance
- collate, analyse and produce reports as required, and
- Assist Registrars as required.

Eligibility

Selection Criteria

1. A demonstrated record of success in the provision of service to clients involving working directly with the general public and a demonstrated understanding of and commitment to providing client focused services in a high volume environment.
2. A demonstrated high level of organisational, analytical and problem solving skills, the ability to use initiative and work independently and the ability to prioritise work to meet deadlines.
3. A demonstrated ability to work well in a team, foster a positive team environment and demonstrated experience coaching and training colleagues (or related experience) .
4. A demonstrated capacity to communicate effectively both orally and in writing with people from a wide range of backgrounds, including clients, other staff members, the judiciary and senior management. This will include a proven ability to manage stressful and/or conflict situations in a professional manner, on a continual basis.
5. A demonstrated ability to contribute to and support change in the workplace including a strong ability to identify opportunities for process improvement. In addition, quickly acquire a sound working knowledge of court procedures, guidelines and policies.

Notes

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	Ben Skinner, ben.skinner@fedcourt.gov.au
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Defence

Vacancy VN-0732820

Department of Defence

Closing Date: Thursday 23 November 2023

Joint Capabilities Group
ICT Operations Division

Job Title	Alternate Communications Security Account Manager (ACAM)
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	JCG/10213/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=438588D3-8275-1DAB-13E7-D22FA7501FFE>

Duties

The Role

Communications Security (COMSEC) staff are responsible for the receipt, custody, handling, accounting, distribution, safeguarding and destruction of all COMSEC material held on charge. All COMSEC accounts are required to be maintained in accordance with policy issued by Defence Cryptographic Controlling Authority (DCCA) and Australian Signals Directorate (ASD). COMSEC staff are required to engage with relevant stakeholders to identify expectations and concerns and develop a clear understanding of the issues to achieve outcomes.

The position is responsible for such activities as:

- Defence Secret Network support services;
- Support JCG High Assurance Cryptographic infrastructure;
- Support Defence and Defence Industry High Assurance Cryptographic infrastructure;
- Equipment installation, maintenance, repair and removal;
- Perform cryptographic accounting; re-key duties, checks and destructions;
- Manage material & equipment spares and future holdings;
- Conduct Annual Audits, inspections, and group activities;
- Provide Support to COMSEC Incident Reporting and Investigations; and
- Perform accounting processes, procedures and audits associated with COMSEC devices and material.

Note: This position is expected to participate in an on call 24/7 support roster in support of delivering our COMSEC Services. This is remunerated through out of hours restriction allowance.

The additional payment is a Building Defence Capability Payment (BDCP) which enables Defence to provide a premium, in addition to the rate of salary otherwise payable under the Enterprise Agreement (EA) to some or all of the jobs within a critical occupation(s) or discipline within a workplace. Applicants engaged into a BDCP position must consider the following. BDCPs provide remuneration in addition to the Defence Enterprise Agreement (EA). This arrangement is subject to meeting eligibility criteria and is subject to annual review. Should your performance fall beyond requirements or the eligibility criteria not be met, your eligibility for the BDCP may be reviewed and ceased. It may also be ceased should you change positions or the requirement for the BDCP is no longer necessary, as determined by Defence. Should the BDCP be ceased you will be advised and your BDCP additional payment will cease.

About our Team

The Directorate of Regional ICT Services (DRICTS) acts as the Joint Capabilities Group (JCG) representative for all ICT products and services delivered to Defence regional bases and sites across Australia and internationally. The Directorate is specifically responsible for Deskside Support Services, Audio Visual Support Services, End User Advocacy and Relationships, Regional Project Support, Communications Security Services (COMSEC) and Regional Assurance and Governance Services.

Our team comprises a mix of Australian Public Service (APS), Australian Defence Force (ADF) and Contracted personnel located across approximately 56 major Defence bases Australia wide. We also have an Overseas Region where opportunity exists for APS to rotate through the United States of America and England.

Our Culture is one that is driven by a "One Team" approach "To be the most dedicated, trusted and proven Directorate to Customer Success in JCG"

Our Mission is to advocate on behalf of our customers the efficient and effective delivery of ICT Services across all regions both nationally and internationally with the intent on improving the customer experience.

Our Ideal Candidate

Ideal candidates will have:

- Initiative and experience to analyse, plan, review and adjust priorities and work activities to meet business outcomes;
- Ability to undertake objective, systematic analysis and draw accurate conclusions based on evidence providing detailed technical, operational, professional and procedural advice in relation to complex service level agreement and supplier management activities;

- Ability to plan and complete ICT service provision activities and tasks, selecting methods and resolving most of the issues that arise. They will be provided with assistance for the more complex issues.
- Stakeholder engagement and will be required to support the delivery of services in an outsourced environment to achieve outcomes:
- Continually improving the delivery of JCG Services to the end user though changing and adapting processes;
- Ensuring that the delivery of services by JCG meets agreed service quality levels Building and sustaining relationships, liaise with a range of stakeholders including other teams, peers and colleagues across Defence and other organisation; and
- They will be accountable to contribute towards ongoing self-improvement and professional development, in alignment with DRICTS commitment to empower and enable the workforce through mutual learning opportunities.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Nikko Acena, 02 5130 2267
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=438588D3-8275-1DAB-13E7-D22FA7501FFE

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Defence

Vacancy VN-0732921

Department of Defence

Closing Date: Thursday 23 November 2023

Joint Capabilities Group
ICT Operations Division

Job Title	Audio Visual and Data Centre Engineer
Job Type	Full-Time, Ongoing
Location	Harman ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	JCG/11085/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=9B87AB9B-7CA8-7EB1-1D87-D22FE4CFE6E4>

Duties

The Role

As the Audio Visual and Data Centre engineer, you will work as part of a small team and be responsible for ongoing management and uplift of Audio Visual (AV) services across the Defence Network Operations Centre (DNOC). In addition to supporting the variety of AV solutions deployed across the environment, you will also contribute to the ongoing running of the DNOC (Operational Data Centre) through effective oversight of power, cooling and Data Centre services, through a variety of service providers.

The AV component of this role will support a variety of collaboration (voice/SVTC) services in conjunction with our service delivery partners, coupled with oversight of the (predominantly) in-house AV display and distribution solution that supports our operations teams. The Data Centre component of this role will support facilities across the DNOC including racks, power, cooling and IT cabling.

About our Team

Within the Joint Capabilities Group (JCG), the Defence Strategic Communication Branch (DSCB) – Strategic Communication Sustainment & Interoperability (SCSI) is a large and complex team of people tasked with providing efficient oversight and uplift of critical services serving the wider Australian Defence Force and our Coalition partners.

This role will form an important part of the wider capability sustainment and uplift outcomes delivered by the Directorate and the Branch. The position capitalises on specialist knowledge and experience to deliver server driven outcomes in support of secure communication and information sharing initiatives within Defence, and between AUS Defence and our allied/coalition partners.

Our Ideal Candidate

This is a widely focused role covering a variety of AV and Data Centre capabilities. Our ideal candidate will have demonstrated recent experience in the delivery of AV and/or Data Centre capabilities, plus the ability to grow and develop across other aspects of the role.

These technical skills will be coupled with a can do and outcome-focused attitude, to ensure Defence outcomes are delivered in line with defined needs. While this is primarily an AV/Data Centre focused role, some understanding of IT security, networking, gateways and servers, plus demonstrated ability to successfully engage with widespread technical and non-technical stakeholders will be essential to success in this role.

Regular responsibilities of this role will include:

- Deliver effective and secure Audio Visual services to the Defence Network Operations Centre.
- Deliver effective and secure Data Centre (facilities) services.
- Work alongside (and in support) of wider team members who facilitate and deliver work-take-on, logistics, contract/contractor management and other data centre support services.
- Provide advice to Project Managers, Delivery Managers and Directorate leadership with regard to AV and Data Centre services.

Eligibility

Security Clearance

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Paul Meeson, 02 5109 3518
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9B87AB9B-7CA8-7EB1-1D87-D22FE4CFE6E4

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Department of Defence

Closing Date: Thursday 30 November 2023

Security and Estate Group
Defence Security

Job Title	Security Vetting Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	SEG/11093/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=1D23E0B8-5438-B45D-42BF-D22FE5EA27EB>

Duties

The Role

As an APS6 Security Vetting Analyst working within the Australian Government Security Vetting Agency (AGSVA), you will conduct complex personnel security vetting functions to determine a person's suitability to be granted an Australian Government security clearance.

You will be responsible for:

- Collecting and assessing sensitive information about security clearance applicants using telephone, video and/or in-person interviews with referees and/or applicants.
- Assessing and analysing information according to the Protective Security Policy Framework (PSPF) and other legislation and internal policies and procedures.
- Writing reports using evidence-based analysis, professional structured judgment methodology and risk management principles.

You will manage a caseload of security clearance applications and make recommendations for AGSVA's Authorised Decision Makers (ADM). Within 12 months, it is expected you will transition to becoming an ADM. As an ADM, you will review completed cases in accordance with the PSPF and AGSVA's Quality Assurance and Risk Management frameworks, in order to provide assurance that the applicant is suitable to be granted a security clearance.

About our Team

AGSVA is located in the Defence Security Division within the Department of Defence and is the central vetting agency for the Australian Government. AGSVA conducts security clearance assessments for over 800 federal, state and territory agencies and industry partners and manages approximately 360,000 active security clearances. AGSVA operates out of seven cities across Australia (Canberra, Brisbane, Adelaide, Melbourne, Sydney, Perth and Darwin).

AGSVA is a highly skilled and professional organisation dedicated to the provision of security-assured clearances. This work is a critical business enabler for the Australian

Government and for Australia's national and economic security, allowing Government to deliver capabilities and services.

You will be part of a proactive and dynamic AGSVA Vetting Operations team that is trusted and proven, and contributing to a positive service delivery culture. You will also be given opportunities to work in other parts of AGSVA, such as on vetting policy and procedures and complex cases.

Our Ideal Candidate

We are looking for high-performing and highly-motivated people who:

- Follow and interpret policy, procedures and legislative frameworks.
- Are comfortable with managing a caseload of multiple cases and/or decisions at the same time and working within quality and time benchmarks to complete them.
- Adapt to changing priorities by being flexible and agile.
- Have sound judgment and are aware of their own biases.
- Possess integrity and professionalism and are personable, non-judgmental and collaborative.
- Are comfortable identifying, accepting and managing risk to make security-assured case recommendations and/or decisions.
- Have excellent knowledge of Australian and international current affairs and awareness of security threats and risks affecting Australia's national security.
- You will be highly organised, have excellent attention to detail but also able to see the big picture, and be a highly skilled communicator, both written and verbal.
- You will produce high quality vetting products and outcomes in a fast paced environment with competing priorities.
- You will be comfortable working with information gaps and discrepancies and can think laterally and recognise when you have enough information to complete a case recommendation or to make a decision to grant a security clearance.

Eligibility

Security Clearance

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

Mandatory Qualifications

Applicants must have the ability to obtain a Certificate IV in Government Security (Personnel Vetting). AGSVA will fund the qualification for successful applicants.

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Adam Sivewright, 02 8440 4340
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D23E0B8-5438-B45D-42BF-D22FE5EA27EB

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Education, Skills and Employment

Vacancy VN-0733116

Department of Education

Closing Date: Thursday 23 November 2023

Job Title	Director, Fraud Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$136,498 - \$163,848
Classification	Executive Level 2
Position Number	23/3219
Agency Website	https://www.education.gov.au/

Job Description

<https://www.education.gov.au/about-department/work-us>

Reporting to the Assistant Secretary of the Parliamentary, Audit and Risk Branch, the Director, Fraud Team, is responsible for leading a small team to ensure the department's compliance with the Commonwealth Fraud Control Framework.

The position is responsible for maintaining the department's corporate fraud control plan, policies, and processes, and supporting line areas to undertake fraud risk assessments and develop fraud control strategies. The position is also responsible for leading the development and implementation of a fraud awareness strategy, tools and resources that support staff to apply better practices in fraud control, and overseeing the management of fraud tip-offs.

To be successful in this role, you will need to be a highly motivated leader with managerial and leadership skills, have relevant qualifications, experience, and a comprehensive understanding of fraud prevention, detection and response.

Duties

Responsibilities of the EL2 Director, Fraud Team may include:

- developing and maintaining a fraud control framework that ensures the department's compliance with the Commonwealth Fraud Control Framework
- overseeing the development and implementation of fraud awareness campaigns to ensure staff are aware of their responsibilities to prevent, detect and respond to fraud
- overseeing the management of fraud and corruption tip-offs received by the department and investigations
- providing expert advice and support to line areas on fraud risk assessments and control strategies
- overseeing the development and implementation of a fraud control testing program
- developing briefs and reporting to senior management and governance committees
- developing and implementing initiatives that supports the department to strengthen its fraud control capabilities, comply with its fraud control obligations, and implement integrity related reforms.
- working in collaboration with a wide range of stakeholders across the department and with other APS agencies including portfolio agencies on the development and implementation of fraud control policies and tools and resources that support better practice.

Eligibility

Citizenship: 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.

Security Clearance: This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

Notes

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

About the Department of Education

The Department of Education contributes to Australia's economic prosperity and social wellbeing by creating opportunities and driving better outcomes through access to quality education and learning. A strong early childhood education system built around early learning and child care gives children the best start in life—supporting them to build social and behavioural skills to help prepare them to transition to school. For parents and carers, affordable child care enables them to participate in the workforce, pursue further education or other opportunities to contribute to their community — bolstering the social wellbeing and economic prosperity of the nation. As children continue their journey through school, access to quality education creates the foundation for a bright future – it opens a world of possibilities and equips children and young people with the skills, knowledge, and career advice to prepare them for further work or study to fulfil their dreams. An affordable, and accessible higher education sector allows Australians and international students to pursue their passion in life or reskill for the jobs of the future. A strong higher education and research sector in step with national priority areas provides people with an opportunity to choose a career path that addresses skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Tung Nguyen, 02 6240 9318
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Health

Vacancy VN-0733040

Aged Care Quality and Safety Commission

Closing Date:Thursday 23 November 2023

Engagement, Education and Communication
Communications

Job Title	Senior Communication Specialist
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Hobart TAS, Melbourne VIC, Adelaide SA, Perth WA
Salary	\$89,394 - \$100,849
Classification	APS Level 6
Position Number	TBA
Agency Website	

Job Description

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

We are seeking an experienced communications professional to join our dynamic Communications team.

You are adept at developing and leading communications strategies focused on delivering clear outcomes. 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 aged care sector.

You will have a passion for translating complex, technical content into plain language that is engaging and informative. You will share our commitment to innovation and best practice and thrive in a busy team motivated by continuous improvement.

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.

Duties

The position

This is a full-time non-ongoing role until the end of June 2024 with the potential to extend.

Position Duties

Responsibilities will include:

- **Communications design:** Lead the design, delivery and evaluation of communications strategies, projects and activities
- **Content development:** Produce quality content for communications products with a focus on clear, simple messaging tailored to different audiences. This includes translating complex, technical information into plain language and adopting a user-centred approach to developing content for a range of products and audiences.
- **Planning and monitoring:** Contribute to communications planning and reporting, and the ongoing review of progress and priorities.
- **Reporting:** Collate, record and report on communications activities, providing both qualitative and quantitative information to contribute to continuous improvement.
- **Positive working relationships:** Develop strong relationships with both internal and external stakeholders.
- **Contribute to overall team performance:** Actively contribute to the strategic development and implementation of the Commission's communications program and team culture. • **Contribute to overall team performance:** Actively contribute to the strategic development and implementation of the Commission's communications program and team culture.

Eligibility

- Demonstrated experience in the development and delivery of communications products and activities.
- Demonstrated experience in the development and delivery of complex communications projects.
- Excellent attention to detail, proof-reading and editing skills (strong grammar and spelling) including experience in translating complex information into plain English.
- Excellent communication skills, including the ability to develop productive working relationships with both internal and external stakeholders.
- Demonstrated initiative in identifying and resolving problems or complex issues and working collaboratively to develop solutions.
- Demonstrated ability to meet deadlines while balancing competing tasks and priorities.
- Bachelor's degree in Communications, Public Relations, Journalism or similar field and/or minimum 5 years' experience in similar roles.
- Experience in health and/or consumer communications is desirable but not essential.

Notes

Salary offered will be between \$89,394 and \$100,849 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

Your application must include a statement of claims against the Eligibility Requirements in no more than 600 words.

This non-ongoing opportunity will be offered to 30 June 2024 with a possibility of extension to a maximum of three years.

Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care. The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life. We aim to build confidence and trust in aged care, empower consumers, promote best practice service provision, promote quality standards and hold providers to account for their performance against the expected standards of care. We seek to promote an aged care system that develops safer systems of care, inculcates a culture of safety and quality, and learns from mistakes, while providing the oversight that can assure the community that aged care services are operating as they should,

including working on continuous improvement. Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

To Apply

Position Contact	Suzi Clark, 02 8623 6288
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers/current-vacancies

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Health

Vacancy VN-0732919

Department of Health and Aged Care

Closing Date: Thursday 23 November 2023

Australian Industrial Chemicals Introduction Scheme
Industrial Chemicals

Job Title	Executive Level 2 - Director, Industrial Chemicals (Several Positions)
Job Type	Full-Time, Ongoing
Location	Surry Hills NSW
Salary	\$133,555 - \$158,121
Classification	Executive Level 2
Position Number	23-AICISDIV-21243
Agency Website	

Job Description

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

The Australian Industrial Chemicals Introduction Scheme (AICIS) is the independent regulatory scheme for the importation and manufacture of industrial chemicals in Australia. AICIS is seeking to fill several Director roles. These positions are responsible for leading teams that aid in the protection of the Australian people and the environment by assessing the human health and environmental risks of industrial chemicals.

The successful candidates will be required to demonstrate the ability to guide, mentor and supervise staff in a regulatory

environment, lead and manage change, accept responsibility for delivery of work plans, communicate effectively with a diverse range of stakeholders, work under pressure and meet tight deadlines, exercise sound judgement and negotiate and influence outcomes.

Duties

Duties common to all positions

- Supporting and mentoring staff in order to develop and maintain a high performing, collaborative and innovative team and a positive work culture
- Providing sound advice, within the remit of your responsibilities, to senior management
- Building and maintaining networks across Australian Government, industry and community stakeholders
- Representing AICIS at external forums
- Supporting parliamentary processes, for example through responding to ministerial correspondence and preparation of Ministerial Submissions and Briefs
- As part of the Executive Team, contribute to the efficient and effective delivery of AICIS's regulatory responsibilities and assist in meeting organisational objectives
- Exercising approved delegations under the Industrial Chemicals Act 2019 and the Department's financial and HR delegations
- Modelling the professional work standards and behaviours outlined in the APS Values, Employment Principles and Code of Conduct.

Eligibility

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

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

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

For this role applicants must be able to **obtain and maintain a Baseline security clearance**, or hold a current security clearance at an appropriate level. **Notes**

Applications close **11:30pm AEDT**.

Applicants are asked to quote reference number **23-AICISDIV-21243** to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Dr Roshini Jayewardene, 0438287268
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0732951

Department of Health and Aged Care

Closing Date:Friday 08 December 2023

People Comm and Parliamentary
Public Information Various

Job Title	Senior Communication Officer
Job Type	Full-Time, Ongoing
Location	Woden ACT, Sydney NSW, Melbourne VIC, Perth WA, Adelaide SA
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-PCPDIV-21023
Agency Website	

Job Description

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

- Provide strategic communication advice to a range of stakeholders throughout all stages of a public relations or advertising campaign.
- Plan and deliver communication strategies and activities to support the objectives of our clients.
- Deliver communications to a range of audiences using different channels.
- Consider the needs of diverse audiences, including people with disability, people from multicultural backgrounds and First Nations audiences, and develop appropriate communication strategies, content and channels to engage with them.
- Collaborate with colleagues to manage, integrate, and implement communication activities across multiple channels.
- Draft a variety of communication documents including strategies, briefs, reports, talking points and complex correspondence.

