



Australian Government

Commonwealth of Australia
APSJobs - Vacancies Daily
PS45 Daily Gazette Wednesday - 06 November
2024.pdf

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APSJobs - Vacancies Daily

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

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

These Vacancies Daily will also appear in the Gazette PS45 Weekly Gazette Thursday - 07 November 2024.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0750833

Australian National Maritime Museum

Closing Date:Wednesday 13 November 2024

Content & Storytelling
Learning, Site Activations and Programs

Job Title	Project Officer, Bookings
Job Type	Full-Time, Ongoing
Location	Pymont NSW
Salary	\$80,341 - \$87,572
Future Merit Locations	Pymont
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	M315
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

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

The Australian National Maritime Museum is seeking an experienced and highly organised Project Officer, Bookings with a strong focus on customer service to join our Learning, Site Activations and Programs teams in this ongoing APS Level 5 position.

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

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

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

Duties

The Project Officer Bookings plays a key role in the administration of school education programs, public programs (E.g. vacation care groups and special holiday programs) and site activations in the Storytelling and Engagement division. The position is the first point of contact for booking enquiries for organised programs and has the primary responsibility of delivering a high standard of customer service. The role handles the school and public program booking process from the first point of contact – which may be via online booking forms, telephone or e-mail – to booking negotiations and invoicing. Customer, program, booking and ticketing information will be managed and processed in the Museum's CRM and online ticketing platforms.

The position works across the Storytelling and Engagement division and is therefore required to liaise closely with staff from multiple teams to ensure accurate, relevant and up-to-date information is provided to customers. There is a close working relationship with the education team during the school term, the public programming team in holiday periods. The position therefore plays a pivotal role in the start-to-end journey of customers participating in organised activities and contributing to efficient workflow and cohesive relationships in the Museum.

Key Accountabilities

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

- Manage the booking process for the Storytelling and Engagement division, including oversight of the Customer Relationship Management (CRM) system and customer communication.
- Customer service administration using Salesforce, the Museum's CRM system, for the Storytelling and Engagement division.
- Daily communication with teachers and tour operators, via telephone, e-mail and online booking forms, to organise bookings for curriculum-linked, school education programs at the Museum.
- Liaising closely with the Education and Public Programs teams to co-ordinate bookings for school and vacation care groups during the school term and holidays.
- Negotiate bookings in a multi-disciplinary work environment, meeting the needs of customers, while factoring in commitments of teams at the Museum, and other external stakeholders.
- Management of the invoicing process within the division.
- Communicate with the Information Technology (IT) department to ensure updates and improved workflow in Salesforce and on the Museum's website.
- Collaborate with staff from other sections of the Museum, including Front-of-House, Venues and Fleet, for events related to school and public programs, and site activations.
- Assist staff across teams in the Storytelling and Engagement division with the preparation of Eventbrite event pages and provide customer information to relevant staff to facilitate program delivery.
- Contribute to the collection of visitor statistics for reporting purposes.

Selection Criteria

1. Demonstrated experience in the administration of a ticketing and bookings system, including highly developed skills in computing and maintaining accurate records.
2. Highly developed communication and liaison skills with an ability to represent the Museum to customers including teachers, community groups, visitors and staff.
3. An understanding of school and teacher requirements when enquiring about and booking school excursions.
4. Collaborative skills to understand and implement the needs of different teams in the bookings process.
5. Experience working within a customer-facing team.

Eligibility

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

Notes

Applications Close: 5pm AEDT, Wednesday, 13 November 2024. No Applications will be accepted by mail or email.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume and cover letter is also to be included in your application.

In addition to an application, your resume and cover letter, the assessment process for this position may also include an interview and referee reports.

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

About the Australian National Maritime Museum

To Apply

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

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Vacancy VN-0750845

Job Title	Preparator
Job Type	Full-Time;Part-Time, Ongoing
Location	Pymont NSW
Salary	\$80,341 - \$87,572
Future Merit Locations	Pymont
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	M319
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

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

The Australian National Maritime Museum is seeking a highly experienced and motivated Preparator to join our Content team in this ongoing APS Level 5 position.

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

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

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

Duties

The Preparator plays a key role in repairing, fabricating, installing, maintaining and de-mounting exhibitions onsite and offsite following design specifications and knowledge of fabrication techniques and safe practices. It is their duty to liaise with various sections of the Museum on preparation matters, either directly, or through their day-to-day supervisor, including representing the branch on exhibition teams as required.

Key Accountabilities

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

Core Duties

- Assist in planning and co-ordinating the preparation, fabrication, installation, maintenance and de-mounting of exhibitions, including travelling exhibitions at other sites, based upon design specifications, operational guidelines and safe working practices.

- Create, or work with the day-to-day supervisor and exhibition team lead to create Safe Method Working Statements and risk assessments for each project or part thereof.
- Ensure exhibitions are installed and demounted to budget and the appropriate time schedule.
- Provide quotes and timetables for preparation services, using resources to budget.
- Ensure the Museum are up to date with the latest developments in materials, production and sustainability (financial and environmental) and make recommendations for best practice.
- Ensure that exhibitions are regularly checked for defects, which are rapidly reported and resolved, ensuring a well-maintained visitor experience.
- Play an active role in contributing to exhibition development and delivery to ensure that they are innovative, high quality and engaging so that they will enlighten and inspire the public both onsite, offsite and digitally (including online).
- Effectively adapt to onsite changes to ensure stakeholder goals are reasonably achieved.

Resourcing and Supervision

- Reports on day-to-day, leave planning and project matters to the Manager of Production and Lighting. Seeks their support in escalating issues to the Head of Exhibitions and Collections as appropriate.
- Supervise short-term contractors ensuring the site is safe, secure and well managed. Make sure they have been inducted to the site based upon any procedures established by Security of Facilities as appropriate prior to the commencement of work.
- Monitor and report on the progress of projects and ensure that opportunities for continual improvement and internal learning are identified and acted upon.
- Liaise with internal and external stakeholders to meet exhibition schedules.
- Effectively report on the budget and escalate any issues in a timely fashion to the day-to-day supervisor.

Other

- Have the ability to operate forklifts and work at elevated platforms if required.
- Ordering and maintaining stock within the Museum's workshop.
- Ensuring workshop equipment is effectively maintained.

Selection Criteria

1. Experience in supporting exhibition deliverables, installations and de-mounting of exhibitions.
2. Excellent communication and interpersonal skills and the ability to liaise effectively with internal and external stakeholders.
3. Well-developed organisational skills and a demonstrated ability to achieve results within defined timeframes and budget.
4. Demonstrated knowledge of best practice WHS processes and documentation, including the creation of Risk Assessments and Safe Work Method Statements.

Eligibility

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

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About the Australian National Maritime Museum

To Apply

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Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20people/Work%20with%20us

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Vacancy VN-0750687

Job Title	Program Leader – Nuclear Powered Submarine Technical Base Strategy and Plans
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Melbourne VIC
Salary	\$193,736 - \$211,957
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	ASA is committed to assisting its employees with flexible office arrangements. Flexible Office Arrangements are available for certain roles within ASA
Classification	
Position Number	ASA/09521/24
Agency Website	https://www.defence.gov.au/about/taskforces/aukus

Job Description <https://defencecareers.nga.net.au/?jati=79E2D0BA-B4AA-769A-C393-DB47BA35D15B>

Duties

The Role

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

The position of Program Leader – Nuclear Powered Submarine Technical Base Strategy and Plans will work under broad guidance to manage large and highly complex programs enabling establishment of a new nuclear powered submarine technical support function in Australia. The position will apply engineering and scientific knowledge, and a comprehensive understanding of Defence and government processes, to deliver expert advice ensuring establishment of an Australian technical support capability against challenging delivery timelines.