- Develop highly targeted content and consumer resources for various communication channels that will engage and resonate with target audiences.
- Manage procurement and contracts for communication consultants involved in the development of campaigns.
- Have strong organisation, time management and attention to detail with the ability to manage multiple projects and stakeholders to deliver desired outcomes within expected timeframes.
- Ability to manage competing priorities.
- Manage budgets.
- Supervise staff.

Duties

The Department of Health and Aged Care is looking to fill Senior Communication Officer and Senior Campaign Officer roles across our strategic communication and campaigns sections.

As a Senior Communication/Campaign Officer, you will be proactive and agile and have experience in public relations, marketing and communication strategy development.

Senior Communication and Campaign Officers have the opportunity to work on a wide range of important programs and initiatives that directly benefit the health and wellbeing of Australians.

We want to hear from you if you:

- Have experience in strategic communication, public relations, campaigns or marketing.
- Want to work on subjects that make a real difference and help keep Australians healthy and safe.
- Know the value of data and evidence in developing and implementing effective communication strategies.
- Are willing to learn and develop your skills.
- Have an interest in health, aged care and sport and want to help our policy colleagues communicate with and protect the Australian community.

Eligibility

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

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

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

Notes

- Applications close 11:30pm AEST
- Applicants should quote reference number 23-PCPDIV-21023 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. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Ruby Green, 0262897797
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0732992

Department of Health and Aged Care

Closing Date: Thursday 23 November 2023

Information Technology Division
Health Business Systems Branch

Job Title	APS Level 5 - Administration Officer- Health Business Systems Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Hobart TAS
Salary	\$81,372 - \$88,000
Classification	APS Level 5
Position Number	23-ITDIV-21093
Agency Website	

Job Description

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

The Administration Officer is accountable under limited supervision to perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce.

- You will be accountable for organising workflow and making independent decisions relating to your area of responsibility.
- You will interpret and provide advice within the administration function based on legislation, policy and procedures.
- You will undertake specialist research, conduct reviews, assessments and perform procedural, administrative support work to achieve results.
- You will coordinate and contribute to the work of a team consistent to a work plan and provide assistance on methods of task completion to team members.
- You will be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit outcomes.

Duties

- Create and track service requests in accordance with agreed procedures and performance standards.
- Provide thorough triage, investigation and analysis of issues escalated by reviewing design and functional specification documentation, and attempting to replicate in lower environments.
- Assist in and/or be responsible for preparation and secretariat for meetings.
- Assist in preparation of ongoing reporting and preliminary assessments.
- Engage with stakeholders to understand their requirements, expectation and concerns.
- Work collaboratively to provide a responsive service function and contribute to the ongoing review and improvement of the function.
- Familiarise themselves with the functionality of the systems they support.
- Ensure service documentation including service templates, knowledge base articles, approval criteria, usability documentation etc. are maintained and updated as necessary.
- Provide high level customer support to system users directly, both via email and telephone.
- Show a dedication to service delivery excellence through an ongoing commitment to improving the level of support.
- Major incident management activities.
- Other duties as directed.

Eligibility

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

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

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

For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level. **Notes**

- **Applications close 11:30pm AEDT**
- Applicants are asked to quote reference number **23-ITDIV-21093** to assist when making an enquiry.

- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires **a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

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To Apply

Position Contact	Jestin Chackala Tom, 0451 489 257
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0733110

National Mental Health Commission

Closing Date: Thursday 23 November 2023

National Mental Health Commission

Job Title	Chief Financial Officer (CFO)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Tasmania TAS, Brisbane QLD
Salary	-
Classification	Executive Level 2
Position Number	20040842
Agency Website	https://www.mentalhealthcommission.gov.au/About

Job Description

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

The Role

The CFO is a critical management position in the Commission, working in close partnership with the Chief Operating Officer, to take responsibility for the Commission's financial strategic planning, management and compliance. The CFO is also responsible for monitoring and maintaining financial allocations and budgets and providing strategic advice to the CEO, Executive Committee and management of the Commission.

Duties

Key Responsibilities

- Provide strategic financial advice to the CEO and Executive Committee, including on departmental and administered budget management.
- Provide expert advice to Commission staff and management on financial management matters.
- Provide effective leadership of the Commission's finance function and deliver a range of financial services in close cooperation with the Department of Health and Aged Care shared and common services teams, including payroll, accounts payable and receivable, financial assurance and compliance, and financial reporting and treasury services.
- Manage preparation of the Commission's annual Financial Statements in line with finance law and accounting standards.
- Provide strategic input into organisational strategy and culture as part of the Commission's management team.
- Support the delivery of general corporate services and contribute to other corporate priorities and functions.

Eligibility

Eligibility

To be employed by the Commission in the CFO role applicants must be an Australian citizen and hold, or be eligible to hold a baseline security clearance.

All successful applicants for this position will be asked to complete pre-engagement checks including a police check.

Notes

The Commission is open to receiving applications from all locations on either a remote working arrangement or relocation basis.

About the National Mental Health Commission

The Commission monitors and reports on investment in mental health and suicide prevention initiatives, provides evidence based policy advice to Government and disseminates information on ways to continuously improve Australia’s mental health and suicide prevention systems, and acts as a catalyst for change to achieve those improvements. This includes increasing accountability and transparency in mental health through the provision of independent reports and advice to the Australian Government and the community. We work with stakeholders, particularly people with living experience of mental health, their families and other support people to ensure mental health reforms are collectively owned and actioned. We work across all areas that promote mental health and prevent mental illness and suicide – not just government and not just health, but education, housing, employment, human services and social support, so that all Australians achieve the best possible mental health and wellbeing. The Commission is an executive agency established on 1 January 2012 under the Public Service Act 1999 and is a non-corporate Commonwealth entity under the Public Governance, Performance and Accountability Act 2013. We are accountable to the Australian Parliament through the Health Portfolio.

To Apply

Position Contact	Paul McCormack, 0409 456 490
Agency Recruitment Site	https://www.mentalhealthcommission.gov.au/about/employment

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Home Affairs

Vacancy VN-0733104

National Emergency Management Agency

Closing Date:Thursday 23 November 2023

N/A
National Crisis Operations Capability and Readiness

Job Title	NEMA Supervisor, Culture and Retention
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$87,793 - \$98,660
Classification	APS Level 6
Position Number	130137
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130137/>

National Emergency Management Agency:

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters;
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and
- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework

Overview of the Branch and Section:

The Culture and Retention team is part of the Capability and Readiness Section, which is in the National Crisis Operation Branch (NCOB). NCOB provides awareness of unfolding and potential situations, decision support, prediction of potential community impacts and impact and consequence assessment for crisis that are emerging or underway. These functions support NEMA Crisis Coordination Teams to prepare for and respond to nationally-significant events

through the activation of National Plans and coordination of Australian Government non-financial assistance. The Australian Government National Situation Room sits with the branch.

About the role:

The Supervisor Culture and Retention assists the Assistant Director in the identification of improvements to be made within this highly dynamic branch, develops and implements the improvements to ensure capability and readiness for our high performing staff. Areas of focus include developing a recruitment strategy for the branch, implementing culture initiatives, maximising wellbeing opportunities for staff, and strengthening communication initiatives. The Culture and Retention team works closely with all Sections within the branch including National Situation Room Operations, Information Collection Management, and Crisis Planning and Response, to ensure all staff are supported to enable them to complete their fast paced and at times high pressure roles in consequence management.

This selection process is being used to fill immediate Non-ongoing vacancies. Non-ongoing positions for a specified term may be offered for an initial period of up to 12 months, with the possibility to extend for a total maximum period of 2 years.

Our ideal candidate:

The successful candidate will be a team player with a positive mindset. They will be driven to improving the culture within the branch and will work closely with stakeholders to successfully to achieve this. As we are heading into the higher risk weather season, the candidate will have the opportunity to nominate to be part of the Crisis Coordination Team model to support state and territory requests for assistance, and to increase their knowledge and experience in emergency management.

Duties

Specific duties/responsibilities:

Work with the Assistant Director Culture and Retention to:

- Develop and implement organisational culture enhancement and retention initiatives
- Develop branch recruitment strategies
- Identify and implement wellbeing and WHS strategies and practices in conjunction with NEMA Wellbeing and Conditions team
- Identify and implement mental health support initiatives
- Improve branch communications (i.e. NCOB SharePoint, Branch stand up, Comms board)
- Design development pathways for branch team members.

Role requirements/qualifications:

- A positive mindset
- The candidate must have highly-developed oral and written communication skills including ability to liaise confidently with stakeholders
- The team and wider branch are currently undergoing growth and therefore the candidate should have a demonstrated history of flexibility and resilience
- Must hold, or have the ability to gain, an NV1 security clearance, and satisfy AFP building access requirements.

Eligibility

To be eligible to work with the National Emergency Management Agency you must:
Be an Australian Citizen

- Fulfil the Department's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (where applicable).

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

Notes

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

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

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

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Kristy Hobbs, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/130137/

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Home Affairs

Vacancy VN-0733107

National Emergency Management Agency

Closing Date: Thursday 23 November 2023

N/A
National Crisis Operations Culture and Retention

Job Title	NEMA Assistant Director, Culture and Retention
Job Type	Full-Time, Non-Ongoing
Location	Various locations - ACT ACT
Salary	\$112,822 - \$128,586
Classification	Executive Level 1
Position Number	130138
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130138/>

National Emergency Management Agency:

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Commonwealth authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with states and territories to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters;
- Have officers located across Australia, working in partnership with states and territories to support disaster-affected communities to collectively build resilience, reduce risk and harm, and effectively respond to and recover from disasters
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the

Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and

- Provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework

Overview of the Branch and Section:

The Culture and Retention team is part of the Capability and Readiness Section, which is in the National Crisis Operation Branch (NCOB). NCOB provides awareness of unfolding and potential situations, decision support, prediction of potential community impacts and impact and consequence assessment for crisis that are emerging or underway. These functions support NEMA Crisis Coordination Teams to prepare for and respond to nationally-significant events through the activation of National Plans and coordination of Australian Government non-financial assistance. The Australian Government National Situation Room sits with the branch.

About the role:

The Assistant Director Culture and Retention identifies improvements to be made within this highly dynamic branch, and develops and implements the improvements to ensure capability and readiness for our high performing staff. Areas of focus include developing a recruitment strategy for the branch, implementing culture initiatives, maximising wellbeing opportunities for staff, and strengthening communication initiatives.

The Culture and Retention team works closely with all Sections within the branch including National Situation Room Operations, Information Collection Management, and Crisis Planning and Response, to ensure all staff are supported to enable them to complete their fast paced and at times high pressure roles in consequence management.

This selection process is being used to fill immediate Non-ongoing vacancies. Non-ongoing positions for a specified term may be offered for an initial period of up to 12 months, with the possibility to extend for a total maximum period of 2 years.

Our ideal candidate:

The successful candidate will be a positive leader who is a self-starter. They will be driven to improve the culture within the branch and will work closely with stakeholders to successfully to achieve this. As we are heading into the higher risk weather season, the candidate will have the opportunity to nominate to be part of the Crisis Coordination Team model to support state and territory requests for assistance, and to increase their knowledge and experience in emergency management.

Duties

Specific duties/responsibilities:

- Develop and implement organisational culture enhancement and retention initiatives
- Develop branch recruitment strategies
- Identify and implement wellbeing and WHS strategies and practices in conjunction with NEMA Wellbeing and Conditions team
- Identify and implement mental health support initiatives

- Improve branch communications (i.e. NCOB SharePoint, Branch stand up, Comms board)
- Design development pathways for branch team members.

Role requirements/qualifications:

- A positive mindset
- The candidate must have highly-developed oral and written communication skills including ability to liaise confidently with stakeholders
- The team and wider branch are currently undergoing growth and therefore the candidate should have a demonstrated history of drive, vision and change management
- Must hold, or have the ability to gain, an NV1 security clearance, and satisfy AFP building access requirements.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (if applicable).

Notes

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

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

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

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To Apply

Position Contact	Kristy Hobbs, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/130138/

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Home Affairs

Vacancy VN-0733112

National Emergency Management Agency

Closing Date: Thursday 23 November 2023

N/A
National Crisis Operations Crisis Analysis and Planning

Job Title	NEMA Assistant Director, Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$112,822 - \$128,586
Classification	Executive Level 1
Position Number	130186
Agency Website	https://nema.gov.au/about-us

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/130186/>

National Emergency Management Agency (NEMA) was established on 1 September 2022 as a single, accountable Australian Government authority that delivers a whole-of-nation approach to reducing disaster risk, planning, preparing for, responding to and recovering from all hazards across the emergency management continuum.

NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we:

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters;
- Work with communities, industry and non-government organisations by connecting local Coordination and Planning Officers and other NEMA staff throughout Australia, to share lessons learnt, provide awareness on navigating Government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning;
- Provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the Commonwealth, state and local Government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and
- Provide 24/7 all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

Overview of the Branch and Section:

The Crisis Analysis and Planning Section conducts analysis and planning ahead of, and in response to, domestic and international all hazards crises affecting Australia or Australian interests. The Section:

- manages the activation of national crisis plans and requests for Commonwealth non-financial assistance;
- supports crisis planning by providing all hazard predictive, impact and consequence analysis for domestic and international crises affecting Australia or Australian interests;
- forms the Crisis Coordination Teams (CCT);
- identifies and sources information to support the National Situation Room.

The Section engages broadly across Government, with the states and territories, and with capability owners that provide federal and jurisdictional assistance for domestic and offshore crises.

The Section sits within the National Crisis Operations Branch (NCOB), which is responsible for a wide range of other intelligence analysis functions, including 24/7 situational awareness and open source interrogation and reporting. NCOB provides awareness of unfolding and potential situations, prediction of potential community impacts and consequence assessment for crisis that are emerging or underway to provide decision support.

These functions support the NEMA Crisis Coordination Teams to prepare for, and respond to, nationally-significant events through the activation of National Plans and coordination of Australian Government non-financial assistance. The Australian Government National Situation Room sits with the Branch.

About the role:

The Assistant Director Intelligence Analyst, within the Crisis Analysis and Planning Section, operates under limited direction to oversee the prioritisation, allocation of resources and development of the analysis capability and a range of intelligence products.

In a dynamic and rapidly evolving environment, the Assistant Director ensures the delivery of high quality advice and analysis that is trusted and valued. The Assistant Director works in close collaboration with others to develop a range of intelligence products that inform and support decision making and planning actions. This includes working closely with other professionals, jurisdictions, stakeholders and partner agencies to ensure analysis and products meets the strategic and operational needs of NEMA and its stakeholders.

At times, staff within NEMA may be required to work outside of standard business hours, particularly during the high-risk weather season.

Our ideal candidate:

The successful candidate will be a positive leader who is a self-starter. They will be driven to improve the Branch's analytical capabilities and will work closely and collaborate with stakeholders and across teams to successfully to achieve this. They will be an experienced intelligence officer with exceptional attention to detail and sound judgement. With experience leading teams, the successful candidate will also be skilled in providing high level advice and briefings, including preparing Ministerial briefings.

As we are in the higher risk weather season, the candidate will have the opportunity to nominate to be part of the Crisis Coordination Team to support state and territory or international requests for assistance, and to increase their knowledge and experience in emergency management.

We encourage applications from First Nations people, people with disability, LGBTQIA+ people, people from culturally and linguistically diverse backgrounds, mature age people and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

Duties

Specific duties/responsibilities:

- Demonstrate leadership in highly stressful and complex environments to achieve strategic priorities
- Maintain relationships with external stakeholders to ensure NEMA operational outcomes
- Enhance the analytical capability within NEMA
- Conduct frequent reviews of information and methods of analysis to enable the relevant, accurate and timely methods of information gathering
- Support the Crisis Appreciation and Strategic Planning (CASP) process

- Engage with internal stakeholders to develop high quality analysis products, ensuring integration with existing products, including the National Joint Common Operating Picture (NJCOP)
- Demonstrate sound decision making and judgement to provide high level advice and briefings, including preparing Ministerial briefings and provide capability advice
- Lead a small team working under shift arrangements, including maintaining and managing the staffing roster
- Participate in and/or lead Crisis Coordination Team activities, as required.

Role requirements/qualifications:

- A positive 'can do' mindset
- The candidate must have highly-developed oral and written communication skills including ability to liaise confidently with stakeholders and provide high level advice and briefings
- The candidate must have relevant analysis or assessment experience
- The candidate must demonstrate sound decision making and judgement
- Must hold, or have the ability to gain, an NV1 security clearance, and satisfy AFP building access requirements.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process
- Obtain and maintain the required AGSVA clearance
- Satisfy a probation period
- Undergo a health assessment (if applicable).

Notes

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

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

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

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

About the National Emergency Management Agency

Who we are: NEMA works closely with local communities as well as state and territory governments to deliver the best outcome for communities across Australia. To help communities respond and recover, while preparing Australia for future emergencies, we: • fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters; • work with communities, industry and non-government organisations by connecting local Regional Support Officers and other NEMA staff right around Australia, to share lessons learnt, provide awareness on navigating government services, and gain community and industry-led ideas and concepts to inform strategic policy and planning; • provide national leadership to share knowledge, situational awareness, and trends in disaster efforts to inform, guide and shape the national picture and decision-making at the

Commonwealth, state and local government level – including through policy development and strategy to improve risk reduction, resilience and recovery; and • provide round-the-clock all-hazards monitoring and operational coordination for domestic and international emergencies, including supply chain disruptions, critical infrastructure outages, biosecurity risks and widespread cyber-attacks, and through supporting preparedness and response activities, including through the operationalisation of the Australian Government Crisis Management Framework.

To Apply

Position Contact	Jacqui Cristiano, -
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/130186/

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Industry, Science, Energy and Resources

Vacancy VN-0732948

Department of Industry, Science and Resources (DISR)

Closing Date: Thursday 30 November 2023

Anti-Dumping Commission
Strategy & Legal

Job Title	Director
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$136,550 - \$147,019
Classification	Executive Level 2
Position Number	0420_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

We are Australia's international trade remedies authority - the Anti-Dumping Commission. The Commission conducts investigations into allegations of unfair trade practices involving goods entering Australia and administering Australia's anti-dumping legislation. These investigations seek to deliver a level playing field for industry. Professionalism, excellence and independence underpins the Commission's world-class reputation.

The Commission's Strategy and Legal Branch provides critical advisory and strategic support to the Commission, to enable the efficient and effective conduct of investigations case work.

The Branch currently delivers:

- domestic and international stakeholder engagement
- data management and analysis
- governance and performance reporting
- advisory support to Australian businesses
- practice improvement design and implementation
- specialist recruitment, training and development
- corporate and business services, and
- legal advice and dispute settlement representation.

The Commission is a connected team of professionals with investigative, accounting, auditing, business, legal, economic and international trade skills and experience. Our goal is for staff to reach their full potential through engaging work, career growth opportunities, and a connected team of peers and leaders. The Commission is part of the Industry, Science and Resources portfolio.

Our ideal candidate

We are seeking leaders who have diverse experience and perspectives, and that are willing to apply strong leadership skills to solve problems and work collaboratively. We are looking for motivated and experienced leaders who have:

- well-developed ability to lead, manage and develop high performing teams, fostering a positive, respectful and innovative workplace culture.
- a demonstrated ability to manage resources to deliver competing projects to strict deadlines.
- experience conducting objective, critical analysis and distilling the core issues and confidently presenting messages in a clear, concise and articulate manner to a range of audiences.
- a demonstrated ability to understand an organisation's direction and how the work of own business area fits into the organisation, wider community and whole of government agenda.

- a demonstrated ability to predict problems and takes steps to minimise or prevent them; identify and articulate potential risks and communicate risk mitigation to senior leadership.
- experience cultivating productive working relationships by consulting, promoting open discussion, and sharing information with key stakeholders internally and externally.
- knowledge of, or ability to quickly acquire knowledge of, Australia's anti-dumping system and related WTO agreements.
- the values of independence, impartiality, excellence, innovation, and have high standards of professional and personal integrity consistent with APS Values, APS Code of Conduct and the Commission's values.

If you are eager to make a positive impact and have the skills, experience and motivation to succeed in this role, we welcome your application.

Experience with any of the following would be highly regarded:

- best practice regulatory administration.
- leading a range of stakeholder engagement functions, including international engagement, secretariat support, and public facing advisory services.
- data analysis and improvement to support operational performance and business reporting.

Duties

Strategy and Legal Branch is seeking to fill existing and expected opportunities at the EL 2 Director level in non-legal roles. This is an opportunity for qualified and experienced leaders to influence operational and strategic outcomes for the Commission.

- Reporting to the Deputy Commissioner, Strategy and Legal Branch, you will:
- lead and manage a team responsible for managing one or more functions of the branch.
- represent the Commission in domestic and international meetings and conferences.
- facilitate cooperation and partnership with users of the anti-dumping system and other federal government departments.
- use and improve data sources to report on regulatory and corporate performance.
- contribute to the strategic leadership of the organisation, including business planning and practice improvement.
- provide advice and support to the Commissioner and Deputy Commissioners to achieve operational and strategic outcomes.
- provide strong leadership, effectively manage work programs and build a positive and productive team environment.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is VIC - Melbourne - Spring St based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Jessica Casben, 03 8539 2507
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0732965

Department of Industry, Science and Resources (DISR)

Closing Date: Thursday 23 November 2023

Oil & Gas
National Offshore Petroleum Titles Administrator

Job Title	Titles Administration Officers (Multiple positions)
Job Type	Full-Time, Ongoing
Location	Perth WA, Melbourne VIC
Salary	\$72,967 - \$78,763
Classification	APS Level 4
Position Number	0408_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

This position forms part of the Titles Team with the National Offshore Petroleum Titles Administrator (NOPTA) and the Offshore Infrastructure Registrar (the Registrar). NOPTA is responsible for the day-to-day administration of petroleum and greenhouse gas titles in Commonwealth waters in Australia. NOPTA is the first point of contact for matters relating to offshore titles administration. The Registrar administers licences for offshore renewable energy projects, including transmission and related infrastructure in Australian Commonwealth waters. Staff supporting the Registrar are located within NOPTA.

The Titles Team has four core functions:

- Undertake assessment of offshore petroleum and greenhouse gas storage titles (titles) applications, in accordance with the Offshore Petroleum and Greenhouse Gas Storage Act 2006 (the Act) and associated regulations and guidelines.
- Maintain an accurate and up to date register of titles utilising the National Electronic Approvals Tracking System.
- Act as the point of contact between industry and government on offshore petroleum and greenhouse gas storage titles applications.
- Provide guidance to industry on matters pertaining to compliance with the offshore petroleum regulatory framework.

The opportunity

These are key roles in the Titles team, supporting the Assistant Managers in the provision of essential administrative support.

What's in it for you?

At NOPTA, we place a high value on judgement and initiative. We strive for continuous improvement and have a unique and supportive environment where communication, collaboration and respect are at the forefront of everything we do. Join our team at NOPTA and experience a range of positive and inclusive benefits, such as:

- Supportive, people-focused leadership
- Strong diversity and inclusion ethos
- Generous leave provisions, including volunteer and flex leave
- Targeted training and development opportunities
- Socially conscious workforce
- Modern, inner-city office spaces

Our ideal candidate

Our ideal candidate is enthusiastic and ready for the challenge of being part of an innovative organisation. Your skills and experience will be in line with the APSC Work level standards for an APS Level 4 position, and you will be able to demonstrate the following:

- Strong oral and written communication skills.
- Good judgement and initiative, with a logical approach to problem solving.
- Very good attention to detail with the ability to follow checklists and procedures.

Strong administrative skills and demonstrated capacity to work independently under minimal supervision to achieve outcomes. **Duties**

You will support the Assistant Manager, Titles in the provision of administration support. Key responsibilities will include, but not be limited to:

- Update templates, checklists, procedures, and processes for the Titles Team.
- Undertake file audits, manage filing and mandatory record keeping.
- Receipt applications using electronic systems and updating databases.
- Maintain the registers of offshore petroleum and greenhouse gas storage titles.
- Respond to enquiries from individuals and external agencies, based on agreed policy, legislation and procedures.
- Undertake general administrative duties, office administration and projects.
- Assess non-complex titles applications.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The following qualities are highly desirable:

- An ability to work within a multidisciplinary team.
- Experience working in a government setting.

- Experience using electronic systems and databases and/or electronic workflow systems.
- Experience working on offshore resources related matters.

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

The department does currently offer flexible work opportunities for many roles. This vacancy is VIC - Melbourne - William St, WA - Perth - Mounts Bay based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Dawn Belcher, 08 6424 5311
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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**Industry, Science, Energy and
Resources**

Vacancy VN-0732973

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

Closing Date: Thursday 23 November 2023

Oil & Gas
National Offshore Petroleum Titles Administrator

Job Title	Titles Officers (Multiple positions)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Perth WA
Salary	\$80,250 - \$84,668
Classification	APS Level 5
Position Number	0394_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

These positions form part of the Titles team with the National Offshore Petroleum Titles Administrator (NOPTA) and the Offshore Infrastructure Registrar (the Registrar). NOPTA is responsible for the day-to-day administration of petroleum and greenhouse gas titles in Commonwealth waters in Australia.

NOPTA is the first point of contact for matters relating to offshore titles administration. The Registrar administers licences for offshore renewable energy projects, including transmission and related infrastructure in Australian Commonwealth waters. Staff supporting the Registrar are located within NOPTA.

The work of the Titles Team has a strong regulatory and legislative basis, requiring team members to interpret legislation and apply it in conducting day to day administrative activities and assessing applications. Titles related applications are technical in nature and team members work

closely with technical experts within NOPTA to draft assessment reports in plain English for non-technical readers.

The Titles Team has four core functions:

- Undertake assessment of offshore petroleum and greenhouse gas storage titles (titles) applications, in accordance with the Offshore Petroleum and Greenhouse Gas Storage Act 2006 (the Act) and associated regulations and guidelines.
- Maintain an accurate and up to date register of titles utilising the National Electronic Approvals Tracking System.
- Act as the point of contact between industry and government on offshore petroleum and greenhouse gas storage titles applications.
- Provide guidance to industry on matters pertaining to compliance with the offshore petroleum regulatory framework.

The opportunity

These are challenging and important roles that require individuals who are adaptable and thrive on implementing continuous improvement.

What's in it for you?

At NOPTA we value innovation and encourage creativity. We strive for continuous improvement and have a unique and supportive environment where communication, collaboration and respect are at the forefront of everything we do. Join our team at NOPTA and experience a range of positive and inclusive benefits, such as:

- Opportunities for remote and hybrid work arrangements
- Supportive, people-focused leadership
- Strong commitment to diversity, equity, inclusion and belonging
- Generous and flexible leave provisions
- Opportunities to develop and diversify your skills

Our ideal candidate

Our ideal candidate will be outcome focused and stakeholder oriented, with excellent communication and time management skills. You will work with others across the organisation to achieve outcomes and engage with external stakeholders.

We are looking for people who demonstrate a proven track record in the following:

- The ability to initiate, develop, implement, and support team administration processes.
- The ability to provide project support for project managers.
- The ability to interpret and understand legislation and to follow procedures with accuracy.
- The ability to meet deadlines and be highly organised.
- The ability to prepare assessment reports, title instruments and briefs with accuracy and attention to detail.
- The ability to work independently and meet timeframes with minimal supervision.

Duties

You will support the team management to ensure the team meets its legislative and corporate obligations in relation to offshore petroleum and greenhouse gas storage titles administration, including the following key responsibilities:

- Administrative duties include receipting applications, liaising with industry applicants, maintaining records and the titles register, implementing decisions, submitting Gazette notices for publication, conducting file audits of completed applications, and maintaining public titles register database (National Electronic Approvals Tracking System).
- Processing and assessing offshore petroleum and greenhouse gas storage titles applications within a specified timeframe, and in accordance with the legislation, regulations, guidelines, and application processing procedures.
- Implement application outcome decisions in a timely manner and in accordance with legislative requirements and procedures.
- Assist in identifying and implementing improvements to team procedures, templates, forms, and guidance material for applicants.
- Respond to enquiries from individuals and external agencies, based on agreed policy, legislation, and procedures.
- Attend stakeholder meetings and taking minutes.
- Ensure that the comprehensive and accurate system of records is maintained by the accurate and timely input of data.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The following qualities are highly desirable:

- Strong oral and written communication skills.
- Experience assessing applications in accordance with legislation and/or assessment criteria.
- Experience working with databases and/or electronic workflow systems.
- Experience working on offshore resources related matters.
- Qualifications or commensurate experience in a relevant field.

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

The department does currently offer flexible work opportunities for many roles. This vacancy is VIC - Melbourne - William St, WA - Perth - Mounts Bay based, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Jagath Munasinghe, 03 8199 0322
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and
Resources

Vacancy VN-0732999

Department of Industry, Science and Resources
(DISR)

Closing Date:Thursday 23 November 2023

AusIndustry
Business Outreach & Engagement Business Outreach North

Job Title	Regional Manager - Southern WA
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	0368_10/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

For over 25 years AusIndustry continues to be a valuable hub, nurturing partnerships and networks, providing information and connections to help navigate the local, state and commonwealth government support to get the best for each business.

With established relationships we work with businesses every day. We are connected to regions, communities and industries and enable government engagement to businesses.

Our business insights inform and improve policy and programs across government. We aim to enable economic growth with productive, innovative, and sustainable Australian businesses. The AusIndustry Business Outreach network section is the department's front-line, face-to-face national service offering. AusIndustry provides a network of 30 Regional Managers across the country who are connected to regions, communities and industries and is your local business connection.

Regional Managers provide impartial, trusted guidance tailored to local businesses. They take time to listen and understand the business needs and identify government support mechanisms to enable growth opportunities. They nurture partnerships and networks, provide connections, and help businesses navigate local, state and federal government.

AusIndustry is building its capability to better support First Nations businesses in accessing market opportunities through our Regional Managers. Our aim is to provide more opportunities, connections and networks across the economy. We want to do our part to shift the dial and improve economic opportunities for First Nations peoples and communities, creating a notable economic impact for the Australian economy.

What's in it for you?

- Trusted relationships resulting in uptake of service and funding opportunities:
 - Increasing business engagement with and uptake of government (DISR and other) services and funding opportunities by building/sustaining trusted relationships.
- Stakeholder engagement:
 - Creating and strengthening relationships with key internal and external stakeholders to provide quality referrals for Southern WA businesses.
- Regional and business intelligence:
 - Providing on ground intelligence and case studies to support the growth of business and industry in the region.
- A connected network:
 - Part of a large national network of Regional Managers working towards a strong business and economic base for regional Australia.

Our ideal candidate

As a Regional Manager you will undertake complex work under broad direction. You will play a

major role in the face-to-face, front-line delivery of the department's national service offering. This includes working directly with the people who create, build and run Australian businesses to help them grow and succeed. You will help to guide local businesses with the right advice, networks, opportunities and information about programs, grants and services available from all levels of government. You will travel extensively throughout your region of responsibility as a key representative of the department and the Australian government.

Our ideal candidate will have:

- an understanding of business management and of key industry sectors, including their drivers and economic influences
- strong relationship management skills, including the ability to develop and foster networks and to manage and influence the expectations of key stakeholders
- a capacity to show a high level of initiative and to remain strongly motivated while working independently
- analytical and problem solving skills, including the ability to plan and develop solutions in situations that require considerable interpretation and analysis
- strong organisational skills, including the ability to monitor progress and deliver high quality outcomes on time in the context of multiple competing demands
- oral and written communication skills, including the ability to successfully navigate difficult conversations, and represent and speak on behalf of the organisation at public events
- knowledge of the local region, its key stakeholders and priority business sectors
- empathy with cultural sensitivities, challenges and opportunities for First Nations business, business management and key industry sectors, including their drivers, economic influences and the impact these have on First Nations business growth
- experience in using knowledge management systems and communications technologies
- knowledge of government programs and their delivery.

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

As the successful candidate, you will:

- Promote the government's business assistance programs and services.
- Travel across the region to ensure wide and representative engagement with stakeholders.
- Maintain a detailed understanding of business programs.
- Gain an awareness of emerging programs that may have relevance for businesses in the region.
- Maintain knowledge of industry and business profiles within the state.
- Develop lasting stakeholder networks within the region.
- Provide a regional contact point for applicants to the department's programs.
- Identify opportunities to build connections and opportunities within the region, through participation in local initiatives, committees, groups and taskforces.
- Manage marketing budgets, plans, events and sponsorship with the goal of raising the profile of the department and its programs.
- Undertake public presentations, formally representing the department's interests.
- Provide support to the Minister and Executives when in the State/Territory.
- Capture and analyse business and economic intelligence that support the department's interests.
- Liaise with internal and external stakeholders to prepare briefs, ministerial correspondence and requests.
- Keep senior staff informed, escalating issues and proposing solutions on the basis of good judgement and an understanding of priorities.

- Coach and mentor staff, providing effective feedback on work.

Eligibility

To perform this role you will require a current driver's licence.

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is based in any location within the Southern WA region – Bunbury, Busselton, Collie, Albany or Kalgoorlie.

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

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

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

To Apply

Position Contact	Brett Duane, 0448 614 943
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0733073

Department of Industry, Science and Resources (DISR)

Closing Date: Thursday 23 November 2023

National Measurement Institute

Job Title	Administrative Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$72,967 - \$78,763
Classification	APS Level 4
Position Number	0461_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The National Measurement Institute (NMI) is the Australian Government's national measurement authority. We play an important role in the Australian economy. NMI does this by leading, maintaining and regulating Australia's measurement system.

We deliver world-class measurement products, advice, and client services. NMI also administers the regulatory framework for measurement. Our national measurement standards are internationally recognised. We work to enhance and maintain these standards.

We value the different skills, knowledge, and perspectives our employees bring. NMI provides all employees with learning and development opportunities. We work to give everyone an equal opportunity to contribute and progress. NMI is committed to our values.

The opportunity

We are seeking an individual with personal drive and integrity in the context of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and APS Code of Conduct.

The Administrative Support Officer's (ASO) primary role is to provide administrative support within the office of the CEO and NMI site operations, particularly in Sydney. This includes support to the NMI Executive and other senior staff within NMI.

Note: This role will also require some weekend work over an approximate 6 month period.

What's in it for you?

- To gain experience in a very diverse range of activities
- To learn new skills
- The chance to use common sense, initiative and judgement and
- The opportunity to be part of a small high performance team that can make things happen.

Our ideal candidate

Our ideal candidate:

- is organised and has sound time management skills
- can use a range of office software including the Microsoft office suite of applications
- has the ability to follow policies and guidelines in order to complete tasks to required standards
- has good interpersonal skills
- has experience working with senior executives
- has the ability to work with limited supervision as well as part of a team
- can maintain confidentiality

Duties

As part of a small high performance team, the successful candidate will:

- prepare and maintain accurate registers of assets and other items
- assist with procurement matters and asset disposal processes
- support a range of property related projects
- assist with updating phone lists, organisation charts and contact lists
- assist with coordinating meetings, events, venue hire and catering
- assist with arranging domestic travel including itineraries and arranging flights and accommodation
- work effectively as part of a small team that provides administrative support to the NMI Executive and more broadly to the Division. In particular this includes the MNI Sydney site operations.
- carry out other administrative duties as required

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The property projects that are underway will involve some weekend work on site, certainly in the period Jan - Jun 2024.

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

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

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

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

To Apply

Position Contact	Virginia Gore, 02 8467 3441
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0733127

Geoscience Australia

Closing Date: Sunday 03 December 2023

Space Division
Positioning Australia

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$109,001 - \$123,220
Classification	Executive Level 1
Position Number	18914
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia is an Australian Government listed entity within the Industry, Innovation and Science portfolio.

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge and our strong partnerships, to the opportunities and challenges that face our nation.

We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

We are committed to the health, safety and wellbeing of our employees and offer a flexible and diverse workplace.

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

The SouthPAN project is a joint undertaking between Geoscience Australia and Land Information New Zealand and the project team comprises people from both organisations. The project will work with the prime systems integrator, providing government furnished elements and evidence of oversight and assurance during the establishment phase. Geoscience Australia and Land Information

New Zealand will continue to work with the prime following the completion of the project to maintain and improve the SBAS capability over its 15-year sustainment period.

Duties

We have an opportunity for a Project Manager with exceptional scheduling skills in the SouthPAN project team. The Project Manager is responsible for supporting the delivery of the SouthPAN project in accordance with our project management frameworks, the overall master and sub schedule integrity across the Systems Development Lifecycle (SDLC). The Project manager will manage a team of project officers and project coordinator(s). The Project Manager reports to the SouthPan Delivery Manager to deliver the SouthPAN project. They are part of the virtual SouthPAN project team located across Canberra and Wellington. This role will work closely with the SouthPAN Delivery Manager, Engineering Manager, Contract Manager, Project Directors, engineers, project management team, partner organisations, project stakeholders, and project supporting functions. They will provide technical leadership to the project support team.

What you will do

Working with a level of independence, in this role you will:

- Support the project management of SouthPAN within our project management framework and SLDC and ensuring frameworks are aligned to government best practice
- Planning, estimating and scheduling work in coordination with the SouthPAN Delivery Manager

- Proactively working with managers to highlight required resources to deliver project deliverables
- Leading the development and ongoing management of the SouthPAN Integrated Master Schedule ensuring accuracy and currency across all aspects of the schedule and sub schedules
- Work as part of a multidisciplinary virtual team across Australia and New Zealand
- Providing credible advice and recommendations on potential project initiatives including implications, risks and business impact – including reviewing business cases
- Proactively communicating with the SouthPAN managers, Directors and other stakeholders
- Support the identification and management/mitigation of project risks, issues and opportunities
- Keeping all parties informed ensuring each has the level of detail needed to make informed decisions

To be successful in this role, you will have the ability to:

- Translate high-level goals and outcomes into appropriate tasks for others
- Demonstrate an awareness of the implications of issues for own work and work area
- Develop detailed work break down structures and translate these into meaningful schedules
- Gather and investigate information and alternate viewpoints from a variety of sources through formal and informal means
- Identify problems and assesses their significance; take appropriate action to resolve them
- Create, manage and quality control advanced schedules in MS Project
- Maintain focus on quality to achieve key outcomes; adhere to documented procedures and see tasks through to completion
- Operate as an effective member of the virtual team; work collaboratively and cooperatively; draw on team strengths
- Take the initiative; progress work, and engage in additional tasks as required
- Demonstrate persistence and work hard to achieve objectives
- Structure messages clearly and succinctly, both orally and in writing
- Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

To be successful in your application, you will have:

- Experience leading teams within multi-disciplinary environment where you demonstrate collaboration, interpersonal communication and support to team members.
- Extensive demonstrable project management experience (at least 5 years) in a scientific organisation and/or government organisation using a common project management framework.
- Project management diploma or current project management certification, for example, in Prince2, PMP, MSP or equivalent demonstrated experience working with projects.
- Demonstrated advanced skills in MS Project
- Experience working as part of a virtual team
- Excellent communication skills, both written and oral.
- Proven ability to take personal responsibility for progressing work, meeting milestones and delivering results

Eligibility

- To be eligible for this position you must be an Australian Citizen at the closing date of application.

- The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.
- Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

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

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

To apply

Apply now by submitting your current CV along with a tailored statement (less than 700 words) outlining your skills and experience against the role profile. You should include specific examples that demonstrate your ability to perform this role.

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

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

About the Geoscience Australia

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

To Apply

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

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Industry, Science, Energy and Resources

Vacancy VN-0733128

Geoscience Australia

Closing Date: Sunday 26 November 2023

Space Division
Positioning Australia SouthPAN Section

Job Title	Project Officer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$90,555 - \$104,820
Classification	APS Level 6
Position Number	18915/18917
Agency Website	www.ga.gov.au

Job Description

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

Geoscience Australia acknowledges the Traditional Custodians of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respects to Aboriginal and Torres Strait Islanders Cultures: and to elders past and present.