The role will lead a work team and be responsible for building the capacity and capability of the work unit. This will include exercise of people and financial responsibilities. The position will provide strategic direction to the work team, including development of business plans and strategies, as well as monitor workflow and performance.

The role will be accountable for leading and managing:

- The delivery of strategies and plans to ensure establishment and operation of a nuclear powered submarine technical support capability in Australia, including program management, governance, assurance and reporting.
- Development, implementation and maintenance of appropriate program prioritisation and management processes in compliance with legislative frameworks, government decision making and Australian Submarine Agency guidelines and regulations.
- Identification and management of risks to the establishment and operation of an Australian technical support capability, in the context of related complex activities and issues.
- Oversight and preparation of written material including business cases, contributions to Cabinet submissions, Senate Estimate submissions, and internal briefs.

- Engagement and collaboration with AUKUS partners, including establishment of governance and assurance processes.
- Development and delivery of formal submissions to senior AUKUS forums.
- The application of scientific and engineering knowledge to maximise the use and transfer of technology, intellectual property and expertise to deliver program outcomes.
- Establishment of a team of specialists able to develop and deliver programs across diverse technical domains, and able to define and meet organisational development requirements within challenging timeframes.

About our Team

As a member of the Technical Division, you will continue to grow your subject matter expertise, be accountable for exercising any assigned authorities and Technical Regulatory Authority delegations and providing objective quality evidence.

You will be provided with unique opportunities to develop your skills and experience. In addition to leveraging your existing experience, you will also work alongside others within the team with knowledge, skills and experience from a wide spectrum of disciplines.

We operate with a strong focus on our people, technical development and integrity. We are underpinned by an inclusive culture that respects, values and utilises the contributions of people of different backgrounds, experiences and perspectives. We are collegiate and collaborative, requiring a high level of integration and consistency to achieve our outcomes for ASA.

Our Ideal Candidate

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

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

- A Bachelor degree in engineering or science appropriate to the scientific and technical duties of the office. Relevant areas of qualification include, but are not limited to, nuclear, electrical, mechanical, chemical and systems engineering, or a relevant science discipline including nuclear science, physics, mathematics and materials science.
- Post graduate qualifications in a related engineering or scientific discipline, or qualifications in public administration, strategic policy or a similar field, will be highly regarded.
- Technical and program development skill and judgement of a high order, together with the demonstrated ability to make mature assessments and decisions on the progress of engineering and technical programs. Experience with submarine systems will be an advantage.
- Demonstrated experience applying established principles, practices and procedures to develop strategies and governance processes in dynamic and rapidly evolving contexts.
- Demonstrated experience initiating, developing and managing international collaborative technical programs and collaborations.
- Strong written, oral communication and negotiation skills, with a demonstrated ability to communicate complex technical concepts.
- Experience delivering strategic advice to different stakeholders to inform decision-making, build common understanding, share knowledge, and maintain relationships.
- A proven track record of managing competing priorities and delivering multiple concurrent projects against challenging timelines.
- Demonstrated experience establishing and managing a diverse team delivering complex technical programs, including management of budgets, recruitment, staff development, and training.

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 Australian Submarine Agency

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

To Apply

Position Contact	Laura Banyari, 03 9200 0837
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=79E2D0BA-B4AA-769A-C393-DB47BA35D15B

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Vacancy VN-0750846

Job Title	Research Services Manager
Job Type	Full-Time, Ongoing
Location	Gungahlin ACT, Newstead QLD
Salary	\$118,461 - \$144,571
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Office arrangements will be negotiated during recruitment
Classification	Executive Level 1
Position Number	493508
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking a skilled and strategic Research Services Manager to join the Business Planning and Research Services Team. Apply now and be part of a rewarding career at DHA!

About us

Defence Housing Australia (DHA) is a Nationally Recognised Government Business Enterprise with the primary role of providing housing and related services to Defence and their families. DHA manages one of Australia’s largest national housing portfolios of about 17,000 properties and has an opportunity for an experienced Research Services Manager to join the team.

About your team

The Chief Financial Officer's Group under the guidance of the Chief Financial Officer, is responsible for the delivery of fiscal management services across the organisation. The Business Planning and Research Services team is responsible for the delivery of a performance framework providing strategic direction, alignment and collaboration across the organisation, with a clear line of sight through all their planning and reporting activities.

Duties

About the role

We are seeking a skilled and strategic Research Manager to design and implement impactful surveys, deliver data-driven insights and foster an inclusive team. The ideal candidate will bring a strong analytical background, an ability to communicate complex information to diverse audiences, and a commitment to public service professionalism and innovation.

For information on DHA's Employee Value Proposition, visit our [website](#).

The role is responsible for:

- Research or evaluation experience: Proficiency in developing research questions, conducting literature reviews, and selecting appropriate methodologies. You will have relevant qualifications, for example in Applied Statistics, Psychology/Statistics, Economics or similar.
- Analytical expertise: Experience with data preparation, including ETL processes, business intelligence systems, and statistical analysis techniques like regression. This role requires a high level of computer literacy including proficiency in Microsoft Excel at an advanced level; SPSS, or similar (knowledge of R or Python will be viewed favourably); survey programming software and customer relationship management systems.
- Project management skills: Demonstrated ability to manage multiple projects, both business-as-usual and ad hoc, while meeting deadlines and quality standards. You should be able to proactively identify and mitigate risks, support continuous improvement, and effectively balance priorities to deliver outcomes.
- Team leadership and development: Experience in building team capabilities, identifying key talent, and fostering an inclusive culture. You will need to promote a collaborative work environment that supports individual growth and delivers results.
- Commitment to APS values: Demonstrated professionalism, impartiality, and alignment with the APS values and code of conduct. Your approach should reflect a principled and ethical commitment to data management and research integrity.
- Innovation and problem-solving: Capacity to explore new ideas, recognize interconnected issues, and apply innovative solutions. You should be skilled in analysing complex information, considering alternative solutions, and making evidence-based recommendations.

If you are a results-driven professional with a solid foundation in research and analysis, a commitment to continuous improvement, and the ability to communicate insights effectively, we encourage you to apply!

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen and can obtain and maintain a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation

- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance
- Positive workplace culture where you can bring your whole self to work
- Opportunities for growth and development
- Career progression and opportunities
- ADF partner employment conditions when posting to a new location

For more detail on what we offer, visit the DHA [website](#) and refer to the DHA Enterprise Agreement 2024-27.

How to apply

Apply now via our [online careers site](#) with your current resume and using 300-one page pitch, addressing the requirements of the role. We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the attached [Position Description](#).

The next steps after application

The recruitment round will be broken down into 4 stages, application, virtual interview, work sample and reference check.

If your application has been successful in being shortlisted, you will be contacted to attend a formal interview.

Once the interview and work sample has been completed, referees have been contacted, and successful candidates have been selected, you will be contacted advising you of the outcome of your application.

Any questions? Please contact Samuel Robinson, Director Planning and Engagement T: 0403 547 445 E: samuel.robinson@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

Applications close

AEST 11.55pm Wednesday, 20 November 2024

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

About the 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	Samuel Robinson, 0403 547 445
Agency Recruitment Site	https://careers.dha.gov.au/

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Procedure Office
Legislative Scrutiny Unit

Job Title	Principal Research Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$126,401 - \$141,587
Future Merit Locations	Barton
Office Arrangement	On Site
Office Arrangement Details	Employees are entitled to request flexible working arrangements under the department's enterprise agreement.
Classification	Executive Level 1
Position Number	30
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate

Job Description

<https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-b8c9-9bc90>

The Department of the Senate is seeking applications from those interested in joining the Procedure Office in the role of Principal Research Officer. This is an immediate non-ongoing opportunity for a period of approximately 14 months. The department may fill future similar vacancies on an ongoing or non-ongoing basis as a result of this selection process.