About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture [click here](#).

Our team

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

The SouthPAN project is a joint undertaking between Geoscience Australia and Land Information New Zealand and the project team comprises people from both organisations. The project will work with the prime systems integrator, providing government

furnished elements and evidence of oversight and assurance during the establishment phase. Geoscience Australia and Land Information New Zealand will continue to work with the prime following the completion of the project to maintain and improve the SBAS capability over its 15-year sustainment period.

Duties

The Project Officer will provide project management and administrative support to the project team and contribute to the delivery of project outcomes. You will be required to work against established priorities and project management practices and methodologies to deliver quality outcomes. You will be required to perform research and analysis to make decisions that involve complex or escalated issues related to SouthPAN.

In this role you will:

- monitor project activities to ensure work remains on schedule to achieve short and long term goals
- develop and update MS project schedules, including associated reporting
- lead the preparation of reporting material for project funding partners, governing boards and advisory committees and coordinate project meetings
- manage project documentation and utilise corporate records management systems to ensure consistency and compliance
- lead small to medium projects in collaboration with the team, including:
- development of fit for purpose project documentation
- identification and manage project issues
- engagement with stakeholders to communicate project status and identify and respond to stakeholder's needs.
- actively support subject matter experts to develop and oversee the implementation of targeted communication plans and activities.
- apply professional project coordination skills and expertise to achieve complex outcomes;
- contribute to continuous improvement;
- build and sustain long-term relationships; liaise with a range of stakeholders including other teams, peers and colleagues;
- monitor projects against plans; manage priorities and agree adjustments to milestones as required
- adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical and professional way.

To be successful in the role you will:

- Experience working collaboratively within multi-disciplinary teams.
- Demonstrated advanced skills in MS Project.
- Project management diploma or current project management certification, for example, in Prince2, PMP, MSP or equivalent demonstrated experience working with projects.
- Excellent communication skills, both written and oral.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)

- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Sven Wittchenon (02) 6126 8745 or email Sven.Wittchen@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, '[Applying for an APS job: cracking the code](#)'. **Eligibility**

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information, please visit the [Australian Public Service Commission website](#).

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

Notes

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email hr@ga.gov.au.

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To Apply

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

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733010

Civil Aviation Safety Authority Australia

Closing Date: Thursday 23 November 2023

Stakeholder Engagement
Industry and Government Engagement

Job Title	Senior Industry Relations Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	3994
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

Duties

The Senior Industry Relations Officer is responsible for the following deliverables, which represent an ongoing body of work:

- Leads and manages a team to deliver the Secretariat function for CASA's primary engagement forum/s, including the Aviation Safety Advisory Panel (ASAP) and associated technical working groups (TWGs).
- Responsible for the development and maintenance of governance related material associated with CASA's primary engagement forum/s.
- Provides strategic advice to CASA business areas on methods to consult and engage with the aviation community to support regulatory change proposals.
- Prepare, coordinate and review meeting and other briefs and correspondence for the CEO/DAS and/or senior managers.
- Develops and implements a coordinated and strategic approach to deliver CASA's General Aviation Workplan.
- Build and maintain relationships across CASA's diverse business units and with a range of external stakeholders to identify

opportunities, deliver outcomes and facilitate cooperation.

- Identify and engage new stakeholders, considering future needs/direction of CASA and aviation sector.
- At all times, acts consistently in accordance with the CASA values and behaviours.
- Promote workplace safety, equity and diversity, participative management and environmental management practices in the workplace.

Our ideal candidate

To be successful in the role will require a high level of integrity, and strong communication and organisational skills to manage competing priorities for the successful delivery of branch, divisional and/or CASA-wide objectives.

You will have sound judgement, a high degree of initiative, attention to detail and discretion in dealing with business matters. You will have the ability to work collaboratively with others and build productive relationships to achieve results in a busy, fast paced environment.

Ideal candidates are those with an aviation industry or aviation policy and stakeholder engagement background. You will be a self-starter, motivated to contribute to aviation safety, have good judgement, be proactive and organised and results oriented. An understanding of government secretariat work would also be advantageous.

Our ideal candidate must demonstrate the following:

- Knowledge and experience working in a stakeholder engagement and/or government secretariat role.
- Highly developed interpersonal and stakeholder engagement skills with a strong ability to build effective relationships with aviation industry stakeholders and colleagues through consultation and collaboration.
- Excellent written and verbal communication skills, including an ability to present verbal and written information clearly in a well-structured and logical way, with experience in writing and presenting complex briefings, recommendations, and reports in a clear and concise manner.
- Ability to present documentation and communicate technical aviation terminology with technical and non-technical audiences.
- Excellent time management skills with an ability to adapt and manage multiple tasks/projects with changing and competing priorities whilst maintaining a high level of attention to detail.
- Knowledge and experience providing leadership with interpersonal, communication and relationship building skills.
- Ability working in teams that are geographically dispersed.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

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

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures is only available to Aboriginal and/or Torres Strait people or people with disability, evidence will be requested if your application progresses under an affirmative measures process.

Notes

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others.

To Apply

Position Contact	Matthew Di Toro, 02 6217 1457
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733011

Civil Aviation Safety Authority Australia

Closing Date: Thursday 23 November 2023

Stakeholder Engagement
Industry and Government Engagement

Job Title	Senior Industry Relations Officer - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	3994
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

Duties

The Senior Industry Relations Officer is responsible for the following deliverables, which represent an ongoing body of work:

- Leads and manages a team to deliver the Secretariat function for CASA's primary engagement forum/s, including the Aviation Safety Advisory Panel (ASAP) and associated technical working groups (TWGs).
- Responsible for the development and maintenance of governance related material associated with CASA's primary engagement forum/s.
- Provides strategic advice to CASA business areas on methods to consult and engage with the aviation community to support regulatory change proposals.
- Prepare, coordinate and review meeting and other briefs and correspondence for the CEO/DAS and/or senior managers.

- Develops and implements a coordinated and strategic approach to deliver CASA's General Aviation Workplan.
- Build and maintain relationships across CASA's diverse business units and with a range of external stakeholders to identify opportunities, deliver outcomes and facilitate cooperation.
- Identify and engage new stakeholders, considering future needs/direction of CASA and aviation sector.
- At all times, acts consistently in accordance with the CASA values and behaviours.
- Promote workplace safety, equity and diversity, participative management and environmental management practices in the workplace.

Our ideal candidate

To be successful in the role will require a high level of integrity, and strong communication and organisational skills to manage competing priorities for the successful delivery of branch, divisional and/or CASA-wide objectives.

You will have sound judgement, a high degree of initiative, attention to detail and discretion in dealing with business matters. You will have the ability to work collaboratively with others and build productive relationships to achieve results in a busy, fast paced environment.

Ideal candidates are those with an aviation industry or aviation policy and stakeholder engagement background. You will be a self-starter, motivated to contribute to aviation safety, have good judgement, be proactive and organised and results oriented. An understanding of government secretariat work would also be advantageous.

Our ideal candidate must demonstrate the following:

- Knowledge and experience working in a stakeholder engagement and/or government secretariat role.
- Highly developed interpersonal and stakeholder engagement skills with a strong ability to build effective relationships with aviation industry stakeholders and colleagues through consultation and collaboration.
- Excellent written and verbal communication skills, including an ability to present verbal and written information clearly in a well-structured and logical way, with experience in writing and presenting complex briefings, recommendations, and reports in a clear and concise manner.
- Ability to present documentation and communicate technical aviation terminology with technical and non-technical audiences.
- Excellent time management skills with an ability to adapt and manage multiple tasks/projects with changing and competing priorities whilst maintaining a high level of attention to detail.
- Knowledge and experience providing leadership with interpersonal, communication and relationship building skills.
- Ability working in teams that are geographically dispersed.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

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

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

Notes

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.

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To Apply

Position Contact	Matthew Di Toro, 02 6217 1457
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733012

Civil Aviation Safety Authority Australia

Closing Date: Thursday 23 November 2023

Stakeholder Engagement
Industry and Government Engagement

Job Title	Senior Industry Relations Officer - Affirmative Measures - Aboriginal and Torres Strait Islander
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,907 - \$126,171
Classification	Executive Level 1
Position Number	3994
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

Duties

The Senior Industry Relations Officer is responsible for the following deliverables, which represent an ongoing body of work:

- Leads and manages a team to deliver the Secretariat function for CASA's primary engagement forum/s, including the Aviation Safety Advisory Panel (ASAP) and associated technical working groups (TWGs).
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- Provides strategic advice to CASA business areas on methods to consult and engage with the aviation community to support regulatory change proposals.

- Prepare, coordinate and review meeting and other briefs and correspondence for the CEO/DAS and/or senior managers.
- Develops and implements a coordinated and strategic approach to deliver CASA's General Aviation Workplan.
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- Identify and engage new stakeholders, considering future needs/direction of CASA and aviation sector.
- At all times, acts consistently in accordance with the CASA values and behaviours.
- Promote workplace safety, equity and diversity, participative management and environmental management practices in the workplace.

Our ideal candidate

To be successful in the role will require a high level of integrity, and strong communication and organisational skills to manage competing priorities for the successful delivery of branch, divisional and/or CASA-wide objectives. You will have sound judgement, a high degree of initiative, attention to detail and discretion in dealing with business matters. You will have the ability to work collaboratively with others and build productive relationships to achieve results in a busy, fast paced environment.

Ideal candidates are those with an aviation industry or aviation policy and stakeholder engagement background. You will be a self-starter, motivated to contribute to aviation safety, have good judgement, be proactive and organised and results oriented. An understanding of government secretariat work would also be advantageous.

Our ideal candidate must demonstrate the following:

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- Highly developed interpersonal and stakeholder engagement skills with a strong ability to build effective relationships with aviation industry stakeholders and colleagues through consultation and collaboration.
- Excellent written and verbal communication skills, including an ability to present verbal and written information clearly in a well-structured and logical way, with experience in writing and presenting complex briefings, recommendations, and reports in a clear and concise manner.
- Ability to present documentation and communicate technical aviation terminology with technical and non-technical audiences.
- Excellent time management skills with an ability to adapt and manage multiple tasks/projects with changing and competing priorities whilst maintaining a high level of attention to detail.
- Knowledge and experience providing leadership with interpersonal, communication and relationship building skills.
- Ability working in teams that are geographically dispersed.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

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

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people.

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.

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To Apply

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

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733028

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Thursday 23 November 2023

Road and Vehicle Safety
Vehicle Safety Operations

Job Title	APS5 & APS6 Technical officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$79,935 - \$99,155
Classification	APS Level 5;APS Level 6
Position Number	44123
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers/index.aspx>

APS6 IFA - \$100,925 - \$114,028

Salaries in the department are provided through its Enterprise Agreement and supporting s.24(1) Determination. They may also be provided through Individual Flexibility Arrangements (IFA).

The department has an Individual Flexibility Arrangement (IFA) Framework applicable to employees at the APS6 and Executive Levels. Employees at these classifications may be eligible to receive salaries set out in the IFA Framework which are above those set out in the Enterprise Agreement and supporting s.24(1) Determination.

These IFAs can be negotiated prior to commencement and the IFA will be provided to staff on commencement with the department.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact IFA@infrastructure.gov.au

The opportunity we have available

The Vehicle Safety Operations Branch is Australia's national vehicle standards regulator. We work to enhance vehicle safety, emissions control and anti-theft protection to ensure the Australian vehicle fleet is safe and efficient. The Technical Assessment & Approvals section undertakes a range of activities in relation to the assessment of a variety of application types under the RVSA.

We have several opportunities for Technical Assessment Officers. These positions will provide you with an opportunity to collaborate and engage with a range of stakeholders to quickly develop an understanding of the RVS legislation requirements and apply them to your day-to-day role.

Technical assessment officers will be expected to undertake a range of activities related to the assessment of a variety of application types under the RVS legislation. They work closely with subject matter experts to ensure the required application processes are followed and decisions are communicated to stakeholders in a timely and appropriate manner. On an ongoing basis, technical assessment officers may also be tasked to undertake policy development and regulatory improvement activities, as well as participate in vehicle standards update and review.

Duties

Key duties include:

- Application assessment under the RVS legislation by leveraging technical expertise and knowledge of legislative framework requirements
- Development of vehicle safety policy, procedures and standards
- Liaison with stakeholders relating to applications, policy and standards, and the development of responses to written requests for information
- Providing technical input and advice to other assessors and sections within the branch
- Contributing to risk-based assurance or review activities, such as audits
- Analysis and assessment of information from assurance or review activities and drafting recommendations for decision makers
- Liaison with industry and government agencies, including state and territory regulators, other Australian Government agencies and ANCAP
- Developing written reports, publications, briefings, correspondence, and technical papers on complex issues

Who are we looking for?

To be successful in this role, you will need to demonstrate your ability to:

- Apply technical qualifications or experience and critical thinking to analyse information and reach sound conclusions
- Identify your experience in the automotive, or similar engineering-based industries
- Use evidence to develop policies and strategies
- Work with regulation or administrative law
- Provide excellent written and oral communication skills
- Engage with stakeholders
- Identify highly-developed interpersonal skills, and your ability to work both in and across teams fostering a culture of teamwork, integrity and respect
- Manage time and use planning skills to enable you to work on multiple tasks and resilience to work under time-pressure to meet deadlines.

Eligibility

Employment with the Department of Infrastructure, Transport, Regional Development and Communications is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen.

- **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	Elizabeth Murray, 02 6136 7512
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733155

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Closing Date: Thursday 23 November 2023

Job Title	Deputy Secretary, Infrastructure Group
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 3
Position Number	44132
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers/index.aspx>

The opportunity we have available

The Department is seeking applications to fill the current vacancy of Deputy Secretary, Infrastructure Group from exceptional candidates who will join our Senior Executive cohort. The group is responsible for oversight of the \$120 billion infrastructure pipeline, 2032 Olympic Games sports infrastructure, and road and vehicle safety policy, programs and regulation. You will:

- Have a passion for making a difference and challenging the status quo
- Be a motivated and visible leader and responsible for embedding the Department's vision, values and culture
- Demonstrate an ability to lead and coach a number of high-performing teams and build an inclusive, supportive workplace culture
- Demonstrate collaboration and be an agile leader with the ability to drive broad transformational change, both internal and external to the department
- Use strong relationship-building acumen to foster enterprise partnerships and draw on your extensive networks (or have an ability to build them) to drive opportunities for the branch
- Skilfully communicate and influence key stakeholders to achieve desired outcomes
- Apply strong critical and strategic thinking, and an entrepreneurial mindset, to deliver high quality advice to the enterprise.

As Deputy Secretary, you can also expect to:

- Along with your colleagues, build and maintain a whole-of-department strategic policy delivery capability to provide advice on emerging and priority issues, including those relating to First Nations outcomes
- Build and maintain effective and productive networks across portfolio agencies, government, academia, and the private sector

- Ensure there are effective quality assurance protocols and business planning arrangements to support the delivery of timely and high-quality outputs
- Contribute to the development and implementation of strategies that strengthen the department's inclusive culture
- Represent the department at a wide range of government, industry, and public forums, including presenting keynote addresses and Ministerial briefings.

Duties

Who are we looking for?

To be successful in this role, you will have a diverse background in the development and implementation of public policy and you will have a demonstrated ability in analysis, reform and successful delivery. You will have a proven track record in understanding contemporary cross-jurisdictional issues, both domestic and global, and identifying areas for innovation and transformation. You will be confident and comfortable in working in a rapidly changing environment and possess excellent stakeholder and people management skills. You will be committed to excellence and have a strong record of achievement in leading complex teams and projects, and managing resources.

As Deputy Secretary, Infrastructure Group, you will:

- Provide authoritative policy advice on major infrastructure projects as well as be responsible for the delivery of major infrastructure projects, through partnership with the states and Government Business Enterprises.
- Take accountability for program development and planning including resource negotiation and implementation.
- Consider multiple options to resolve complex problems and develop innovative and realistic solutions.
- Efficiently and effectively assess environmental factors, identifying relationships between complex issues and developing contingency plans to mitigate risks to the achievement of government priorities.
- Lead the implementation of programs and balance resources in order to optimise both the efficiency and effectiveness of outcomes under their control.
- Deliver outcomes aligned with Government priorities and the department's vision and purpose – within allocated resources.
- Demonstrate commitment to Australian Public Service (APS) stewardship and departmental activities.
- Create an environment of integrity, accountability and transparency.
- Provide leadership as part of the Department's senior Leadership Team

As Deputy Secretary, you must demonstrate that you are a collaborative and agile leader with the ability to drive broad transformational change, both internal and external to the department.

You must have the demonstrated ability to provide strategic and operational leadership to your relevant business area, and actively build effective, robust and collaborative relationships with internal and external stakeholders to support the department's Executives to lead and deliver their objectives.

Specifically, we are seeking candidates who can:

- Actively lead – discussing and articulating a positive vision and sense of purpose for the future and empowering people to succeed and have a positive impact.
- Achieve results – with the ability to deliver on complex projects, programs, and services with resilience and a positive approach to issues resolution.
- Communicate with influence – to take forward the Government's policy agenda with intelligence, influence, professionalism, authenticity, and credibility. Listen, understand and adapt to different audiences.

- Act with integrity and be respectful – making informed decisions, integrating moral and ethical considerations and establishing realistic goals. Value different perspectives, contributions and background.
- Manage for high performance – self and others.
- Drive innovation – turning innovative thinking into action and make time to engage others in ideas and problem solving. Consider mistakes first as an opportunity to learn.
- Be collaborative – demonstrated collaboration, communication, and interpersonal skills that build relationships based on understanding, respect, and trust.
- Demonstrate Cultural Competency – demonstrate an understanding of the issues affecting First Nations Peoples and the ability to communicate sensitively and effectively.

Eligibility

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 to be eligible for employment with the department.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at Negative Vetting Level 2. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

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

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To Apply

Position Contact	Jonathan Beaumont, 02 6126 4501
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733070

National Film and Sound Archive of Australia

Closing Date: Sunday 19 November 2023

Digital Data Integrity, Analytics and Information Management

Job Title	Data Scientist
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$85,168 - \$95,084
Classification	APS Level 6
Position Number	89691
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual cultural institution. The NFSA collection includes over 4 million items including films, television and radio programs, videos, audio recordings and video games. The collection includes contextual materials such as costumes, scripts, props, artefacts, photographs, and promotional materials. Public programs and services ensure that the collection is available for enjoyment, learning, research and for re-use by creators. In the digital age, the NFSA's wealth of stories will be increasingly available across the country, and on demand as set out in the NFSA Strategic Direction 2022-25.

The Data Scientist will be central to developing an advanced analytics portal and a suite of SQL-based reports. Core duties include leading data projects and fortifying data integrity through robust governance. Employing modern analytical tools, you'll turn complex data into insights that

drive key business decisions.

The ideal candidate excels in analysing; large, complex datasets, ideally within a Cultural Institution, and collaborates effectively with stakeholders for holistic data reporting across digital platforms.

Duties

Job Description

The successful candidate will be responsible for undertaking the following duties:

- Leads efforts in collection, analysing, modelling, and visualising key NFSA data to generate actionable reports and insights.
- Specialise in crafting and sustaining SQL-based reporting systems.
- Coordinates with software engineering teams to facilitate the migration of data into centralised Data Warehouses or Data Lakes.
- Enhance Business Intelligence by refining KPI tracking tools and methods for trend analysis.
- Participate in initiatives to improve data and metadata quality and supports the establishment of governance frameworks for data security and integrity.
- Act as the analytics liaison among teams, SMEs, and executive staff, aligning data reporting and analytical efforts.