The Principal Research Officer is responsible for major legislative analysis, research and writing tasks supporting the work of either the Senate Scrutiny of Bills Committee or the Senate Scrutiny of Delegated Legislation Committee. This includes high-level legislative scrutiny of bills or legislative instruments, analysis and research as well as preparing complex reports and briefs for consideration by the chair and the committees. The role will particularly suit those with familiarity with, and knowledge of, legislation and legislative processes.

The Principal Research Officer is expected to take carriage of the preparatory work for meetings of the committees, assist with other committee business, and is responsible for the supervision of lower level employees.

The Principal Research Officer may also be required to act as secretary to the committee on occasions and may support the work of the secretariat of the Parliamentary Joint Committee on Human Rights.

Duties

1. Undertake major legislative scrutiny, analysis and research for the legislative scrutiny committees, including producing draft reports, briefing papers and background material.
2. Assist the committee secretary in the planning and management of the work of the Legislative Scrutiny Unit, including scrutiny work, meeting preparation and reporting to the Parliament.
3. Manage individual aspects of committee business under limited direction and help lead a small team in the provision of secretariat services to the committees.
4. Act as committee secretary when required.
5. Provide advice and information to committees, including at committee meetings and, as needed, liaise with officials and the general public on committee business.
6. Develop and maintain knowledge of Senate procedure and parliamentary law and practice, particularly in relation to the work of committees.
7. Complete corporate and administrative tasks in a timely manner.

Eligibility

Desirable

- Relevant tertiary qualifications (or progress towards relevant tertiary qualifications).
- Familiarity with, and knowledge of, legislation and legislative processes.
- Understanding of administrative law and rule of law principles.

Notes

To apply, you are asked to provide a one-page pitch detailing your suitability to perform the duties of the position, along with a copy of your CV or résumé.

The Department of the Senate is committed to being an inclusive employer. We aim to provide a supportive, flexible, and fair workplace that recognises the diversity within the Australian community, where all employees feel respected, valued and supported to best contribute to our work. We encourage applications from First Nations' people, people with disabilities, neurodivergent people, people from culturally and linguistically diverse backgrounds, those who identify as LGBTQIA+, mature aged employees and people with caring responsibilities.

About the Department of the Senate

The Department of the Senate provides the secretariat to the Senate – enabling its legislative and accountability activities – and to dozens of parliamentary committees, whose work encompasses the Senate's scrutiny functions and its exercise of Parliament's broad inquiry powers. In doing so, departmental officers provide the Senate, its committees, the President and other senators expert, impartial advice about Senate and committee operations. We publish the Senate's records, and produce an array of information resources so that people may understand and engage in its work. With our colleagues across the Parliamentary Service we also provide specialised advice and logistical support to senators so they may undertake their duties.

To Apply

Position Contact	HRM.Sen@aph.gov.au, 02 6277 5924
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-

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Vacancy VN-0750823

Great Barrier Reef Marine Park Authority

Closing Date:Tuesday 19 November 2024

Major Projects Great Barrier Reef Aquarium

Job Title	Curatorial Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$90,408 - \$102,866
Future Merit Locations	Townsville
Office Arrangement	On Site
Office Arrangement Details	The employee will be expected to work in the office location where the role is based
Classification	APS Level 6
Position Number	107
Agency Website	

Job Description

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

We have an exciting opportunity for a dynamic and dedicated individual to join our team as a Curatorial Manager at the Great Barrier Reef Aquarium. This key position is responsible for overseeing the Curatorial Programme including management of staff, budgets, life support system operation, strategic planning and establishing operational procedures, training and safety associated with captive animal husbandry.

Pivotal in developing and maintaining contemporary captive animal husbandry and welfare standards, the Curatorial Manager also plays a lead role in influencing team culture and development.

Duties

What you will do as the Curatorial Manager

- Manage the annual work program for the Curatorial section including human resources, procurement and budget management, workflow coordination and resources between teams and programmes.
- Oversee the development, operation, biosecurity and maintenance (including dive operations) of live animal holding facilities.
- Work closely with maintenance personnel and contractors to ensure a reliable, safe and compliant workplace.
- Provide management advice to a range of stakeholders including Senior Management, Executive Management Group, Marine Park Authority Board and the Minister, through high quality briefs, reports and submissions in relation to Curatorial operations, including capital works.
- Liaise, consult and negotiate with stakeholders, clients and service providers in relation to the Curatorial programme and represent the Great Barrier Reef Aquarium and the Reef Authority as required.
- Maintain appropriate records and be responsible for compliance to all relevant licences and permits associated with aquarium operations

Eligibility

In order to succeed in the role, you will:

- Have at least 5 years of recent Curatorial experience in a public Aquarium or relevant Aquaculture facility.
- Have a demonstrated understanding of contemporary aquatic life support systems and animal husbandry practices.
- Be available to participate in resolving operational issues including attending on site after hours if required
- Be experienced in relationship and stakeholder management, including being able to supervise contractors.
- Be a natural problem solver, a doer and are known for seeing things through.
- Be prepared to travel to our satellite facility at AIMS periodically
- Have experience in projects including scoping, planning, managing milestones, tracking progress and negotiating changing requirements.
- Have a keen eye for detail, stay calm under pressure, and handle multiple priorities with ease.

Applicants **must**:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.
3. be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.
4. hold or be able to obtain a Working with Children Check (QLD Blue Card), failure to obtain/maintain QLD Blue card will result in termination of employment.

Notes

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

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

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Stephen Menzies, 0407193171
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0750626

Job Title	Senior Engagement Advisor (Identified)
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	\$126,968 - \$140,959
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	0000
Agency Website	

Job Description

<https://www.ilsc.gov.au/about/careers/senior-engagement-advisor/>

- **Indigenous Identified Role**
- **Newly created role, opportunity to make it your own!**
- **Full time ongoing role – Location flexible – Adelaide preferred**
- **Salary range \$126,968 to \$140,959 (plus 15.4% super)**

About Us:

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural, and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

About the Team:

The Policy, Strategy and Performance section sits within the Program Development and Delivery Directorate and is responsible for the development and delivery of policy, strategic planning, evaluation, and reporting based on sound research and consultation. It is also responsible for the ILSC's obligations under the Commonwealth Corporate Performance Framework, including related Government Relations. It provides advice and support to the Office of the CEO, senior

management and employees on policy issues, and plays a key role in supporting the ILSC's internal planning, monitoring, reporting and continuous improvement regimes, to support the delivery of activities in line with its NILSS, RILSS and Corporate Plan.

Duties

About the role:

The Senior Engagement Advisor role is a primarily internal-facing position that focusses on building the capability of the ILSC to deliver targeted, meaningful, culturally appropriate, and effective engagement with First Nations people and our broader stakeholder base.

Under the guidance of the Manager – Strategy and Engagement, the role will lead the development, planning and implementation of initiatives, projects and activities that enable delivery of the Meaningful Connection priority of the [National Indigenous Land and Sea Strategy](#).

Under the direction of the Manager of Policy, Strategy, Performance and Communication you will:

Lead the development and implementation of a whole-of-organisation Engagement Framework including:

- engagement principles and standards
- enabling policies and processes
- engagement tools and consultation mechanisms and risk management strategies.

Strengthen the capability of ILSC staff to establish, build and maintain collaborative and meaningful relationships with First Nations stakeholders and other relevant partners that:

- enables deeper engagement on community concerns and interests
- facilitates engagement with government and industry and supports delivery of key ILSC and stakeholder projects in a culturally competent manner.
- ensure any engagement initiatives comply with legislation, best practice guidelines, cultural competency standards, and align with relevant government and internal initiatives. For example, the Commonwealth Engagement and Partnership Framework.
- lead the design, implementation and uptake of a Customer Relationship Management tool across the ILSC to enable improved engagement with external stakeholders. Technical expertise will be provided.
- provide advice to staff on the development of their engagement plans and external engagement or consultation processes.