Selection Criteria

In relation to the 'Job Details' listed above, concisely demonstrate your skills, experience, and achievements against each of the following areas:

1. Experience in leading data-related projects and analytics initiatives.
2. Proficiency in SQL and data reporting techniques.
3. Familiarity with coordinating data migration projects.
4. Skills in contributing to Business Intelligence, including KPI tracking and trend analysis.
5. Strong communication skills for stakeholder engagement across various organisational levels.
6. Ability to mentor and advise team members in technical aspects of data management.

Qualifications and/or equivalent experience

Required:

- Experience in data analysis, management, and scripting, backed by relevant education or industry credentials.
- Teamwork skills with strong communication abilities.
- Familiarity with SQL/Python code management.
- Technical writing skills, including creating queries and reports.
- Knowledge of server languages like Python, NodeJs, or PHP.

Desirable:

- Experience with data visualisation tools like Jupyter or PowerBI is a plus.
- Experience with R or similar for analysis and modelling.
- Knowledge of DAMS/MAMS/CMS and CRMs is a plus.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen;
- Obtain and maintain an Australian Government Baseline Security Clearance; and
- Satisfactorily complete an Australian Federal Police National Police Check.

Assessment Process

The assessment process for this position will include:

- A written statement of claims of up two pages setting out your experience against the selection criteria;
- Resume; and
- Referee checking.

Notes

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Jennifer Drysdale, 0262482270
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0733108

Aboriginal Hostels Limited

Closing Date: Wednesday 22 November 2023

NT Operations
Tennant Creek Secondary Education Hostel

Job Title	Residential Youth Worker
Job Type	Full-Time, Ongoing
Location	Tennant Creek NT
Salary	\$61,102 - \$64,480
Classification	APS Level 3
Position Number	VN14923
Agency Website	

Job Description

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

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service. First Nations employees make up approximately 50% of our workforce.

Our Secondary Education Hostels are dedicated to providing a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

Residential Youth Workers are key in creating a home away from home environment for students. You will support the students during out of school hours, arrange and engage in creative, culturally rich programs and guide the students to build life-long skills and achieve their personal goals.

Duties

- Work closely with internal and external stakeholders to accommodate student needs.
- Assisting with all aspects of hostel operations and contribute to the constant development of hostel facilities and business improvement.
- Promote and safeguard the safety and welfare of students, adhering to AHL's child policy protection. Support and contribute to student's individual care plans and identify opportunities for development.
- Develop and facilitate working relationships with community members that are culturally appropriate.

- Perform all tasks in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant WHS practices.

Essential qualifications: (or ability to obtain in the first six months of employment)

- Certificate in Community Services - Student Residential Care
- Current First Aid Certificate
- Current Drivers Licence/ Bus Licence for light-rigid vehicles (up to 25 seats) or willingness to obtain, if required
- Mental Health First Aid Certificate (desirable)

Eligibility

- Provide evidence of Australian Citizenship.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain a NT Working with Children Check (prior to engagement)
- Hold or obtain the essential qualifications.

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Tanya Scrutton, 0436 951 310
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Aboriginal Hostels Limited

Closing Date: Wednesday 22 November 2023

NSW Operations
Biala Hostel

Job Title	Head of Boarding and Deputy Head of Boarding
Job Type	Full-Time, Ongoing
Location	Allambie Heights NSW
Salary	\$67,366 - \$79,671
Classification	APS Level 4; APS Level 5
Position Number	VN14723
Agency Website	

Job Description

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

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service. First Nations employees make up approximately 50% of our workforce.

Our Secondary Education Hostels are dedicated to providing a Home Away from Home for Indigenous Australians (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

As Head of Boarding, you will be critical in managing and supervising the day-to-day operations of the hostel to ensure appropriate pastoral care is provided to students, supported by the **Deputy Head of Boarding**. The Head and Deputy Head of Boarding will be a leader for Residential Youth Workers and Hostel Workers, and key contact for students, teachers, parents and stakeholders. You will have prior management experience and be able to manage staff matters as well as difficult student situations and behaviours.

Duties

Successful candidates will need to demonstrate:

- In-depth understanding of Aboriginal and Torres Strait Islander cultures and issues affecting First Nations peoples.
- Proven staff management experience and ability to handle difficult student situations and behaviours.
- Proven ability to support outcomes for First Nations peoples.
- Demonstrated ability to communicate sensitively and effectively with First Nations peoples.
- Ability to uphold high ethical youth worker practices and principles, including duty of care towards young people, maintaining confidentiality and respecting privacy of individuals, and be transparent, honest and maintaining appropriate boundaries with them.

Essential Qualifications and Training:

- Have current First Aid Certificate, Emergency Warden Training, Food Safety Supervisor Certificate and/or ability to obtain these qualifications in the first six months of employment.
- Current Driver's Licence/Bus Licence for light-rigid vehicles (up to 25 seats) or willingness to obtain one, if required.

Desirable Qualifications and Training:

- Relevant qualifications in Education, Social Work, Community Services and/or Boarding Residential Care and/or relevant experience would desirable
- Mental Health First Aid Certificate
- Bronze Medallion (for hostels with swimming pools or regular water activities)

For further information about the role and how to apply please refer to the Vacancy Information available on our website. **Eligibility**

- Provide evidence of Australian citizenship.
- Undergo a Satisfactory National Criminal History Check. (prior to employment)
- Meet Fitness for Duty requirements (prior to employment)
- Hold and maintain an NSW Working with Children Check (prior to employment)
- Hold or obtain the essential qualifications.

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0733124

Aboriginal Hostels Limited

Closing Date: Wednesday 22 November 2023

NSW Operations
Biala Hostel

Job Title	Housekeeper and Weekend Cook
Job Type	Part-Time, Ongoing
Location	Allambie Heights NSW
Salary	\$54,306 - \$54,690
Classification	APS Level 2
Position Number	VN14623
Agency Website	

Job Description

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

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for experienced individuals who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents in Biala Hostel. We are recruiting for the following roles:

- Part Time Housekeeper (Ongoing, 33 hours per fortnight)
- Weekend Cook (Ongoing – 30 hours per fortnight)

Duties

Under the general direction of the Head of Boarding, provide high quality care and support within a residential setting to for First Nations people.

As a Housekeeper, you will:

- Ensure a high level of customer service is provided to AHL residents at all times, including attending to resident requests in a professional and courteous manner.
- All workplace tasks will be performed in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant Work Health and Safety (WHS) practices at all times.

- Undertake cleaning tasks on a daily basis to ensure the hostel is serviced and cleaned to a high standard.
- Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately.
- Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.

As a Weekend Cook, your duties and responsibilities will include:

- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation.
- Stocktake management - rotate, receive and monitor food and kitchen supplies.
- Ensure the kitchen is cleaned to standard.
- Prepare and clean the dining rooms for residents.

All Hostel Workers are required to work as part of a team. Whilst your regular duties will be your priority, you may be required from time to time perform other duties as directed by Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.

Qualifications and Training: (or the ability to complete within the first six months of employment)

- Food Safety Handling Certificate (Cook)
- Certificate III or IV in Commercial Cookery (Cook)
- Chemical Handling Training through AHL's approved supplier (currently Jaysol) (Housekeeper)
- Certificate II in Hospitality.
- Other relevant qualifications or work experience in a similar role.

For further information about these roles and how to apply please refer to the Vacancy Information available on our website **Eligibility**

- Provide evidence of Australian Citizenship.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain an NSW Working with Children Check (prior to engagement).
- Hold or obtain the essential qualifications.

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0733131

Aboriginal Hostels Limited

Closing Date: Wednesday 22 November 2023

NSW Operations
Tamworth Hostel

Job Title	Cook and Weekend Cook
Job Type	Part-Time, Ongoing
Location	Tamworth NSW
Salary	\$54,306 - \$54,690
Classification	APS Level 2
Position Number	VN14623
Agency Website	

Job Description

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

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

Across its network of hostels, dedicated Aboriginal Hostels Limited (AHL) staff provide accommodation and meals for residents in a supportive environment, assisted by local First Nations service providers and referral agencies.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for experienced individuals who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents in Tamworth Hostel. We are recruiting for the following roles:

- Weekday Cook (Part-time, 72.5 hours per fortnight)
- Weekend Cook (Part-time, 34.5 hours per fortnight)

Duties

Under the general direction of the Hostel Manager/Assistant Hostel Manager, provide high quality care and support within a residential setting to for First Nations people.

As a Cook, your duties and responsibilities will include:

- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation.
- Stocktake management - rotate, receive and monitor food and kitchen supplies.
- Ensure the kitchen is cleaned to standard.
- Prepare and clean the dining rooms for residents.

All Hostel Workers are required to work as part of a team. Whilst your regular duties will be your priority, you may be required from time to time perform other duties as directed by Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.

Qualifications and Training: (or the ability to complete within the first six months of employment)

- Food Safety Handling Certificate
- Certificate III or IV in Commercial Cookery
- Certificate II in Hospitality.
- Other relevant qualifications or work experience in a similar role.

For further information about these roles and how to apply please refer to the Vacancy Information available on our website. **Eligibility**

- Provide evidence of Australian Citizenship.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain a NSW Working with Children Check (prior to engagement).
- Hold or obtain the essential qualifications.

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Carla Wills, 0460 111 106
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0733140

Aboriginal Hostels Limited

Closing Date: Wednesday 22 November 2023

NT Operations
Nhulunbuy Hostel

Job Title	Cook and Relief Cook
Job Type	Full-Time;Part-Time, Ongoing
Location	Nhulunbuy NT
Salary	\$54,306 - \$54,690
Classification	APS Level 2
Position Number	VN15123
Agency Website	

Job Description

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

AHL's purpose is to provide safe, comfortable, culturally appropriate and affordable short-term accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

A career with AHL will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

AHL is looking for an experienced Cooks who is highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents.

Duties

As a Cook/ Relief Cook, your duties and responsibilities will include:

- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation.
- Stocktake management - rotate, receive and monitor food and kitchen supplies.

- Ensure the kitchen is cleaned to standard.
- Prepare and clean the dining rooms for residents.
- All hostel workers are required to work as part of a team. Whilst our regular duties will be your priority, you will be required to perform other duties as directed by the Hostel Manager.

Essential qualifications/training: (or ability to obtain in the first six months of employment)

- Food Safety Handling Certificate
- Certificate III or IV in Commercial Cookery
- Other relevant qualifications or work experience in a similar role preferred.
- Certificate II in Hospitality (desirable).

For further information about the role and how to apply please refer to the Vacancy Information available on our website. **Eligibility**

- Provide evidence of Australian Citizenship.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain a Working with Children Check in NT (prior to engagement)
- Hold or obtain the essential qualifications.

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Erin Stevenson, 0492 210 142
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Aboriginal Hostels Limited

Closing Date: Wednesday 22 November 2023

NT Operations
Corroboree and Fordimail Hostel, Katherine

Job Title	Hostel Workers
Job Type	Full-Time; Casual, Ongoing; Non-Ongoing
Location	Katherine NT
Salary	\$54,306 - \$54,690
Classification	APS Level 2
Position Number	VN15323
Agency Website	

Job Description

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

Our purpose is to provide safe, culturally appropriate and affordable accommodation for First Nations people who need to be away from home to access medical services, education and economic opportunities.

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AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for experienced individuals who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents in our two hostels located in Katherine.

Duties

We have the following positions available in our two hostels location in Katherine:

Fordimail Hostel

- Cook - Full-time, 75 hours fortnight.

Corroboree Hostel:

- Cook - Full-time, 75 hours fortnight.
- Housekeeper - Full-time, 75 hours fortnight.
- Kitchenhand - Full-time, 75 hours fortnight.
- Casual Hostel Workers (on-call casual only)

As a Housekeeper, you will:

- Ensure a high level of customer service is provided to AHL residents at all times, including attending to resident requests in a professional and courteous manner.
- All workplace tasks will be performed in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant Work Health and Safety (WHS) practices at all times.
- Undertake cleaning tasks on a daily basis to ensure the hostel is serviced and cleaned to a high standard.
- Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately.
- Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.

As a Cook/Kitchenhand, you will:

- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation.
- Stocktake management - rotate, receive and monitor food and kitchen supplies.
- Ensure the kitchen is cleaned to standard.
- Prepare and clean the dining rooms for residents.

All Hostel Workers are required to work as part of a team. Whilst your regular duties will be your priority, you may be required from time to time perform other duties as directed by Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.

For further information about these roles and how to apply please refer to the Vacancy Information available on our website [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](https://www.ahl.gov.au). **Eligibility**

- Provide evidence of Australian Citizenship.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain a NT Working with Children Check (prior to engagement).

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Bernardetta Lioni, 08 7904 0280
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0733144

Aboriginal Hostels Limited

Closing Date: Wednesday 22 November 2023

NT Operations
Wangkana Kari Hostel, Tennant Creek

Job Title	Hostel Workers
Job Type	Full-Time;Part-Time, Ongoing
Location	Tennant Creek NT
Salary	\$54,306 - \$54,690
Classification	APS Level 2
Position Number	VN15423
Agency Website	

Job Description

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

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AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up approximately 50% of our workforce.

AHL is looking for experienced individuals who are highly motivated, energetic, enthusiastic and passionate about delivering quality services to our residents in Wangkana Kari Hostel. We are recruiting for the following roles:

- Housekeeper (Full-time, 75 hours per fortnight)
- Cook/Kitchenhand (Full-time, 75 hours per fortnight)
- Weekend Cook (Part-time, 30 hours per fortnight)

Duties

Under the general direction of the Hostel Manager/Assistant Hostel Manager, provide high quality care and support within a residential setting to for First Nations people.

As a Housekeeper, you will:

- Ensure a high level of customer service is provided to AHL residents at all times, including attending to resident requests in a professional and courteous manner.
- All workplace tasks will be performed in a manner which upholds AHL's commitment to safety of its staff and residents by adhering to relevant Work Health and Safety (WHS) practices at all times.
- Undertake cleaning tasks on a daily basis to ensure the hostel is serviced and cleaned to a high standard.
- Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately.
- Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.

As a Cook/Weekend Cook/Kitchenhand, you will:

- Prepare meals in accordance with AHL's set menus, Food Safety Standards Australia and other relevant legislation.
- Stocktake management - rotate, receive and monitor food and kitchen supplies.
- Ensure the kitchen is cleaned to standard.
- Prepare and clean the dining rooms for residents.

All Hostel Workers are required to work as part of a team. Whilst your regular duties will be your priority, you may be required from time to time perform other duties as directed by Hostel Manager or Assistant Hostel Manager to ensure a high level of service is maintained.

For further information about these roles and how to apply please refer to the Vacancy Information available on our website [Employment | Aboriginal Hostels Limited \(ahl.gov.au\)](https://www.ahl.gov.au/employment). **Eligibility**

- Provide evidence of Australian Citizenship.
- Undergo a Satisfactory National Criminal History Check (prior to engagement).
- Meet Fitness for Duty requirements (prior to engagement).
- Hold and maintain a Working with Children Check in NT (prior to engagement).

Notes

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the Aboriginal Hostels Limited

To Apply

Position Contact	Faye Sultan, 04 2972 7064
Agency Recruitment Site	https://www.ahl.gov.au/employment

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Prime Minister and Cabinet

Vacancy VN-0733068

Department of the Prime Minister and Cabinet

Closing Date: Sunday 03 December 2023

Cabinet Division
Various Various

Job Title	Senior Adviser - Various (EL2), Cabinet Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$136,220 - \$162,124
Classification	Executive Level 2
Position Number	PMC/2023/240
Agency Website	

Job Description

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

The Opportunity

PM&C is seeking talented and motivated managers to lead teams within Cabinet Division. This is a rare opportunity to lead a team at the heart of government and support well-informed deliberations and decision-making. The positions report to an Assistant Secretary (AS), Cabinet Division and regularly engage with the Cabinet Secretary's Office and officials across the Commonwealth and State and Territory governments to ensure the smooth functioning of the Cabinet.

Responsibilities include:

- Supporting the Cabinet Division SES to set the strategic direction and work practices of Cabinet Division
- Providing leadership to a team within Cabinet Division and fostering a vibrant, inclusive culture
- Recruiting, developing and motivating a diverse, talented team in a high pressure environment
- Advising the Cabinet Secretary on Cabinet policies and processes to support effective decision making
- Being an official note taker for relevant Secretaries Committee meetings and Cabinet and Committee meetings as required
- Negotiating outcomes across government to ensure the Cabinet and Committees receive timely, high quality advice
- Helping successfully deploy and embed a new IT system that underpins Cabinet operations
- Representing Cabinet Division and the department in outreach activities to inform the wider APS on the Cabinet system.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising.

Duties

Our Ideal Candidate

We are looking for someone who:

- Is a problem-solver who can build strong professional relationships and collaborate to achieve outcomes
- Has an established network across government
- Exhibits strong judgement, discretion and professionalism
- Is a flexible and resilient leader who can motivate and support diverse teams and build a vibrant, inclusive culture
- Demonstrates high level policy, analytical and conceptual skills
- Has outstanding communication and interpersonal skills to engage with senior stakeholders on complex issues
- Demonstrates knowledge and experience in the conduct of Cabinet processes, the budget process and decision-making by the Australian Government
- Is able to undertake occasional evening work.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain minimum Negative Vetting Level 1 generally (NV1) **or** Negative Vetting Level 2 (NV2)/Positive Vetting (PV) for particular roles or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for an initial period of up to 18 months)

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

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

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

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

About the Department of the Prime Minister and Cabinet

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

To Apply

Position Contact	Leonie McGregor, 02 6271 5440
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0732232

Services Australia

Closing Date: Wednesday 22 November 2023

Communications
Corporate Communications Brand and Design

Job Title	Director, Brand and Design
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$126,991 - \$151,019
Classification	Executive Level 2
Position Number	EXT-PAOEL-2023-1568
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

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

Services Australia (the agency) is at the front line of government service delivery, supporting millions of Australians to access health and social security payments and services.

The Communications Division provides innovative, best practice strategic communication advice and support, enabling effective reach to the right people, using the right channel, at the right time.

The Brand and Design Section supports the agency with responsive, high quality brand management and creative design services that align to the agency's brand strategy and strategic communication approach.

Leading the section, this role is responsible for strategic management of the agency's brand portfolio, including brand governance and protection, developing and maintaining visual identity systems, overseeing the creation of branded communication material, and educating stakeholders and staff.

Duties

- Contributing to the ongoing development and implementation of Services Australia's brand strategy, including leading implementation of the agency's brand policies and standards.
- Providing specialist brand and creative design advice to senior executive, stakeholders and staff.
- Ensuring the integrity of the Services Australia brand portfolio by delivering effective governance and discipline activities.
- Delivering creative design services across a range of communication products and channels and including key corporate documents, plans and strategies.
- Understanding audience and context by adopting user-centred design approaches to tailor solutions and outputs.
- Developing and managing key strategic stakeholder relationships, and negotiating and influencing outcomes.
- Leading, managing and overseeing team performance, and developing staff capability.

Eligibility

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

Notes

Relevant tertiary qualifications in brand or design related disciplines, or equivalent professional experience are desirable.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us: 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Daniel Hodgson, 0476903803
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0733099

National Disability Insurance Agency

Closing Date: Thursday 23 November 2023

Operations and Support
Internal Reviews and Complaints Internal Review Team

Job Title	APS5 Internal Review Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Charlestown NSW, Parramatta NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Broadmeadows VIC, Geelong VIC, Richmond VIC
Salary	\$80,243 - \$86,384
Classification	APS Level 5
Position Number	1796_10/23_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

A new role awaits

The Internal Review and Complaints Branch are currently looking for an APS5 Internal Review Officer.

Within this role you will need to understand disability support needs, and be able to tailor your communication to the needs of applicant or participant throughout the process of their internal review.

You will need to apply legislation, policies, and procedures to make clear evidenced-based internal review decisions. To succeed in this role, you will need strong time management skills and have autonomy to manage your workload to deliver timely outcomes for applicants or participants that involves moderately complex to complex work. Working in a team you will contribute to delivering high quality decisions in line with the Agency's commitments and aspirations.