Eligibility

Notes

At the ILSC we offer:

More than just a job. We offer you the opportunity to make a real, positive difference to the lives of First Nations peoples. When we return land and water Country to Indigenous ownership, or fund a new Indigenous enterprise or management project, we strengthen and deepen Indigenous connection to Country and advance progress towards self-determination.

Generous leave entitlements and work conditions, including:

- 15.4% superannuation on top of your salary
- Flexible hybrid work environment (2 days WFH)
- Not-For-Profit salary packaging
- Paid leave over the Christmas and New Year's period
- Access to generous parental leave
- Training and development opportunities
- Generous Studies Assistance program

Health and wellbeing programs:

- Healthy Employment Scheme (HES) – An annual allowance towards your wellbeing
- Screen Based Equipment Scheme – Includes eye testing and an allowance towards spectacles
- Free Skin Checks

If you have a passion to drive change and want your work to align with your values to make a real difference, we invite you to apply now and start the conversation.

The preferred applicant will be engaged under the provisions of the ILC Enterprise Agreement.

Identified Vacancy - The filing of this employment opportunity is intended to constitute a special measure under subsection 8 (1) of the Racial Discrimination Act 1975. This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

If you'd like to find out more, please contact **Casey Harris - Manager Strategy & Engagement, Policy and Program** on **0405 759 892**.

For the position profile and to apply please visit the ILSC Careers page at:
<https://www.ilsc.gov.au/careers/>

Applications close Tuesday 19 November 2024

At the ILSC we're committed to building a diverse and inclusive workplace to ensure our workforce is representative of the communities we support.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

About the Indigenous Land and Sea Corporation

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the ATSI Act and subject to the PGPA Act. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land, water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and freshwater country.

To Apply

Position Contact	Casey Harris, 08 8100 7146
Agency Recruitment Site	https://www.ilsc.gov.au/about/careers/senior-engagement-advisor/

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Vacancy VN-0750837

National Library of Australia

Closing Date:Sunday 17 November 2024

Collaboration Trove Data and Platforms

Job Title	APS 4 - Senior Administrative Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$73,156 - \$78,992
Future Merit Locations	Various locations - ACT, Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexible arrangements to be negotiated with the successful applicant
Classification	APS Level 4
Position Number	104053
Agency Website	

Job Description

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

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 is seeking to fill a **Senior Administrative Officer APS4** role in the Trove Data and Platforms Section of the Collaboration Branch on an ongoing, part-time basis.

As the Senior Administration Officer, you will work as part of a medium sized team in creating and updating procedures; assisting with data management; providing support for the administration of systems and their upgrade cycles; supporting business analysis tasks, including collation and analysis of data; responding to enquiries from external stakeholders (eg. Trove Partners such as State Libraries) and internal stakeholders. You will provide general administrative assistance across the Trove Data and Platforms section including projects and supporting other team members with training.

This is a great opportunity to build on your administrative, procedural and customer service capabilities; be at the forefront of ensuring successful Trove Partner contributions to online collections; and be part of a supportive and collaborative team in a flexible working environment.

To succeed in this role it is desirable, but not mandatory, if you have:

- Experience in learning new systems and preparing supporting procedures
- Experience with systems managing descriptive metadata in galleries, libraries, archives, museums or research institutions, or
- Qualifications or experience in Information Management or relevant area.

The role would suit someone who is organised with a strong attention to detail and is passionate about delivering quality administration and customer service.

Eligibility

Applicants should be Australian citizens to be eligible for APS employment.

The preferred applicants will be required to successfully undergo a police record check. The preferred applicant must be willing to disclose all relevant and required information.

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.

This role is available on an ongoing, part-time basis. A merit pool may be established and used to fill similar ongoing or non-ongoing vacancies available at this level on a full-time or part-time 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 Library of Australia

To Apply

Position Contact	Jennifer Thompson, NA
Agency Recruitment Site	https://nla.nga.net.au/cp

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Agriculture, Water and the Environment

Vacancy VN-0750714

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 20 November 2024

Digital Services
Digital Enabling Services Financial Management and Reporting

Job Title	Finance Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$81,690 - \$89,615
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 5
Position Number	2024/4397
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Digital Enabling Services Branch provides the Digital Services Division with program management and assurance, business engagement, human resource services, financial management and reporting, in-house commercial services and assistance in governance and strategic communication matters. The branch is also responsible for the Shared Services Centre which governs the provision of ICT services to participating entities.

The Financial Management and Reporting Section oversees divisions financial operations and supports the financial maturity and accountability of the division, including projects.
The area:

- partners with ICT line areas to ensure financial management processes and standards are in place
- works closely with stakeholders to manage internal budget allocations and forecasts within a robust compliance framework to support resource management practices
- delivers reporting and analysis to support data-driven financial decision making.

Duties

The Job

Working closely with the Financial Management and Reporting team and the Corporate Finance Business Partner team, the Finance Officer will support the team to ensure the business is provided with meaningful insight and analysis to facilitate decisions. Responsibilities include:

- Working with DSD vendors and corporate stakeholders for a range of labour hire and service contracts to ensure supplier invoices meet the Department's compliance requirements and processing invoices in TechnologyOne Financial Management Information System (FMIS) in a timely manner.
- Providing support and assistance to DSD Cost Centre Managers and Project Managers regarding development of their internal budgets.
- Preparing monthly financial journals.
- Assisting in producing monthly reports, including analysis and advice on the current and planned financial performance and position of the division.
- Providing general advice on a broad range of financial and accounting matters.
- Assisting in updating forecasts on a monthly basis to inform management of funding issues by highlighting pressures or savings; and
- Other ad hoc duties as requested.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. **Eligibility**

What are we looking for knowledge and experience

- Experience working within an accounting or finance area.
- Knowledge of TechnologyOne or similar FMIS reporting tools.
- A working knowledge and understanding of the Commonwealth financial framework will be highly regarded.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Janelle Rice, janelle.rice@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0750805

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 17 November 2024

Biosecurity Plant and Science Services
Science & Surveillance Surveillance

Job Title	Vector Surveillance Officer
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	\$74,882 - \$81,521
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	to be negotiated
Classification	APS Level 4
Position Number	2024/4274
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are
The Biosecurity Plant and Science Services Division (BPSSD) safeguards Australia’s plant health status to achieve, maintain and expand overseas markets, while protecting the economy and environment. The division includes four branches, which together focus on providing scientific analysis and technical advice, facilitating the safe importation of plants and plant products, improving

systems, market access, capacity building and stakeholder engagement. The division provides diagnostics, with advice on biosecurity risk and measures, and biosecurity training. The division conducts surveillance and response at first points of entry and approved arrangements sites nationally, and delivers plant, animal and aquatic health surveillance in northern Australia. The division works closely with communities and Indigenous rangers and regulates biosecurity risk in the Torres Strait.

Science and Surveillance Group (SSG) is comprised of scientists, operations and support staff responsible for regulatory advice and training, technical input to biosecurity policy, regulation activity in the Torres Strait and diverse surveillance and diagnostic services around Australia, including animal and plant health surveillance measures under the Northern Australia Quarantine Strategy.

The Surveillance Section is one of the four national Sections delivering diagnostic or surveillance activities within the Operational Science & Surveillance (OSS) component of the Science & Surveillance Group (SSG). The Section is comprised of the National Border Surveillance, Vector Monitoring Program (VMP) and Hitchhiker Surveillance Program teams and is led by a management team consisting of a Director, Assistant Directors and APS 6 Senior Surveillance Officers.

Duties

The Job

Under general direction of the Regional Vector Coordinator (RVC) the duties of the roles include, but are not limited to:

- Maintaining regular communication with their RVC and seeking and following advice to deliver vector monitoring tasks to the required standard of the work instructions.
- Maintaining cooperation with external stakeholders associated with the Vector Monitoring Program (VMP), including port and approved arrangement (AA) operators, other Commonwealth and State/Territory/Local government agencies and treatment providers.
- Being responsible for conducting routine vector and, if required, plant-pest monitoring activities appropriate to port risk assessments, including placement, installation, maintenance, and servicing of all trap types operated by the department.
- Gaining and using knowledge of mosquito biology to guide effective delivery of vector monitoring activities including the optimum methods for sampling, placing traps, and knowing when and where to sample mosquitoes.
- Conducting regular surveillance activities at first points of entry, high-risk AA sites and other importer premises, including formal ground surveys, by:
 - identifying, describing, and mapping known or potential mosquito breeding sites,
 - assessing biosecurity risk pathways, planning field surveillance for other plant pests,
 - using appropriate sampling methods to determine the mosquito and, if required, plant-pest species and weeds present in the port environment and their relative abundances,
 - assessing overall receptiveness of each surveillance location, including factors such as sanitation, breeding sites, frequency of conveyance movements and cargo types,
 - initiating and managing risk-mitigation actions through liaison with department staff and stakeholders,
 - entering and providing data regularly to the RVC within required timeframes, as required contributing to the accurate collection and recording of other surveillance data,
 - preparing written reports documenting surveillance activities and outcomes.
- Preparing, maintaining, and annually updating a consolidated vector 'toolbox' for each port consisting of
 - aerial maps of the ports and high-risk AAs, with trap locations,
 - descriptions of each trap including type, location, and frequency of inspection,
 - current copies of all vector related work instructions, including national response guidelines, copies of raw data worksheets
 - a list of local and national vector contacts within our department and the State/Territory health agency.
- Managing specimens collected by:
 - establishing and rearing cultures of mosquito larvae collected by surveillance,
 - using appropriate diagnostic resources, including taxonomic keys of appropriate regional or taxonomic focus, to complete morphological identifications of adult and larval mosquitoes,

- preparing and storing specimens for morphological and/or molecular identification,
- conducting triage of other field samples, including preparing and submitting to diagnosticians.,
- Conducting activities required under national response guidelines for detections of exotic mosquitoes, including:
 - contributing to daily situation reports on the status of the detection/response, both verbally and in writing,
 - establishing response trap networks under the limited direction and guidance of the RVC and VMP operational and policy managers,
 - completing tasks such as trap clearance and identification of specimens outside of standard business hours, including over weekends and public holidays.
- Mentoring other regional staff to become proficient at managing some aspects of the Vector Surveillance Officer role to create backup capacity for the program.

Please note that the merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may also be used to fill future ongoing vacancies in the branch where the duties are of a similar nature. **Eligibility**

**What are we looking for
knowledge and experience**
The successful applicant will have:

- Experience with conducting field-based surveillance for insects, ideally mosquitoes, including establishing, maintaining, and checking a network of traps.
- Experience with working in a laboratory, including rearing insects, and preparing insect specimens and using light microscopy for their identification.
- An understanding of the application of WH&S principles in office and field-based contexts.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Laura Marsh, laura.marsh@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0750798

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

Closing Date:Tuesday 19 November 2024

Job Title	Members
Job Type	Part-Time, Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - WA WA, Various locations - QLD QLD, Various locations - SA SA, Various locations - NT NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible employment arrangements are available with the Department of Climate Change, Energy, the Environment and Water.
Classification	Statutory Appointment
Position Number	N/A
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Duties

Led by the Chair, members lead and guide the work of the Authority. Members bring substantial experience, knowledge and standing in the fields that underpin the Authority's work, as identified in the CCA Act.

They are supported by the Chief Executive Officer ('CEO'), who is responsible for the day-to-day operations of the Authority. The members and CEO are supported by the Authority's staff, who are engaged under the Public Service Act 1999. As a Government agency, the Authority's officials are also subject to the Public Governance, Performance and Accountability Act 2013 ('PGPA Act'). The CEO is the accountable authority under the PGPA Act. The staff have expertise and qualifications in a wide range of fields, including climate science, economics, law, international relations, public affairs, human relations, accounting and communications.

The successful candidates

Given anticipated vacancies on the Authority, the Minister is looking to appoint two members with the professional skills and experience to provide strategic direction for an agency at the centre of Government policy. These members are likely to commence in April 2025. This process may also be used to fill any further vacancies over the next year.

To be eligible for appointment under s 18(2) of the CCA Act, each successful candidate must at the time of appointment, have:

- (a) substantial experience or knowledge, and

(b) significant standing,

in at least one of the following fields:

- (c) climate science;
- (d) economics (including environmental economics);
- (e) industry;
- (f) social policy;
- (g) technology development and adoption;
- (h) employment policy;
- (i) energy production and supply;
- (j) greenhouse gas emissions measurement and reporting;
- (k) greenhouse gas abatement measures;
- (l) financial markets and investment;
- (m) trading of environmental instruments;
- (n) land resource management;
- (o) environmental management;
- (p) public administration;
- (q) rural and regional development; or
- (r) community energy.

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

To Apply

Position Contact	Imogen Hindson, 0400 312 147
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Attorney-General's

Vacancy VN-0750748

Australian Federal Police

Closing Date:Thursday 21 November 2024

ACT Policing
Domestic and External Territories Jervis Bay

Job Title	Locally Engaged Special Member
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT
Salary	\$80,821 - \$95,010
Future Merit Locations	Norfolk Island, Christmas Island, Home Island Cocos (Keeling) Islands, Jervis Bay
Office Arrangement	On Site
Office Arrangement Details	Position is onsite
Classification	
Position Number	50040752
Agency Website	https://careers.afp.gov.au

Job Description

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

Applications are sought from applicants wishing to be considered for the role of the Locally Engaged Special Member to further strengthen the Domestic and External Territories work within the Jervis Bay Community.

ACT Policing, through the Domestic and External Territories (DET) Team, is responsible for the delivery of community Policing services to Jervis Bay, Norfolk Island, and the Indian Ocean Territories (IOT's) consisting of Christmas Island and Cocos (Keeling) Islands.

As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory frameworks, 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.

Duties

- Provide administrative and operational support as directed by the officer in charge (OIC) of Jervis Bay to assist in the delivery of Community Policing Services.
- Take an annual oath or affirmation to be appointed as a Special Member under sections 36 and 40E of the Australian Federal Police Act 1979 (Cth) and enforce powers and perform duties that are expressly conferred in the Special Member application and endorsed by the Delegate.
- Establish and maintain internal and external networks and working relationships with colleagues, key stakeholders, government agencies and community members.
- Manage official records in accordance with AFP governance and the Archives Act 1983 (Cth).
- Undertake duty as a Police coxswain and ensure accurate reporting of maritime related functions and activities.
- Assist with administration, maintenance, and survey of AFP marine assets.
- Manage vessel crew and operator requirements; coach, guide and mentor team members in coxswain duties as required.
- Monitor and assess capability development across AFP maritime functions.
- Assist with proactive targeting of traffic offences to prevent road trauma as directed by the OIC
- Undertake minor project and research work as required and directed by the OIC
- Participate in emergency incidents, search and rescue operations and training exercises.
- Assist with Police functions, operations and investigations as required and directed by the OIC

Eligibility

- Negative Vetting 1 (NV1) security clearance or the ability to obtain
- Use of Force (UoF) qualification excluding firearms or the ability to obtain
- Coxswain Grade 1 Near Coastal qualification or the ability to obtain prior to engagement
- Demonstrated ability to work various shifts as required, including on-call
- You must be an Australian Citizen at the time of application.
- Candidates will be required to complete both a Psychological and/or Medical assessment to be able to progress through this process.