Duties

Where you can add value

The role would suit a person that has a strong commitment to the disability sector, who thrives on participant engagement and moderately complex matters. You would need to review planning or access decisions in a timely and professional manner. This role has a strong focus on participant contact most frequently via the telephone and some face to face if requested.

The duties below outline the daily activities for these roles:

- End to end case management of internal reviews including communicating with participants to gather information regarding the nature and context of review requests, informing participants and their representatives about decisions, reviews, and the appeals process.
- Reviewing confidential participant records, interpreting evidence/information, and applying relevant legislation to form assessments and make decisions as prescribed in the NDIS Act, Operational Guidelines and NDIA policies.
- Providing explanations of decisions and writing clear, plain English, evidenced based decision justifications and outcome letters.
- For planning decisions, implementing decisions by way of updating participant plans and calculating funded supports in line with guidance.

Enough about us, let's talk about you

To be a part of our team, you will have a positive contemporary attitude to people with disability

along with a high-level understanding and knowledge of disability and its impact on individuals.

In this role, you will have:

- A positive contemporary attitude to people with a disability and value social inclusion and diversity.
- Confidence in speaking with external stakeholders, navigating difficult conversations and managing conflictual interactions.
- Ability to deescalate situations, with strong communication skills (verbal and written).
- Ability to manage competing priorities and manage workloads.
- Demonstrated ability to meet business KPIs and individual targets.
- Strong work ethic and ability to work in collaboration with other staff as well as operate autonomously.
- Experience interpreting and applying legislation.
- Ability to competently use IT systems including Microsoft Office and record management essential.
- Previous Public Service experience desirable but not essential.

Please note: as part of this Recruitment Process all candidates will be required to complete a Work Sample Assessment.

Your NDIA Experience

We work as one team. We are accepting, diverse and driven. We take a shared approach to making progress. We welcome and support each other and encourage different ideas, insights, and opinions. We empower and enable each other to be our best. We collaborate, connect and work together to create a workplace that makes us proud. And while we are based far and wide across the country, we make sure nobody feels they're out on their own.

- You will work for a socially inclusive and culturally diverse workplace, that is making a meaningful impact to the lives of more than 600,000 Australians.
- Access to higher superannuation and above market leave entitlements
- Competitive remuneration and working conditions that support a positive work life balance
- Access to ongoing professional development and learning

Eligibility

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

Remote working arrangements may be negotiated for some roles / candidates.

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 18 months with the possibility of extension for a further 6 months may be offered. Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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	Ann-Maree Slevin, 03 5223 0774
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0733024

Australian Bureau of Statistics

Closing Date:Wednesday 22 November 2023

Technology and Security
Enterprise Planning and Design Enterprise Architecture and Solutions

Job Title	Enterprise Solution Designer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Belconnen ACT, Brisbane QLD
Salary	\$88,663 - \$100,130
Classification	APS Level 6
Position Number	23/EAS_APS6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=341373DB-EFAC-37ED-7A4E-D23097A67016>

The Australian Bureau of Statistics (ABS) is looking to fill the role of **Enterprise Solution Designer** at the APS 6 classification level.

This is a permanent, ongoing position located in either of our office locations in Adelaide, Brisbane or Canberra. The successful applicant is expected to work full-time hours, although flexible working arrangement, including a hybrid model of working from home and the office, applies.

Duties

The APS 6 Enterprise Solution Designer will provide enterprise design services to initiatives needing design solution support. Responsibilities include:

- collaboration with technical and business specialists to develop and assure designs align with the enterprise architecture
- contributing to the development of solution architectures for business or functional areas
- preparatory, research and documentation production work needed to support the operation of the new enterprise design processes and secretariat support for the Enterprise Design Authority meetings
- identifying and documenting architecturally significant decisions
- iteration and curation of architectural models, including the ABS enterprise reference architecture
- assessing alignment between business strategies and enterprise design elements
- development and coordination of new processes and products as part of maintaining the ABS enterprise architecture and supporting multi-disciplinary and innovative approaches to designing changes, creating business solutions and building future capabilities
- supporting projects or change initiatives through the application of design principles, aligning solutions with enterprise and solution architecture standards.

What we are looking for (selection criteria)

We are looking for candidates interested in enterprise architecture and design, information design and group facilitation to join the new Enterprise Architecture and Solution section.

To be suitable you should have most or all of the following skills, qualities and experience:

- strong communication, problem solving, conceptual and strategic thinking skills
- creative thinker with passion for using design to solve problems, drive continuous improvement, explore new possibilities and promote innovation
- excellent research and analytical skills to gather pertinent information and give insights to drive effective solutions
- ability to effectively engage, collaborate and communicate with business partners on solving business challenges and opportunities
- ability to document the interrelationships between people, organisation, service, process, data, information, technology and the external environment
- experience in supporting senior executive committees.

Qualifications in Design, Information Design, Business Information Systems or Computer/Engineering would be highly regarded.

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 800 words, provide examples of how you have demonstrated the skills and

qualities to undertake the responsibilities outlined above. Please refer to the selection criteria and attempt to address all criteria in your response.

Eligibility

To be eligible for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- will need to obtain (or hold) and maintain Baseline security clearance.

Notes

The role is only available to be filled in the locations specified - namely Adelaide, Brisbane or Canberra, based on the needs of the hiring areas and to meet the requirements of being a merit-based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

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 isn't restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Jen Sawade, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=341373DB-EFAC-37ED-7A4E-D23097A67016

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Treasury

Vacancy VN-0733025

Australian Bureau of Statistics

Closing Date: Wednesday 22 November 2023

Technology and Security
Enterprise Planning and Design Enterprise Architecture and Solutions

Job Title	Enterprise Solution Designer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Belconnen ACT, Brisbane QLD, Geelong VIC, Hobart TAS, Docklands VIC, Perth WA, Sydney NSW
Salary	\$108,931 - \$125,922
Classification	Executive Level 1
Position Number	23/EAS_EL1
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=7E44A697-A6F5-A9C1-C627-D230980FE94A>

The Australian Bureau of Statistics (ABS) is looking to fill the role of **Enterprise Solution Designer** at the Executive Level 1 classification level.

This is a permanent, ongoing position located in either of our office locations in Adelaide, Brisbane, Canberra, Geelong, Hobart, Melbourne, Perth or Sydney. The successful applicant is expected to work full-time hours, although flexible working arrangement, including a hybrid model of working from home and the office, applies.

Duties

The EL 1 Enterprise Solution Designer will provide expertise to initiatives needing advanced design solution support. In this role you will:

- collaborate with business and technical experts to develop sustainable enterprise solutions which position us for the future
- use your design, analytical and problem-solving skills to 'bridge the gap' between business and technology colleagues
- assist with the presentation of complex information and concepts in a visual and understandable way
- use your superior communication skills to advise senior executives on solution design recommendations
- help uplift ABS' enterprise design capability
- contribute to the effective governance of solution designs and the enterprise architecture
- develop processes to maintain the ABS enterprise architecture.

What we are looking for (selection criteria)

To be suitable you should have most or all the following skills, qualities, and experience:

- be able to build and maintain productive working relationships
- be able to work independently and act collaboratively as a team member (in co-located and distributed settings)
- have well-developed written and oral communication, and organisational skills
- ability to understand and present complex concepts and interrelationships
- experience in designing solutions taking into account enterprise strategies
- the ability to create and maintain enterprise architectures
- knowledge of architecture delivery methods, frameworks and governance processes in a large enterprise
- qualifications in relevant fields such as Information Design, Information Technology, Software Engineering, Computer Science, Business Information Systems or Computer/Engineering
- familiarity with production of official statistics.

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 800 words, provide examples of how you have demonstrated the skills and qualities to undertake the responsibilities outlined above. Please refer to the selection criteria and attempt to address all criteria in your response. **Eligibility**

To be eligible for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- will need to obtain (or hold) and maintain Baseline security clearance.

Notes

The role is only available to be filled in the locations specified (Adelaide, Brisbane, Canberra, Geelong, Hobart, Melbourne, Perth or Sydney), based on the needs of the hiring areas and to meet the requirements of being a merit-based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

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 isn't restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS agency.

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

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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	Jen Sawade, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=7E44A697-A6F5-A9C1-C627-D230980FE94A

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Treasury

Vacancy VN-0733037

Australian Bureau of Statistics

Closing Date:Wednesday 22 November 2023

Technology and Security
Security and Infrastructure End User Computing

Job Title	Delivery & Support Team Leader
Job Type	Full-Time;Part-Time, Ongoing
Location	Belconnen ACT
Salary	\$108,931 - \$125,922
Classification	Executive Level 1
Position Number	23/EUC_EL1
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=632E551C-A24C-972F-9DE1-D230CF8353BA>

The Australian Bureau of Statistics (ABS) is looking to fill the position of **Delivery & Support Team Leader** in our End User Computing team.

This is an ongoing position at the Executive Level 1 classification level. The role is primarily office-based at our office located in Belconnen, although flexible working arrangements apply.

Duties

We are seeking to engage a strong Delivery & Support Team Lead, who will lead through challenge and change to ensure high level achievement of objectives and be proactive and innovative in addressing business problems and continual improvement.

As a high performing EL1 you will be required to reflect these qualities when:

- providing leadership in the delivery of program objectives and business outcomes and as part of the leadership team, helping to evolve the future culture of the ABS
- engaging with internal colleagues at all levels and external stakeholders
- communicating and negotiating with influence to achieve agreed outcomes and establishing and strengthening internal and external relationships
- managing competing priorities and deliverables, supporting management using sound strategies and strong judgement to maintain a balanced work program for the technologies in your area of responsibility, including administration and budget planning and with consideration to the greater ABS business and surrounding Technology and Security Divisions' priorities
- mentoring and coaching team members in their work performance and career development, to build a high performing team culture with a focus on efficiency, innovation and early delivery of business benefits and quantifiable business outcomes.

What we are looking for (selection criteria)

To be suitable you should have most of the following skills, qualities and experience:

- experience leading and managing a diverse and distributed team of IT support professionals
- experience in an ICT Service Support role, in a Windows based environment
- demonstrated initiative with a methodical approach to solving ICT problems
- calm and collaborative approach with excellent organisational and communication skills
- demonstrated strong customer focus in issue management
- ability to maintain technical knowledge on new and existing technologies as well as industry trends
- tertiary accredited qualifications in a relevant ICT discipline or equivalent industry experience
- experience with the following:
 - o Windows 10/11
 - o M365
 - o MECM
 - o ServiceNow
 - o Skype & Teams
 - o Asset management
 - o VDI

How to apply

Please read the Applicant Information Kit for more information about the work of our End User Computing section and Technology and Security Division.

You will need to upload your current resume, provide referee details and respond to the following:

In up to 750 words:

Using the selection criteria in section 4 of the Applicant Information Kit as a guide, describe your skills and experience relevant to the role. Provide one or two work-related examples highlighting your experience. Clearly articulate what your role and contribution was and what outcome was achieved. **Eligibility**

To be eligible for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- will need to obtain (or hold) and maintain Baseline security clearance.

Notes

The role is only available to be filled in Canberra, based on the needs of the hiring area and to meet the requirements of being a merit based process. This role is primarily office-based.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

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 isn't restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS agency.

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To Apply

Position Contact	Anne Yeoh, (03) 9615 7346
Agency Recruitment Site	https://abs.nga.net.au/?jati=632E551C-A24C-972F-9DE1-D230CF8353BA

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Treasury

Vacancy VN-0733098

Australian Bureau of Statistics

Closing Date: Wednesday 22 November 2023

Corporate Services
Legislative Compliance and Parliamentary

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT, Docklands VIC, Hobart TAS
Salary	\$78,928 - \$88,655
Classification	APS Level 5
Position Number	23/LCPB_APS5
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=BFE1CFA2-B8EC-A8A4-76D7-D2310BC8A4B7>

The Australian Bureau of Statistics (ABS) is looking to fill **Policy Officer** roles within the Legislative Compliance and Parliamentary Branch.

The roles are at the APS 5 classification level and we have both ongoing (permanent) and non-ongoing (temporary) roles to fill. Successful applicants can work either full-time or part-time hours from either of our offices located in Belconnen (Canberra), Hobart CBD or Docklands (Melbourne), although a hybrid model of working from home and the office applies.

Duties

Policy Officers contribute to the ABS purpose by supporting the ABS's effective compliance with legislation and policy.

They do this by keeping abreast of legislative changes, providing strategic legislative and statistical policy advice, developing and maintaining internal policy controls, and creating business solutions in partnership with ABS business areas. They coordinate and provide administrative support to ABS business areas for government policy and legislative activities in relation to, but not limited to, Freedom of Information and Public Interest Disclosures. They also provide guidance to the ABS Procurement team on legislative and policy requirements of contracts and agreements.

Responsibilities of Policy Officers may include:

- scanning the external environment to identify legislative changes that need to be implemented
- coordinating enhancements to ABS legislation

- working with business areas and the ABS Principal Legal Office to ensure approaches adopted comply with the legislation
- coordinating the delegation of functions from the Statistician to ABS Officers
- coordinating ABS responses to Freedom of Information Requests, Public Interest Disclosures and claims for Compensation for Detriment caused by Defective Administration (CDDA)
- supporting the annual process for acknowledging fidelity and secrecy responsibilities to promote individual accountability
- developing, evaluating, implementing and reviewing internal ABS policy
- managing internal and external stakeholder relationships to assist with policy development
- undertaking policy research and analysis from multiple sources, identifying trends and developing policy solutions
- managing correspondence items such as minutes, briefs, submissions, decisions, updates, reports and/or statements
- advising on and delivering training
- handling sensitive documents.

What we are looking for (selection criteria)

To be suitable, you should have most or all of the following skills and qualities, and experience contributing to projects in the policy and/or legal space:

- knowledge of ABS business, or an ability to quickly acquire an understanding of the business, including an awareness of the impact of the role on strategic, political and operational outcomes
- a strong work ethic and a demonstrated record of successful delivery
- a high level of professionalism in all dealings with internal and external stakeholders
- an ability to plan and manage with an appropriate span of control
- well-developed and effective written and oral communication skills
- resilience and an ability to operate flexibly in response to changing requirements.

Formal qualifications in either law, policy or business would be highly regarded.

How to apply

You will need to upload your current resume, provide referee details and respond to the following (in less than 500 words):

Describe a time where you contributed to the delivery of a project/work program in a complex environment with multiple stakeholders. Your response should highlight the skills in Section 3 of the Applicant Information Kit. **Eligibility**

To be eligible for this role you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

The roles are only available to be filled in the locations specified [Canberra, Hobart and Melbourne], based on the needs of the hiring areas and to meet the requirements of being a merit based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

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. These roles are not restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Matt Jarvis, (03) 6222 5897
Agency Recruitment Site	https://abs.nga.net.au/?jati=BFE1CFA2-B8EC-A8A4-76D7-D2310BC8A4B7

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Treasury

Vacancy VN-0733105

Australian Bureau of Statistics

Closing Date: Wednesday 22 November 2023

Corporate Services
Legislative Compliance and Parliamentary

Job Title	Senior Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Belconnen ACT, Docklands VIC
Salary	\$88,663 - \$100,130
Classification	APS Level 6
Position Number	23/LCPB_APS6
Agency Website	https://www.abs.gov.au/

Job Description

<https://abs.nga.net.au/?jati=4AC834D0-8199-2A9B-6746-D2310B581117>

The Australian Bureau of Statistics (ABS) is looking to fill **Senior Policy Officer** roles within the Legislative Compliance and Parliamentary Branch.

The roles are at the APS 6 classification level and we have both ongoing (permanent) and non-ongoing (temporary) roles to fill. Successful applicants can work either full-time or part-time hours from either of our offices located in Belconnen (Canberra), Hobart CBD or Docklands (Melbourne), although a hybrid model of working from home and the office applies.

Duties

Senior Policy Officers contribute to the ABS purpose by supporting the ABS's effective compliance with legislation and policy.

They do this by keeping abreast of legislative changes, providing strategic legislative and statistical policy advice, developing and maintaining internal policy controls, and creating business solutions in partnership with ABS business areas. They coordinate and provide administrative support to ABS business areas for government policy and legislative activities in relation to, but not limited to, Freedom of Information and Public Interest Disclosures. They also provide guidance to the ABS Procurement team on legislative and policy requirements of contracts and agreements.

Responsibilities of Senior Policy Officers may include:

- scanning the external environment to identify legislative changes that need to be implemented
- coordinating enhancements to ABS legislation
- working with business areas and the ABS Principal Legal Office to ensure approaches adopted comply with the legislation
- coordinating the delegation of functions from the Statistician to ABS Officers
- coordinating ABS responses to Freedom of Information Requests, Public Interest Disclosures and claims for Compensation for Detriment caused by Defective Administration (CDDA)
- supporting the annual process for acknowledging fidelity and secrecy responsibilities to promote individual accountability
- developing, evaluating, implementing and reviewing internal ABS policy
- managing internal and external stakeholder relationships to assist with policy development
- undertaking policy research and analysis from multiple sources, identifying trends and developing policy solutions
- managing correspondence items such as minutes, briefs, submissions, decisions, updates, reports and/or statements
- advising on and delivering training
- handling sensitive documents.

What we are looking for (selection criteria)

To be suitable you should have most or all of the following skills and qualities, and experience leading projects in the policy and/or legal space:

- practical experience in managing staff, building capability and sustaining team capacity
- sound knowledge of ABS business, or an ability to quickly acquire an understanding of the business, including an awareness of the impact of the role on strategic, political and operational outcomes
- a strong work ethic and a demonstrated record of successful delivery
- a high level of professionalism in all dealings with internal and external stakeholders
- an ability to plan and manage independently with an appropriate span of control
- well-developed and effective written and oral communication skills
- resilience and an ability to operate flexibly in response to complex work and/or changing requirements.

Formal qualifications in either law, policy or business would be highly regarded.

How to apply

You will need to upload your current resume, provide referee details and respond to the following (in less than 500 words):

Describe a time where you delivered a project/work program in a complex environment with multiple stakeholders. Your response should highlight the skills in Section 3 of the Applicant Information Kit. **Eligibility**

To be eligible for these roles you:

- must be an Australian citizen at the time you apply
- will need to undertake pre-employment checks, including national police check and health assessment
- may need to obtain (or hold) and maintain at least Baseline security clearance.

Notes

These roles are only available to be filled in the locations specified [Canberra, Hobart and Melbourne], based on the needs of the hiring areas and to meet the requirements of being a merit based process.

The ABS will negotiate relocation arrangements, consistent with the ABS Enterprise Agreement 2019, if you are required to relocate.

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. These roles are not restricted in trading.

If found suitable but not offered a role you will be placed in the merit pool. If you agree in your application this means you may be offered a similar role in the ABS or another APS agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Jarvis, (03) 6222 5897
Agency Recruitment Site	https://abs.nga.net.au/?jati=4AC834D0-8199-2A9B-6746-D2310B581117

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Treasury

Vacancy VN-0731959

Australian Taxation Office

Closing Date: Wednesday 22 November 2023

Australian Business Registry Services, Client Account Services, Lodge and Pay, Strategy and Support
Various teams

Job Title	Service Delivery Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Box Hill VIC, Brisbane QLD, Burnie TAS, Dandenong VIC, Hobart TAS, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Penrith NSW, Perth WA, Traralgon VIC, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$139,677 - \$158,314
Classification	Executive Level 2
Position Number	EXT_SD_1228_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=35A7B4A1-48B2-876D-21B6-D22F6D7A3375>

Duties

We are seeking dynamic executive level leaders to join our Service Delivery branch.

As a Service Delivery Director, in our Australian Business Registry Services, Client Account Services, Lodge and Pay and Strategy and Support business areas, you'll lead and deliver complex, technical or sensitive programs of work to support strategic business requirements.

You will plan, implement and oversee all priorities and strategies in your work area. You'll critically analyse complex data and information and provide high level advice to senior management and a wide range of stakeholders.

You will develop a passionate and productive workforce and will transform corporate vision into operational excellence. You'll drive continuous improvement and inspire an adaptable mentality when responding to changing corporate priorities and initiatives.

You will work closely with our business partners and senior leadership to equip staff to deliver a positive, professional and progressive service to the Australian community.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Natasha Davis, (03) 9275 4056
Agency Recruitment Site	https://ato.nga.net.au/?jati=35A7B4A1-48B2-876D-21B6-D22F6D7A3375

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Treasury

Vacancy VN-0732741

Australian Taxation Office

Closing Date: Wednesday 22 November 2023

Enterprise Strategy and Design
Various teams

Job Title	Governance Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Newcastle NSW, Sydney NSW
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_ESD_1293_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=8EDA2AE7-BD9D-44C3-479A-D22FA7652E73>

Duties

We are seeking skilled individuals to join the Strategy and Governance branch within the Enterprise Strategy and Design business line.

As a Governance Manager, you'll identify, influence, and implement governance improvements and provide high-level advice to key stakeholders. You'll be accountable for supporting senior management committees, external consultation forums and collaborating with stakeholders on risk management and governance issues.

You will lead a small team to establish high integrity of systems and processes to support the ATO's external consultation activities.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

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To Apply

Position Contact	Shelly Cumming, (03) 6437 7802
Agency Recruitment Site	https://ato.nga.net.au/?jati=8EDA2AE7-BD9D-44C3-479A-D22FA7652E73

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Treasury

Vacancy VN-0732833

Australian Taxation Office

Closing Date: Thursday 23 November 2023

Smarter Data Program
Smarter Data

Job Title	Assistant Commissioner, Smarter Data
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Adelaide SA, Box Hill VIC, Brisbane QLD, Canberra ACT, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Perth WA, Sydney NSW
Salary	-
Classification	Senior Executive Service Band 1
Position Number	EXT_SES_1303_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=7E3ED03B-4E4D-1D66-ACBA-D22FA7699CB4>

We are seeking an experienced and influential data and analytics leader for an Assistant Commissioner role in the ATO's Smarter Data business line. As a senior member of the Smarter Data executive team, you'll play an important role in contributing to the

strategic direction of data and analytics solutions for the ATO and more broadly APS.

You will be working as one of a team of six assistant commissioners, each with responsibility for a particular component of the data and analytics value chain. You'll personally lead a team of between 80 to 200 staff, with responsibility for delivery of data and analytics solutions to improve ATO operations and the tax and superannuation systems.

You will work collaboratively with internal and external stakeholders, anticipating their needs and ultimately developing and delivering innovative, practical and scalable solutions for the administration of a more effective tax and superannuation system.

You will build trusted relationships and work collaboratively with your peers to deliver on organisational outcomes and meet government commitments. You'll be an influential leader in the ATO and provide strategic, thought and people leadership in a transforming environment.

You will have a data and analytics background to lead the development and implementation of key strategic and major agency initiatives or programs in a challenging and fast paced environment. We are seeking a professional who can develop our data and analytics solution design capability and mature our program delivery to ensure consistent, efficient and effective solutions.

Duties

The ideal candidate will be a recognised and well-respected leader from the government or private sector with the ability to operate and deliver data and analytics successfully in a large and complex environment with a range of diverse clients and stakeholders.

All our senior leaders are expected to:

- develop a clear vision of the future that links with the big picture of the organisation
- be accountable and deliver outcomes that align with the long-term perspective
- find innovative and practical solutions, be open to ideas and engage with risk
- have an outward focus and work collaboratively across boundaries to influence better outcomes for the system and the community, and make progress on issues that cut across agencies, sectors and communities
- have the capacity to persuade others towards an outcome, winning and maintaining the confidence of government and key stakeholders
- be self-aware and courageous, creating an environment that empowers, mentors and coaches individuals and teams to deliver their best
- be passionate about building trust and confidence in the ATO and the tax and superannuation systems.

To be considered you must also have:

- have considerable knowledge of industry and the broader environment, in particular the impact of rapidly emerging technological change on business and business process
- substantial data and analytics expertise and qualifications, with relevant experience in:
 - data and analytics solution design and costing
 - technology and data and analytics disciplines
 - business management including data and analytics portfolio planning, financial, people, program and project management
- an exceptional record of achievement in designing, proving and/or scaling innovative and practical solutions that solve business problems in large organisations using a data and analytics discipline
- extensive experience in successfully delivering major data and analytics programs of work, and operations across diverse delivery teams.

Eligibility

Notes

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

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To Apply

Position Contact	Steven Jobson, (02) 6129 6303
Agency Recruitment Site	https://ato.nga.net.au/?jati=7E3ED03B-4E4D-1D66-ACBA-D22FA7699CB4

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Treasury

Vacancy VN-0732941

Australian Taxation Office

Closing Date: Thursday 23 November 2023

Client Engagement Group
Various teams

Job Title	Compliance Systems Auditor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Box Hill VIC, Brisbane QLD, Geelong VIC, Gosford NSW, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Wollongong NSW, Upper Mount Gravatt QLD, Melbourne VIC, Dandenong VIC
Salary	\$83,922 - \$88,967
Classification	APS Level 5
Position Number	EXT_CEG_1302_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=9E74699E-534B-9843-4987-D22FA6EDD4F4>

Duties

We are seeking enthusiastic Compliance Systems Auditors to join our Client Engagement Group.

As a Compliance Systems Auditor in Private Wealth and Small Business areas, you'll provide computer and electronic evidence collection and analysis services. Using your experience and knowledge you'll provide detailed IT technical, operational and procedural advice to varied client audiences, case teams and senior executives.

You will undertake tasks using electronic investigation methodologies and tools to provide advice to clients, relating to the collection and analysis of electronic information whilst working within legislative requirements.

You will prepare both administrative and technical reports for presentation to clients, senior executives and for use in court or disciplinary processes.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=9E74699E-534B-9843-4987-D22FA6EDD4F4

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Australian Taxation Office

Closing Date: Thursday 23 November 2023

Client Engagement Group
Various teams

Job Title	Compliance Systems Auditor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Box Hill VIC, Brisbane QLD, Dandenong VIC, Newcastle NSW, Geelong VIC, Gosford NSW, Melbourne VIC, Moonee Ponds VIC, Parramatta NSW, Sydney NSW, Penrith NSW, Perth WA, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$90,611 - \$104,038
Classification	APS Level 6
Position Number	EXT_CEG_1304_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=2E78EBED-CBDE-4D54-B9CD-D22FA8B02EEE>

Duties

We are seeking enthusiastic and experienced Compliance Systems Auditors to join our Client Engagement Group.

As a Compliance Systems Auditor in our Private Wealth and Small Business areas, you'll provide specialist computer evidence collection and analysis services and deliver advice to varied client audiences, case teams and senior executives.

You will contribute to building e-Audit capability and may be required to review the work of others within your team. Working independently, you'll be accountable for making decisions and organising workflows. You'll use electronic investigation methodologies and tools to analyse information and provide advice about information collected.

You may also be involved in preparing administrative and technical reports for presentation to clients and senior executives.

Eligibility

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=2E78EBED-CBDE-4D54-B9CD-D22FA8B02EEE

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Treasury

Vacancy VN-0732943

Australian Taxation Office

Closing Date: Thursday 23 November 2023

Client Engagement Group
Various teams

Job Title	Compliance Systems Auditor
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Moonee Ponds VIC, Adelaide SA, Box Hill VIC, Brisbane QLD, Dandenong VIC, Geelong VIC, Gosford NSW, Melbourne VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$116,062 - \$126,533
Classification	Executive Level 1
Position Number	EXT_CEG_1305_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=96585839-7A05-F411-CD9A-D23020D6E29F>

Duties

We are seeking experienced Compliance Systems Auditors to join our Client Engagement Group.

As a Compliance Systems Auditor in our Private Wealth and Small Business areas, you'll provide specialist computer and electronic evidence collection and analysis services, delivering advice to varied client audiences, case teams and senior executives.

You may lead projects and/or small teams which use electronic investigation methodologies and tools to provide advice about electronic information collected and analysed. You may be required to develop strategies and practices to manage and resolve complex and/or sensitive issues.

You will apply your comprehensive digital auditing knowledge and experience to lead and set work priorities, manage workflows and resources, share knowledge and build team capability. You may also be responsible for preparing administrative and technical reports for presentation to clients, senior executives and for use in court or disciplinary processes.

Eligibility Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

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To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=96585839-7A05-F411-CD9A-D23020D6E29F

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Australian Taxation Office

Closing Date: Thursday 23 November 2023

Client Engagement Group
Various teams

Job Title	Compliance Systems Audit Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gosford NSW, Adelaide SA, Box Hill VIC, Brisbane QLD, Dandenong VIC, Geelong VIC, Melbourne VIC, Moonee Ponds VIC, Newcastle NSW, Parramatta NSW, Penrith NSW, Perth WA, Sydney NSW, Upper Mount Gravatt QLD, Wollongong NSW
Salary	\$139,677 - \$158,314
Classification	Executive Level 2
Position Number	EXT_CEG_1306_23
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=07CE63D6-EDFF-572D-144C-D230210D989E>

Duties

We are seeking experienced Compliance Systems Audit Directors to join our Client Engagement Group.

As a Compliance Systems Audit Director in our Private Wealth and Small Business areas, you'll lead a team which provides specialist computer services including electronic evidence collection and analysis. You'll use your extensive experience and knowledge to provide detailed technical, operation and procedural advice to varied audiences including senior executives and external agencies.

You will deliver the e-Audit function using electronic investigation methodologies and tools to collect and analyse electronic information. Using your digital auditing knowledge and experience for strategic leadership of your team to set priorities and to manage workflows and resources.

You will develop strategies and practices to manage and resolve complex issues which align with the ATO's strategic direction and corporate priorities.

You will be responsible for producing insightful and accurate reports and presenting them to varied clients, case teams, senior executives and external agencies.

Eligibility

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	CEG Recruitment, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=07CE63D6-EDFF-572D-144C-D230210D989E

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Treasury

Vacancy VN-0733114

Royal Australian Mint

Closing Date: Thursday 23 November 2023

Royal Australian Mint
Human Resources Human Resources

Job Title	Senior Human Resources Advisor/Team Leader
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$91,841 - \$100,348
Classification	APS Level 6
Position Number	1370
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The Senior Human Resources Advisor/Team Leader is responsible for managing the completion of tasks related to recruitment, on-boarding, induction, reporting and the administration of HR systems. They provide specialist advice to managers and employees, including on recruitment and pay and conditions. They draft or review position descriptions, and support managers and selection advisory committees.

The Senior Human Resources Advisor/Team Leader contributes to the continuous improvement of operational human resource functions. They prepare reports and work closely with managers and others on the delivery of services and projects.

The Senior Human Resources Advisor/Team Leader has an opportunity to learn and participate in all aspects of human resource activities, broadening their skills and abilities.

Duties

1. Managing the completion of tasks related to recruitment, on-boarding, induction, reporting and the administration of HR systems.
2. Providing information to managers and employees on a range of operational human resource matters, including recruitment, and pay and conditions.
3. Providing recruitment advice to managers and support to selection advisory committees, including drafting or reviewing position descriptions, and reviewing Selection Advisory Committee Reports.
4. Administering a range of HR information systems (recruitment and payroll), including providing user support, and maintaining accurate information.
5. Contributing to the continuous improvement of operational human resource functions, including project managing the implementation of improved human resource solutions.
6. Preparing reports, analysing data and providing it in an appropriate, user friendly manner, including preparing responses to the request for information from external stakeholders
7. Contributing to the development, interpretation, consultation and application of human resource related policies, procedures and guidance material.
8. Coordinating or delivering training, including induction and recruitment briefings.

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

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 (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm** on **Thursday, 23 November 2023**. 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	Anthony Szell, (02) 6202 6994
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0732956

Department of Veterans' Affairs

Closing Date: Thursday 23 November 2023

Commemorations Division
Office of Australian War Graves Branch

Job Title	Trade Services Coordinator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Bridgeman Downs QLD
Salary	\$67,915 - \$72,957
Classification	APS Level 3
Position Number	Reference No. DVAO1853
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

Under the direction of the State Operations Manager, the Trade Services Coordinator is responsible for supporting all OAWG care and maintenance activities in the State or Territory and provide specialist operational support to other OAWG Depots. This requires the programming of work for staff and contractors to carry out horticultural and structural maintenance and the management of minor projects. The OAWG assets include war cemeteries, Gardens of Remembrance, and numerous official commemorations in general cemeteries throughout Australia.

The Trade Services Coordinator assists in the supervision of staff/contractors and provides assistance in ensuring they operate in a safe and appropriate manner and therefore must be able to demonstrate the management of multiple public horticultural facilities within Commonwealth and State legislation and regulations.

As an OAWG representative, the Trade Services Coordinator is required to liaise with Department of Veterans' Affairs staff, ex-Service organisations, veterans' and their families, cemetery authorities, local and State authorities, and funeral providers on matters relating to OAWG business.

The Trade Services Coordinator must be able to demonstrate an ability to represent the Commonwealth as an official at international and national fora and have an understanding of military commemorative services.

Duties

- Undertake a range of trade level horticultural works including cultivation, pruning, recognising and treating plant diseases and pests.
- Perform duties under limited supervision in remote locations, including working independently as directed.
- Provide appropriate guidance, support and mentoring to staff and contractors in order to achieve service delivery standards.
- Operate plant, machinery and vehicles.
- Carry out/oversee structural works such as minor landscape construction, stonemasonry, concreting and memorial maintenance tasks.
- Operate and maintain necessary systems for recording and controlling computer data input into the WGS.
- Contribute to the planning, allocation and monitoring of team tasks and motivation of the overall workforce including contractors.
- Implement and monitor WH&S policies and procedures.
- Provide support to the State Operations Manager and Deputy Operations Manager in the administration of the work program and supervision of staff and contractors.
- Provide point of contact for enquiries from the general public, ex-service organisation, contractors and cemetery authorities.

Eligibility

- Applicants must be an Australian citizen to apply.
- The Trade Services Coordinator is required to have a minimum Certificate III in Horticulture (or like field) and current driving licence.
- Intrastate and interstate travel is a requirement of this position resulting in time away from home base for periods of up to a week at a time.

Notes

This recruitment process is being used to fill an ongoing position.

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 meet the Nation's commitment to care for our veteran and defence service community who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care,

compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced 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, the Department of Defence, the international veteran community and international veterans' administrations. DVA's vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

To Apply

Position Contact	Allison Hourigan, 0431 811 270
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0732961

Department of Veterans' Affairs

Closing Date: Tuesday 05 December 2023

Commemorations Division
Office of Australian War Graves Branch

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$93,976 - \$106,713
Classification	APS Level 6
Position Number	Reference No. DVAO1854
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

Under the limited direction of the Assistant Director, the Senior Project Officer is responsible for the provision of specialist operational support and advice to OAWG depots as directed.

The Senior Project Officer assists in the provision of procurement and contracting advice and assistance to OAWG staff members. OAWG undertakes a significant number of procurement activities in order to maintain the government commitment to acknowledge and commemorate eligible veterans. The Senior Project Officer manages the administration of 10 standing offer arrangements with more than 100 panel providers.

As an OAWG representative, the Senior Project Officer is required to liaise with Department of Veterans' Affairs staff, ex-Service organisations, veterans' and their families, cemetery authorities, local and State authorities, and funeral providers on matters relating to OAWG business.

Duties

- Provide procurement, contract and administration advice to depots and national office.
- Coordinate the Office of Australian War Graves superannuation contributions
- Undertake procurement activities and manage contracts for works, services and goods as part of projects or as part of National Office administrative support to State and Regional Managers.
- Provide financial and quality assurance reports for management consideration.
- Maintain asset registers and develop reports for insurances and management reporting.
- Provide guidance on compliance with financial and procurement policies and frameworks.
- Undertake financial management, analysis and reporting for OAWG War Graves Operations.
- Maintain Standing Offer Panels including quarterly review of spends against panel arrangement.
- Undertake procurement and contract management activities.
- Monitor and review contracts and service agreements on DVA information management systems (WGS) as they relate to the delivery of maintenance services for OAWG managed sites and official commemorations within Australia.
- Coordinate the WGS information system steady state as it relates to Operations Section.
- Coordinate and manage contract reporting requirements in compliance with the Commonwealth Procurement Rules and DVA reporting requirements.
- Provide administrative support for travel, accommodation and logistics for National Office coordinated activities as required.
- Undertake projects (generally event, administrative, infrastructure/site or policy related) as required.

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

This recruitment process is being used to fill an ongoing position.

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-going vacancies should they become available over the next 18 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	Allison Hourigan, 0431 811 270
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0732966

Department of Veterans' Affairs

Closing Date: Thursday 23 November 2023

Commemorations Division
Commemorations Branch

Job Title	Program Officer and Senior Project Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$93,976 - \$106,713
Classification	APS Level 6
Position Number	Reference No. DVAO1855
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Commemorative Events Section is responsible for the planning and delivery of domestic commemorative services, as well as the annual overseas Anzac Day commemorative services in France and Türkiye. The range of responsibilities include the development and delivery of:

- Event operations and logistics
- Ceremonial and service content
- Governance, procurement, financial management and support services

The Commemorative Events Section is filling one immediate vacancy and establishing a merit pool for a number of expected vacancies.

The following role is available for immediate filling:

Program Officer

- Supporting the delivery of the commemorative program in relation to administrative and governance functions including written communications, briefing material and ministerial correspondence, financial management, corporate reporting, governance, secretariat, procurement and recruitment activities.

There are possible future vacancies for the following role:

Senior Project Officer

- Project managing end-to-end planning and delivery of either the:
 - ceremonial portfolio – all ceremonial and service related content including, but not limited to, Master of Ceremonies scripts, Orders of Service booklets and live broadcast run sheets for DVA-led commemorative services.
 - operations portfolio – all operations, infrastructure and logistic requirements including, but not limited to, liaison with the service provider regarding infrastructure requirements, the development of a range of operational plans, and risk assessments and mitigation strategies.

All roles require a demonstrated experience in building productive working relationships to enable you to liaise with a range of key internal and external stakeholders. You will possess energy, initiative, personal drive and integrity and be a team player.

Your highly developed organisational skills, ability to prioritise and excellent attention to detail will assist you to deliver outcomes to a high standard within specified, and often competing, timeframes. The preparation of high quality and accurate written documentation, and a focus on clear and concise communication is an important aspect of these roles.

The work of the Section is successfully achieved in close collaboration with a multitude of domestic and overseas stakeholders across levels of Government and industry, and through cross departmental collaboration.

Please note that international travel may be required for these roles. **Duties**

- Contribute positively to business planning of the section, including the management of resources, managing risk, sharing workload and skill sharing.
- Effectively manage relationships with a range of key stakeholders including Australian government and international agencies, contractors and the veteran community.
- Prepare high quality and accurate written documentation, including briefing papers and ministerial correspondence, budget management, along with commemorative service related documents.

- Prioritise and manage multiple and parallel tasks.
- Display high level attention to detail and analyse information to make sound judgements.

Eligibility

- Applicants must be an Australian citizen to apply.

Notes

This recruitment process is being used to fill an ongoing position.

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.

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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

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To Apply

Position Contact	Rory Walker, 0457 085 038
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0732967

Department of Veterans' Affairs

Closing Date: Thursday 23 November 2023

Finance, Technology and Insights
DSHI, DHOAS & Invoice Processing Defence Service Homes Insurance Scheme

Job Title	Finance Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	\$93,976 - \$106,713
Classification	APS Level 6
Position Number	DVAO1856
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Defence Service Homes (DSH) Insurance Scheme is a national scheme providing home building insurance to eligible veterans, war widows and Australian Defence Force (ADF) personnel. The Scheme has some 50,000 building policies across Australia. DSH Insurance also has an authorised representative arrangement with QBE (Australia) to provide complementary personal insurance products for which the Scheme receives commissions 30,000 policyholders.