Notes

Desirable Requirements

- Physically fit
- Good hand-eye coordination
- A good sense of balance
- Able to cope with the physical demands of the job

Additional Information

This role is located in Jervis Bay and applicants are expected to be based in Jervis Bay or surrounding area.

Selection Criteria

- Organising your work, making sound decisions and achieving outcomes
- Communicating and working effectively with other people
- Applying technical knowledge, expertise and skills

Application

Please submit the following documents via our Jobs portal prior to the closing date and time:

- **Resume/CV** - This will form the basis for determining your suitability against the position requirements and give the panel a clear outline of your current knowledge and qualifications along with previous experiences. Please include your work history, responsibilities and achievements.
- **Applicant [pitch](#)** (maximum two pages). Ensure your pitch tells us why you are the best fit for the role, with examples that demonstrate your capabilities addressing the selection criteria, role requirements and [work level standards](#) for the role.

Only complete applications will be considered. Please review and ensure the uploaded documents are correct for this application after submitting your application.

Commitment to Diversity & Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the LGBTQI community and people with a disability.

About the Australian Federal Police

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

To Apply

Position Contact	Paul Reynolds, 02 51261437
Agency Recruitment Site	https://careers.afp.gov.au

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Attorney-General's

Vacancy VN-0750754

Federal Court of Australia

Closing Date:Wednesday 20 November 2024

Federal Circuit and Family Court of Australia (Division 1 and Division 2)
Family Law Registrar Support

Job Title	Case Manager to Judicial Registrar or Senior Judicial Registrar
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Cairns QLD, Canberra ACT, Dandenong VIC, Darwin NT, Dubbo NSW, Hobart TAS, Lismore NSW, Melbourne VIC, Newcastle NSW, Parramatta NSW, Rockhampton QLD, Sydney NSW, Townsville QLD, Wollongong NSW
Salary	\$71,560 - \$78,001
Future Merit Locations	Adelaide, Albury, Brisbane, Cairns, Canberra, Dandenong, Darwin, Dubbo, Hobart, Lismore, Melbourne, Newcastle, Parramatta, Rockhampton, Sydney, Townsville, Wollongong
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid arrangement may be considered for successful candidates.
Classification	APS Level 4
Position Number	0830-10-24
Agency Website	https://www.fedcourt.gov.au/about/employment

Job Description

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

The Courts are seeking highly capable candidates who are enthusiastic, driven and motivated to assist in achieving the Courts' objectives and perform the key functions of a Case Manager to provide high level administrative and court support to a Senior Judicial Registrar or Judicial Registrar.

Senior Judicial Registrars and Judicial Registrars now undertake, under the new case management pathway, a significant proportion of first return directions and interlocutory work in the FCFCOA (Divisions 1 and 2) previously undertaken by judges, and perform dispute resolution to resolve proceedings. Case Managers will support registrars in the case management of family law matters. This includes supporting registrars working on various areas across the Courts, including the Evatt List within the Lighthouse project, and in relation to PPP-500 small claims property matters. Subject to their skills and experiences, successful applicants may also support Senior Judicial Registrars and Judicial Registrars who undertake judicial work nationally.

The role may support one or more registrars or national case management processes flexibly in order to account for workload demands.

Duties

A number of the following duties will be relevant to the Case Manager position:

- Exercise sound administrative skills to assist Senior Judicial Registrars and/or Judicial Registrars, including assisting with the preparation of matters for court lists and dispute resolution events;
- Assist with the efficient and effective running of the chambers of Senior Judicial Registrars and/or Judicial Registrars, including through preparing correspondence, providing links for electronic court events, and managing the schedule of hearings and engagements in the Court databases, and assistance with registrar case management more broadly;

- Use Court applications and associated documentation, to accurately enter and maintain information on Court databases, enter and disseminate listing information, and manage Court records and files;
- Assist registrars in the administrative planning and case management of matters including in the preparation and publication of orders, liaising with Judges' chambers, litigants and other services;
- Build relationships with Court users and be responsive to requests from external and internal stakeholders;
- Assist with the administrative aspects of referral of matters to judges, Senior Judicial Registrars, Judicial Registrars, Child Dispute Services staff and other registry staff; and
- Provide administrative support to Senior Judicial Registrars and/or Judicial Registrars working on key initiatives, including the Lighthouse Project and on PPP-500 small claims property matters, including relating processes, case management and operation of the specialist list to Court users and internal staff.
- Running and case managing matters in Court events (Court Officer).

Eligibility

Formal Qualifications and Experience

Experience within a court, administrative or legal environment is highly regarded.
Qualifications of an administrative nature are desirable.

Selection Criteria

The successful applicants will need to have:

1. Sound administrative and organisational skills.
2. High level communication (oral and written) and liaison skills as well as the ability to communicate with people at all levels. Be able to exercise tact and discretion, act impartially and maintain confidentiality at all times.
3. Demonstrated ability to provide high-level administrative support including demonstrated commitment to excellence in service delivery and attention to detail in a fast-paced environment.
4. Demonstrated ability to manage several processes at once, attention to detail, excellent time management skills, and apply planning and problem-solving skills of moderate complexity.
5. Demonstrated working knowledge or ability to quickly acquire a sound working knowledge of court procedures, guidelines, policies and practice, including the computerised information systems used by the Courts.
6. Demonstrated ability to work both autonomously and as a member of a geographically dispersed team with limited direction, and the ability to adapt to changing situations and priorities and participate in collective work practices.
7. Sound IT proficiency, including the ability to learn and adapt to new systems and technology quickly and effectively.

Notes

Eligibility

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

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

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

Diversity and Inclusion

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

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

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

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	Kirsten Hatwell, (08) 7201 6012
Agency Recruitment Site	https://www.fedcourt.gov.au/about/employment

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Attorney-General's

Vacancy VN-0750494

Office of Parliamentary Counsel

Closing Date:Monday 18 November 2024

Executive

Job Title	Executive and Legal Support Officer
Job Type	Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$86,294 - \$91,509
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	On-Site
Classification	APS Level 5
Position Number	5199
Agency Website	https://www.opc.gov.au

Job Description

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

You will provide a broad range of administrative support to keep the wheels of the legislative program, drafting teams, and First Parliamentary Counsel's (FPC) office turning. The work is varied, straightforward, and at the heart of the process of creating and updating Australian law.

Duties

- Providing an Executive Assistant function for the Second Parliamentary Counsels (2PCs) and a range of administrative support both the FPC and 2PCs
- Performing general office duties on behalf of the Senior Executive cohort and Instrument Drafting teams, including answering phones, managing multiple email inboxes, undertaking appropriate record keeping processes, coordinating and providing support for meetings
- Managing financial requirements for Instrument Drafting teams, and coordinating and undertaking appropriate records management processes for the Instrument bids
- Managing the sunseting of Instruments
- Providing ad hoc administrative support to the Business Operations Section and broader Corporate Services, as required.

Eligibility

To be eligible for the role, you must:

- Be an Australian Citizen
- Be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status.

Notes

About the Office of Parliamentary Counsel

The Office of Parliamentary Counsel (OPC) is a small Commonwealth government agency which provides clear, effective and accessible Commonwealth law for all Australians. We do this by drafting Bills for the Commonwealth government, and a significant proportion of Commonwealth legislative instruments. We also provide comprehensive, free access to Commonwealth legislation through the Federal Register of Legislation website, preparing compilations of Commonwealth legislation, and registering Commonwealth Acts and instruments on behalf of more than 70 agencies.