Duties

- Lead, supervise and develop a small team
- Administration and testing of the Financial Management Information System
- Oversee the helpdesk support to users of DSHI's insurance operating systems
- Assist with the management of reinsurance arrangements and claims
- Prepare draft reports, briefing papers, talking points, Ministerial correspondence and discussion papers for review by Executive Level employees, internal and external stakeholders for ARC and Advisory Board meetings
- Secretariat for the DSH Insurance Advisory Board meetings
- Provide expertise and technical knowledge in financial and/or management accounting for DSH Insurance
- Contribute to the development of team and wider-DSH Insurance objectives for short term tasks and strategic planning for longer-term initiatives
- Contribute to the implementation and improvement of management accounting processes and systems within DSH Insurance, contribute to workplace innovation
- Oversee the management of the investment portfolio including placing investments, reporting on investment activities and maintaining the investments register
- Cash management including monitoring the operating account to ensure sufficient funds for large payments

- Preparation and approval of end of month processes including but not limited to:
 - reconciliations,
 - journals, and
 - executive and management reporting
- Complete financial reporting on a monthly basis and assist the Assistant Director with preparation of the annual financial statements, audit process & budget preparation

Eligibility

- You must be an Australian Citizen to apply.
- Previous accounting experience including annual financial statement and budget preparation, month end processing, treasury, cash management and external and internal reporting is mandatory for this position.

Notes

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To Apply

Position Contact	Hassan Kazmi, (07) 3842 3407
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Parliamentary Department

Vacancy VN-0732550

Department of Parliamentary Services

Closing Date: Thursday 23 November 2023

Parliamentary Librarian
Research Foreign Affairs, Defence and Security

Job Title	Senior Researcher (Defence)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR31782
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Senior Researcher (Defence) within Research Branch.

The parliamentary research service within the Parliamentary Library provides information, analysis and advice to the Parliament. The Foreign Affairs, Defence and Security (FADS) Section covers a wide range of issues in the areas of defence, foreign affairs, policing and national security, and foreign aid. The section's work is diverse and challenging, and involves providing information or tailored briefings directly to parliamentarians and their staff, and committees, often within tight deadlines. The work also involves writing publications and preparing a range of self-help resources.

We are looking for someone with excellent research skills who is a clear and accurate writer, possesses a strong client service ethic, is well-informed, quick to find information and quick to learn. Communication skills — both oral and written — must be of a high order, as must your professionalism, judgement and common sense. Flexibility and an appreciation of the requirements of excellent client service are essential.

You must possess relevant tertiary qualifications, and a thorough demonstrated knowledge and understanding of contemporary defence policy and strategy (domestic and international), the Australian Defence organisation, and the Australian Defence Force. Ideally, you should have current or recent experience working in a role dealing with these and other defence-related matters. Issues you can expect to deal with may include operations and deployments; procurement and sustainment of military equipment; peacekeeping and other international cooperation; personnel issues; force structure; military history; budgetary issues; and reforms.

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Nigel Brew, 02 6277 2673
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS

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Parliamentary Department

Vacancy VN-0733092

Department of Parliamentary Services

Closing Date: Sunday 26 November 2023

Corporate Services
Corporate Operations Legal and Conduct

Job Title	Assistant Director, Legal
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Executive Level 1
Position Number	JR31801
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

The Department of Parliamentary Services (DPS) is recruiting for multiple Assistant Director, Legal roles within our Corporate Operations Branch.

The Corporate Operations Branch has transformed our organisational model to enable the delivery of strategic, client-focused and innovative services to the department. We provide a range of services including human resources, legal, work health and safety, performance and conduct, audit and fraud.

These roles form part of a newly established section comprising of legal, conduct and performance functions including the management of bullying, harassment and discrimination matters. This is an exciting opportunity to join a successful team of legal and HR professionals working in sync with the department's direction and strategic priorities.

The Legal function for the department is responsible for:

Providing expertise, advice and direction on all legal matters including:

- Employment law
- General administrative law
- Intellectual property
- Information access
- Statutory interpretation
- Parliamentary law
- Drafting of instruments and documentation.
- Commissioning, overseeing and reviewing external legal advice, consistent with the needs of the department
- Promoting and managing relationships and key strategic alliances
- Delivering education, training and promoting a safe and inclusive workplace
- The provision of professional and timely responses to all legal and conduct issues.

These positions present an exciting opportunity to step into a new dynamic and engaging branch where no two days are the same. You will also enjoy flexible work arrangements, ongoing opportunities to learn and develop new capabilities, a competitive remuneration package, free secure underground parking, gym membership and access to recreational facilities including pool, fitness classes, tennis and squash courts, on-site childcare and value-for-money dining options.

The successful candidates will have:

- Demonstrated ability to provide high-quality legal advice in a complex and sensitive environment with a strong focus on client service.
- Extensive knowledge of public administration with an understanding of human resource and governance practices.
- Excellent people and negotiation skills, highly developed communication skills and the ability to work collegiately with a broad range of stakeholders from government, industry and the wider community.
- Extensive knowledge of and compliance with legislative frameworks, government decision-making and agency guidelines and regulations.
- The ability to solve complex problems and manage complex issues for internal and external clients.
- A high level of integrity, discretion and a willingness to lead by example.

To be successful in the Assistant Director roles, you will also have a demonstrated ability to provide high level leadership, manage programs and contribute to the departments strategic direction. **Duties**

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to:

- obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance
- be admitted, or eligible to be admitted, as a legal practitioner of the High Court of Australia or a Supreme Court of a State or Territory
- hold, or be eligible to obtain, a restricted government practicing certificate in the ACT.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia's Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	James Koulouris, 02 6277 5200
Agency Recruitment Site	https://career10.successfactors.com/career?company=DPS&site=&lang=en_GB

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Employment and Workplace Relations

Vacancy VN-0732969

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 19 November 2023

Careers and International Skills
Migrant Skills Assessment Various

Job Title	Assistant Service Delivery Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD, Sydney NSW
Salary	\$69,863 - \$72,767
Classification	APS Level 3
Position Number	23/3268
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?jati=C125B498-D68D-68D1-E8EA-D230966016C8>

The Migrant Skills Assessment Branch has responsibility for an in-house assessing authority, Trades Recognition Australia (TRA), and the Assessing Authority Policy and Assurance team (AAPA), which oversees the skills assessing authority sector, strategic policy, quality assurance, and research.

TRA skills assessments are for a range of technical and trade occupations and support the Australian Government's skilled migration program. Skills assessments are intended to ensure a successful applicant can perform at the required skill level for their nominated occupation and provide assurance to government and to the individual that their training and experience is relevant and appropriate. A successful outcome will satisfy the skills assessment requirement for an application with the Department of Home Affairs for a relevant visa.

Reporting to your supervisor, you will assist with customer service support and responding to participant enquiries, along with a range of administrative support tasks. These entry level roles can be undertaken full time or part time, and we are open to working with you to fit around study or other schedules.

Entry level positions are available across several of our teams providing service delivery and administrative support at the APS3 level within the Migrant Skills Assessment Branch.

Duties

Responsibilities of the **APS Level 3 Assistant Service Delivery Officer** include:

- communicating with people on a phone and by email, you will provide customer service support and assist with the resolution of customer enquiries on an enquiry line and via email.
- following guidelines, with good attention to detail, and adhering to procedures, you will help with reviewing client documentation to make sure it is correct, and any supporting documents are submitted correctly to ensure proper assignment to a case officer.
- being open to feedback, willing to take direction, and assist colleagues where needed. You will be comfortable being part of a team and assist with undertaking a range of entry level administrative support and general office duties.
- being willing to contribute to achieving a positive and innovative organisational culture.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Imogen Gray, 08 8306 8613
Agency Recruitment Site	https://dese.nga.net.au/?jati=C125B498-D68D-68D1-E8EA-D230966016C8

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Employment and Workplace Relations

Vacancy VN-0732972

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 19 November 2023

Careers and International Skills
Migrant Skills Assessment Various

Job Title	Service Delivery/Program Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Sydney NSW, Brisbane QLD
Salary	\$75,996 - \$81,274
Classification	APS Level 4
Position Number	23/3362
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?jati=4FA9E976-55F8-3F93-2C54-D23096755CAB>

The Migrant Skills Assessment Branch has responsibility for an in-house assessing authority, Trades Recognition Australia (TRA), and the Assessing Authority Policy and Assurance team (AAPA), which oversees the skills assessing authority sector, strategic policy, quality assurance, and research.

TRA skills assessments are for a range of technical and trade occupations and support the Australian Government's skilled migration program. Skills assessments are intended to ensure a successful applicant can perform at the required skill level for their

nominated occupation and provide assurance to government and to the individual that their training and experience is relevant and appropriate. A successful outcome will satisfy the skills assessment requirement for an application with the Department of Home Affairs for a relevant visa.

Duties

Responsibilities of the APS Level 4 Service Delivery/Program Officer include:

- Provision of services in a program, project, contract management or customer service/call centre context and general administrative/assessment experience
- Managing and organising your work and adjusting as directed to meet emerging priorities
- Communicating with applicants and participants via phone and email, provide exemplary customer service support and assist with the resolution of customer enquiries.
- Reviewing and verifying documentation, ensuring it is correct and with supporting documentation submitted adhering to guidelines and internal procedures
- Functioning as part of a team and assisting with undertaking a range of administrative support including general office duties
- Contributing to our organisational culture through innovation and by being open to feedback, direction and assisting colleagues where needed.

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

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To Apply

Position Contact	Imogen Gray, (08) 8306 8613
Agency Recruitment Site	https://dese.nga.net.au/?jati=4FA9E976-55F8-3F93-2C54-D23096755CAB

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Employment and Workplace Relations

Vacancy VN-0732990

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 19 November 2023

Careers and International Skills
Migrant Skills Assessment Various

Job Title	Service Delivery/Program Officers and Policy Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD, Sydney NSW
Salary	\$83,908 - \$89,706
Classification	APS Level 5
Position Number	23/3363
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?jati=E422FD98-3ECC-A8A3-836D-D2309789D462>

The Migrant Skills Assessment Branch has responsibility for an in-house assessing authority, Trades Recognition Australia (TRA), and the Assessing Authority Policy and Assurance team (AAPA), which oversees the skills assessing authority sector, strategic policy, quality assurance, and research.

TRA skills assessments are for a range of technical and trade occupations and support the Australian Government's skilled migration program. Skills assessments are intended to ensure a successful applicant can perform at the required skill level for their nominated occupation and provide assurance to government and to the individual that their training and experience is relevant and appropriate. A successful outcome will satisfy the skills assessment requirement for an application with the Department of Home Affairs for a relevant visa.

Program Officers/Service Delivery Officers:

Program Officers and Service Delivery Officers are responsible for managing caseloads, undertaking assessments, and verifying documentation provided by applicants. These roles are available across several of our programs.

Policy Officers:

MSA Branch also contains the Assessing Authority Policy and Assurance (AAPA) team, which has oversight of the skills assessing

authority sector. AAPA provides strategic policy advice on skills assessments and skilled migration, promotes continual improvement across the sector through best practice education and research, and monitors assessing authorities' compliance with Australian Government guidelines. The successful candidates will assist with the provision of policy advice and projects relating to skilled migration, and oversight of skills assessing authorities. A willingness and ability to travel interstate a few times per year is a requirement for some roles.

Duties

Responsibilities of the **APS Level 5 Program Officers and Service Delivery Officers** include:

- planning and organising work to meet deadlines, manage competing priorities and delivering work to a high standard.
- developing and maintaining effective internal working relationships (within and across teams) and external relationships to assist clients to achieve the correct outcome.
- applying conceptual and analytical skills, using sound judgement based on evidence and the interpretation of relevant legislation and program guidelines to make informed decisions related to skills assessments or contractual obligations.
- managing a caseload of applications or contracts to meet key performance indicators.
- contributing to the wider management of the skills assessment programs including managing risk, identifying trends and improving outcomes.
- resolving complex issues via phone or email with applicants, migration agents, registered training organisations and other stakeholders.

As an **APS Level 5 Policy Officer** you will be required to:

- undertake analysis and prepare research, data and policy advice in relation to skills assessments and skilled migration
- engage with internal and external stakeholders and build your network to understand the delivery of skills assessments and their role in the skilled migration program, and apply that knowledge to policy advice, project delivery and case management
- use evidence from research, data analysis and evaluation activities to inform policy, project delivery and sector regulation around skills assessments, including making recommendations about potential improvements within the context of the Government's broader agenda for skilled migration,
- help deliver strategic projects commissioned to guide the delivery of best practice skills assessments to effectively support skilled migration.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

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To Apply

Position Contact	Imogen Gray, 08 8306 8613
Agency Recruitment Site	https://dese.nga.net.au/?jati=E422FD98-3ECC-A8A3-836D-D2309789D462

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Employment and Workplace Relations

Vacancy VN-0732995

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Sunday 19 November 2023

Careers and International Skills
Migrant Skills Assessment Various

Job Title	Senior Officers (Policy or Program)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Adelaide SA, Brisbane QLD, Sydney NSW
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/3364
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?jati=29B2F2D1-3DDE-2DE4-9426-D23097A4F65D>

The Migrant Skills Assessment Branch has responsibility for an in-house assessing authority, Trades Recognition Australia (TRA), and the Assessing Authority Policy and Assurance team (AAPA), which oversees the skills assessing authority sector, strategic policy, quality assurance, and research.

TRA skills assessments are for a range of technical and trade occupations and support the Australian Government's skilled migration program. Skills assessments are intended to ensure a successful applicant can perform at the required skill level for their nominated occupation and provide assurance to government and to the individual that their training and experience is relevant and appropriate. A successful outcome will satisfy the skills assessment requirement for an application with the Department of Home Affairs for a relevant visa.

Senior Program Officers:

Senior Program Officers are responsible for supporting a team within one of the Migrant Skills Assessment (MSA) Branch programs. The successful candidates will be responsible for managing and leading one of the program sub-teams to achieve that team's objectives contributing to the delivery of skills assessments services. Senior Program Officer roles are available across several of our programs.

Senior Policy Officers:

The MSA Branch also contains the Assessing Authority Policy and Assurance (AAPA) team, which has oversight of the skills assessing authority sector. AAPA provides strategic policy advice on skills assessments and skilled migration, promotes continual improvement across the sector through best practice education and research, and monitors assessing authorities' compliance with Australian Government guidelines. The successful candidate will assist with the provision of policy advice and projects relating to skilled migration, and oversight of skills assessing authorities. A willingness and ability to travel interstate a few times per year is a requirement for some roles.

Duties

As an **APS Level 6 Senior Program Officer** you will be required to:

- work effectively and collaboratively with other Senior Officers and Assistant Directors in a team environment,
- supervise a team, manage staff performance, develop Performance Agreements, and support team health and wellbeing,
- use data, reports, and other information to manage your work and provide advice to your team management and senior officers, as well as develop work plans to progress team priorities.
- provide advice and guidance to your team about complex assessment matters including reviews, that is based on program and branch policies, guidelines, internal procedures and/or contractual requirements.
- resolve complex issues over the phone or in writing with applicants, migration agents, registered training organisations and other stakeholders.

- contribute to the wider management of TRA skills assessment programs including managing risk, identifying trends and improving outcomes.

As an **APS Level 6 Senior Policy Officer** you will be required to:

- proactively undertake analysis and prepare research, data and policy advice in relation to skills assessments and skilled migration
- engage with internal and external stakeholders and build your network to understand the delivery of skills assessments and their role in the skilled migration program, and apply that knowledge to policy advice, project delivery and case management
- use evidence from research, data analysis and evaluation activities to inform policy, project delivery and sector regulation around skills assessments, including making recommendations about potential improvements within the context of the Government's broader agenda for skilled migration,
- manage staff, including mentoring, guiding, supporting and developing team members, and
- help deliver strategic projects commissioned to guide the delivery of best practice skills assessments to effectively support skilled migration.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain a Baseline security clearance.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Imogen Gray, 08 8306 8613
Agency Recruitment Site	https://dese.nga.net.au/?jati=29B2F2D1-3DDE-2DE4-9426-D23097A4F65D

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Employment and Workplace Relations

Vacancy VN-0733064

Department of Employment and Workplace Relations (DEWR)

Closing Date: Sunday 26 November 2023

Workforce Australia for Individuals
Contact Centre Contact Centre Business Support

Job Title	Wellbeing Officer
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$94,332 - \$103,731
Classification	APS Level 6
Position Number	23/3251
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?jati=E452DE12-6DCF-8CCF-4E78-D230D32458A4>

Based in Brisbane and Adelaide and working in the Business support team, our 2 successful candidates will gain valuable experience designing, delivering, and advising on a range of well-being activities across the Contact Centres Branch footprint.

Most of the 350 staff are based in Adelaide, South Australia and Brisbane, Queensland. The Contact Centres Branch provides support to job seekers participating in the Australian Government's employment services, either through a contracted provider or the Government's online employment servicing platform.

The teams provide national inbound and outbound telephone, email, digital assistance and other communication support to job seekers, employers and the public including:

- receiving complaints about employment services and the government's policies
- providing information and technical support
- helping participants to understand and manage their mutual obligation requirements
- undertaking transfers and referrals to activities, non-vocational or complementary services
- making employment funding purchases

Duties

The successful applicant will directly support our clients and staff in times of crisis and high anxiety and work with the Branch Consultative Committee to identify ways to improve wellbeing. Reporting to the Assistant Director, Contact Centre Business Support, the Wellbeing Officer is responsible for:

- Conducting assessments to identify the wellbeing needs and challenges within the Contact Centres Branch.
- Creating and implementing wellbeing programs and initiatives tailored to the specific needs of the branch.
- Providing education and awareness about wellbeing issues and equipping individuals with the knowledge and tools to improve their wellbeing.
- Offering one-on-one support for individuals facing wellbeing issues, such as stress, anxiety or lifestyle related concerns.
- Actively promoting wellbeing initiatives through various channels such as newsletters, leadership meetings, workshops, bulletins and Knowledge Based Articles.
- Gathering data to assess the effectiveness of wellbeing activities and programs and making data driven recommendations for improvements

Eligibility

- Essential- Tertiary level qualification in Psychology, Social Work or other related discipline, and/or 2-3 years' professional experience in a similar or transferrable field.

Notes

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

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To Apply

Position Contact	Kurt Mansell-Lim, 0429 056 425
Agency Recruitment Site	https://dese.nga.net.au/?jati=E452DE12-6DCF-8CCF-4E78-D230D32458A4

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Communications and the Arts

Vacancy VN-0733060

Australian Communications and Media Authority

Closing Date: Thursday 23 November 2023

Corporate and Research
Digital and Technology Services Project Management Office

Job Title	PMO Administrative Assistant
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	\$71,401 - \$77,612
Classification	APS Level 4
Position Number	2488-2023-1
Agency Website	http://www.acma.gov.au

Job Description

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

The ACMA is seeking an enthusiastic candidate to join our team. You will need to have experience with the Microsoft Office suite. It would be an advantage if you have some knowledge of TechnologyOne. You will work directly with the experienced contracts and procurement lead, supporting the management and staff of the Branch in fulfilling their financial management accountabilities, carrying out technology and services procurements and implementing contract changes. Direct experience in the above-mentioned functions is desirable but not essential, as on the job training and mentoring will be provided.

Duties

This position will work directly with the ICT Contracts and Procurement Lead to deliver these services, applying Commonwealth Procurement Rules and any other IT Procurement guidance set out by government.

In conjunction with the ICT Contracts and Procurement Lead, the position is expected to under general direction but not limited to, to confirm goods and services have been received and submit invoices for payment processing in line with work order/contracts, assist with month end accruals, financial reporting, action basic procurement activities/change orders, attend vendor meetings and other administration tasks.

It offers contact with a wide range of subject matter experts, including involvement in complex technology procurements and administration of ongoing supplier contracts.

This position will suit a dedicated individual willing to undergo training and work collaboratively across the Branch to ensure time targets for procurements and contract administration are adhered to.

Eligibility

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

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

Notes

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

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Crystal Darmody, 02 6219 5473
Agency Recruitment Site	https://www.acma.gov.au/careers

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

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