To Apply

Position Contact	Emma Modric, 02 6120 1408
Agency Recruitment Site	https://www.opc.gov.au/careers

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Defence

Vacancy VN-0750799

Australian War Memorial

Closing Date:Tuesday 19 November 2024

Corporate Services
Corporate Services Buildings and Services

Job Title	Facilities Officer
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$71,560 - \$78,001
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by successful candidate and will be considered based on AWM policies.
Classification	APS Level 4
Position Number	60003174
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

Under general direction, the Facilities Officer works as part of a small team and, as required, assists the Buildings and Services Section in a variety of tasks including administrative, facilities and project support as required.

A current motor car licence is mandatory, and a current forklift licence is desirable for this role.

Duties

Under general direction perform the following Building and Services operations including:

- Assist with the detailed development of operational procedures for implementation by the facilities team
 - Provide effective client service, including liaising with staff to determine facilities requirements and to resolve clients' needs which may include following procedures and identifying alternate solutions.
 - Liaising with contractors regarding a range of facilities matters.
 - Undertake non-complex facility related projects as required, including but not limited to entering and monitoring energy consumption, and managing the Minor New Works process.
 - On the job training of less experienced or new team members, including delivering site inductions to contractors and staff.
 - Provide administrative and facilities support for the Buildings and Services Section including, but not limited to financial monitoring, raising purchase orders, goods receipting, and other duties as required.

- Coordinate stores including movement of furniture and performing audits of Memorial property.

Workers are to abide by and further the principles and practices of Work Health and Safety as outlined in the WHS Act, taking reasonable care for their own health and safety and ensuring that their acts or omissions do not adversely affect the health and safety of other persons. Undertake manual handling and movement of a range of items including but not limited to furniture, equipment, bollards and boxes.

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

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 War Memorial

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

To Apply

Position Contact	Jana Johnson, (02) 6206 9863
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0750807

Australian War Memorial

Closing Date:Tuesday 19 November 2024

Public Programs
Public Programs Military History

Job Title	Historian
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$90,199 - \$101,022
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by successful candidate and will be considered based on AWM policies.
Classification	APS Level 6
Position Number	60000116
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The Historian works collaboratively to perform a range of higher-level research and writing tasks in support of Australian military historical projects relating to Australian War Memorial exhibition development, commemorations, publications, research and the dissemination of military history information.

Note: A history degree from a recognised university is highly desirable. Substantial progress towards a higher degree in history in relevant fields is also desirable. Specialist knowledge or expertise through research and publication in conflicts beyond Australia's involvement in the world wars will be an advantage.

Duties

Under general direction, undertake research and writing tasks for Memorial exhibitions, publications and other projects.

- Undertake projects requiring specialist knowledge of Australian military history.
- Research and write biographies for the Last Post Ceremony as required.
- Co-ordinate the Memorial's annual Summer Vacation Scholarship Scheme.
- Contribute to the development of exhibitions.
- Undertake research and writing tasks to produce or contribute to publications
- Prepare and deliver talks and presentations to the Memorial, media and public.
- Contribute to fostering of research and writing in Australian military history.
- To actively participate in the activities of the Military History Section.

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds and experiences. The Memorial welcomes

applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds, and people with a disability.

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	Karl James, (02) 6263 6601
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0750819

Australian War Memorial

Closing Date:Tuesday 19 November 2024

National Collection
National Collection Research Centre

Job Title	Curatorial Assistant
Job Type	Full-Time, Non-Ongoing
Location	Dickson ACT
Salary	\$63,810 - \$69,476
Future Merit Locations	Campbell
Office Arrangement	On Site
Office Arrangement Details	Working from home arrangements may be requested by successful candidate and will be considered based on AWM policies.
Classification	APS Level 3
Position Number	60003065
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

The Memorial's Research Centre holds the written records of war, both published and unpublished. The Research Centre manages and provides access to these collections. The Digitised Collections team curates, digitises and publishes the Research Centre Digitised Collection, creates and maintains nominal data rolls, and supports the Memorial's public programs, exhibitions and projects. This position directly supports the Memorial's major digitisation projects and commitment to collection digitisation.

Under general direction, this position is responsible for image production, quality assurance, and ingestion of images into the Memorial's Digital Asset Management System (DAMS) contributing to individual and section work targets, and recording accurate workflow statistics. The work involves digital capture of archival records to preservation standards using a range of equipment and performs general maintenance tasks including calibration of image capture equipment.

This position is responsible for less complex cataloguing and online release of archival documents utilising the Collection Management Systems (CMS). The position supports the promotion of the Digitised Collection and undertakes document preparation, collection rehousing and data clean-up as required. The position also assists with the provision of public access to Research Centre collections by participation in the Reading Room collection access roster.

Additional notes:

Includes rostered hours within the Memorial's standard ordinary working hours. This position may include the handling of potentially distressing material.

Duties

- Contribute to and maintain a positive and productive work environment
- Digital capture of archival records in accordance with preservation standards using a range of equipment and software including Photoshop
- Perform image quality control and ingestion into the Memorial's Digital Assets Management System (DAMS)
- Less complex cataloguing of Research Centre collection material using the Memorial's Collection Management System (CMS)

- Meet work targets, keep accurate statistics and perform data clean up as required
- Maintain image capture equipment and calibrate as required
- Provision of public access to Research Centre collections by participating in the Reading Room collection access roster.
- Support the promotion of the digitisation program

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

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 War Memorial

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

To Apply

Position Contact	Penny Fisher, (02) 6263 6651
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Defence

Vacancy VN-0750767

Department of Defence

Closing Date:Sunday 17 November 2024

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Strategic and International Policy Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$83,706 - \$89,659
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/09616/24
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=E6ECE06D-49A4-58C1-43CA-DB486E2F866D>

Duties

The Role

International Engagement provides support to Ministers, Deputy Secretary (DEPSEC) CASG and Delivery Managers in their interactions with counterparts for the purpose of advancing capability delivery and Defence industrial policy objectives. This is an exciting and fast-paced position that requires the successful applicant to lead a small team responsible for planning and supporting key international activities for CASG, ensuring Australian representatives are suitably briefed and well informed on national interests, priorities and sensitivities

About our Team

The International Engagement and Foreign Military Sales Branch supports effective and efficient capability delivery in collaboration with Australia's International acquisition and sustainment partners. The team consists of three Directorates – International Engagement, Foreign Sourcing and Alliance Sustainment Support.

Our main responsibilities broadly include:

- Building Australia's cooperation with international acquisition and sustainment partners.
- Optimising the FMS process flow across the capability lifecycle.
- Professionalising the foreign sourcing capability across all delivery groups and introducing mechanisms for process continuous improvement.
- Establishing mechanisms for delivery of AUKUS Pillar 2 initiatives, and supporting the implementation of export-licence-free arrangements.
- Supporting Alliance Sustainment mechanisms, including by developing solutions for maintenance, repair, overhaul and upgrade of allied assets in Australia.

We are a diverse and high-achieving team that works across a varied and interesting range of tasks. We support the provision of advice to government, senior officers across delivery groups,

and provide valued contributions for their decision-making and engagement with our close allies and partners.

Our Ideal Candidate

Our ideal candidate will possess the motivation, skills and experience required to support the International Engagement and Foreign Military Sales Branch.

You will have the ability to contribute to briefs such as Ministerial submissions, senior officer decision briefs and talking points on capability and policy matters. You will be able to understand, condense and align disparate briefing material into clear and concise briefing products for senior officers. You will be able to organise and provide logistical and coordination support for high-level visits and meetings. You will enjoy working in a dynamic team environment, be resilient and collaborative.

Our ideal candidate should be able to demonstrate:

- An ability to respond appropriately to dynamic and evolving tasking requirements;
- Build and sustain effective relationships with a variety of stakeholders to manage workloads, timeframes, expectations and escalated enquiries;
- Strong administration and time management skills, with an ability to manage competing priorities and with the ability to work under pressure and within tight deadlines;
- Sound stakeholder engagement and relationship management;
- Strong oral communication skills, attention to detail and a can do attitude.
- Understand Defence's contribution to Australia's national security interests and apply that understanding in a Whole of Government and international environment;
- Assist to manage administrative arrangements of divisional representation at senior departmental or interdepartmental committees and international meetings; and
- Proactively progress tasks relating to the delivery of programs, projects and activities relevant to policy priorities, and/or international engagement (e.g. financial management and administration) activities.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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	Kathleen Norenbergs, 02 5108 7821
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E6ECE06D-49A4-58C1-43CA-DB486E2F866D

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Defence

Vacancy VN-0750776

Department of Defence

Closing Date:Sunday 17 November 2024

Capability Acquisition and Sustainment Group
CASG Business Management

Job Title	Strategic and International Policy Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	\$91,702 - \$104,753
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09710/24
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=9B3B0A35-B5D8-8E37-B99D-DB486EE0D834>

Duties

The Role
The International Engagement and Foreign Military Sales Branch supports effective and efficient capability delivery in collaboration

with Australia's International acquisition and sustainment partners.

International Engagement

International Engagement provides support to Ministers, Deputy Secretary (DEPSEC) Capability Acquisition Sustainment Group (CASG) and Delivery Managers in their interactions with counterparts for the purpose of advancing capability delivery and Defence industrial policy objectives. This is an exciting and fast paced position that requires the successful applicant to lead a small team responsible for planning and supporting key international activities for CASG, ensuring Australian representatives are suitably briefed and well informed on national interests, priorities and sensitivities.

Alliance Sustainment Support

The Alliance Sustainment Support Directorate is responsible for establishing and implementing a strategy for facilitating maintenance, overhaul, repair and upgrade of allied partner assets in the region to support preparedness and resiliency. Working with key Defence and external stakeholders, the Directorate will identify best-practice solutions for addressing partner requirements, leveraging extant and latent Australian proficiency and capacity whilst preserving sovereign support capability to deliver systemic, repeatable and sustainable sustainment support outcomes.

The policy officer and senior policy officer roles provide support to Ministers, DEPSEC CASG, NSSG, GWEO and Division Heads on engagement and international policy matters as they relate to acquisition and sustainment. The importance of international collaborations (including as a key contribution to capability), of delivering key policy input and the conduct of CASG partner engagement is growing.

This is an exciting, fast paced environment that requires the successful applicants to support the coordination of key international dialogues for Defence. Regular engagement with senior managers and foreign Government officials will be undertaken, and the applicant will need to be comfortable and resourceful in this environment.

About our Team

The International Engagement and Foreign Military Sales Branch supports effective and efficient capability delivery in collaboration with Australia's International acquisition and sustainment partners. The team consists of three Directorates – International Engagement, Foreign Sourcing and Alliance Sustainment Support.

Our main responsibilities broadly include:

- Building Australia's cooperation with international acquisition and sustainment partners.
- Optimising the FMS process flow across the capability lifecycle.
- Professionalising the foreign sourcing capability across all delivery groups and introducing mechanisms for process continuous improvement.
- Establishing mechanisms for delivery of AUKUS Pillar 2 initiatives, and supporting the implementation of export-licence-free arrangements.
- Supporting Alliance Sustainment mechanisms, including by developing solutions for maintenance, repair, overhaul and upgrade of allied assets in Australia.

We are a diverse and high-achieving team that works across a varied and interesting range of tasks. We support the provision of advice to government, senior officers across delivery groups, and provide valued contributions for their decision making and engagement with our close allies and partners.

Our area would suit candidates that are proactive and team-oriented, willing to apply a high level of customer focus with strong communications skills, and are interested in working with key stakeholders across Defence, Government and with our international partners.

Our Ideal Candidate

Our ideal candidate will possess the motivation, skills and experience required to support the International Engagement and Foreign Military Sales Branch.

You will have the ability to contribute to briefs such as Ministerial submissions, senior officer decision briefs and talking points on capability and policy matters. You will be able to understand, condense and align disparate briefing material into clear and concise briefing products for senior officers. You will be able to organise and provide logistical and coordination support for high-level visits and meetings. You will enjoy working in a dynamic team environment, be resilient and collaborative.

Our ideal candidate should be able to demonstrate:

- An ability to respond appropriately to dynamic and evolving tasking requirements;
- Build and sustain effective relationships with a variety of stakeholders to manage workloads, timeframes, expectations and escalated enquiries;
- Strong administration and time management skills, with an ability to manage competing priorities and with the ability to work under pressure and within tight deadlines;
- Sound stakeholder engagement and relationship management;
- Strong oral communication skills, attention to detail and a can do attitude;
- Understand Defence’s contribution to Australia’s national security interests and apply that understanding in a Whole of Government and international environment;
- Assist to manage administrative arrangements of divisional representation at senior departmental or interdepartmental committees and international meetings; and
- Proactively progress tasks relating to the delivery of programs, projects and activities relevant to policy priorities, and/or international engagement (e.g. financial management and administration) activities.

Eligibility

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

Notes

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

About the Department of Defence

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	Kathleen Norenbergs, 02 5108 7821
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=9B3B0A35-B5D8-8E37-B99D-DB486EE0D834

Education

Vacancy VN-0750825

Department of Education

Closing Date:Wednesday 20 November 2024

Research
Various Various

Job Title	Policy Officer Program Officer Project Officer Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,036 - \$93,294
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Education Enterprise Agreement 2024 - 27
Classification	APS Level 4;APS Level 5
Position Number	24/1674 24/1690
Agency Website	https://www.education.gov.au/

Job Description

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

As Policy Officer, Program Officer, Project Officer or Data Analyst, you will be responsible for identifying policy issues, conducting strategic analysis, and contributing to system and data optimisation to support evidence-based decision making. You will help drive integrated government policies that support higher education, research and innovation. This role is ideal for someone with a strong interest in public policy, data analytics and strategic program management.

Duties

There is a range of roles available that are responsible for providing strategic policy advice, and/or supporting the delivery of projects and programs. Reporting to the Assistant Director, the responsibilities of the Policy Officer, Program Officer, Project Officer and/or Data Analyst may (depending on the role) include:

- Contributing to policy outcomes to drive innovation and deliver government initiatives within the research sector, including:
 - Assisting with the evaluation of research commercialisation priorities to support economic growth and innovation
 - Contributing to the strategic management of research infrastructure outcomes
 - Engaging in cross-agency collaboration to identify emerging policy issues

- Enhancing research performance through strategic project, program and data management, including:
 - Assisting in the management and implementation of large government grants programs such as the National Collaborative Research Infrastructure Strategy
 - Contributing to the planning, design, and implementation of research projects to align with national priorities
 - Supporting and contributing to the development and optimisation of data systems to improve data collection and processing capabilities
- Supporting the management and analysis of higher education data, including:
 - Contributing to the publication of sector wide demand and assessments in partnership with external stakeholders
 - Facilitating the delivery of verified higher education data sets to underpin commonwealth Higher Education Loan Payments (HELP)
 - Aiding data system build, optimisation, and/or remediation work

Eligibility

Employment at the Department of Education is subject to conditions prescribed within the *Public Service Act 1999* including:

- **Citizenship:** Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.
- **Security Clearance:** This is a designated security assessed position. The successful candidate will have the ability to obtain and maintain the required security clearance.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Michael Aldred, (02) 6240 6889
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Health

Vacancy VN-0750815

Australian Digital Health Agency

Closing Date:Wednesday 13 November 2024

Corporate Services
Transformation

Job Title	Director, Change Management
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	\$138,490 - \$163,963
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Open to Flexible Working Arrangements
Classification	Executive Level 2
Position Number	0667_11/24
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

When you join the Corporate Services Division, you become part of a team that is committed to delivering high-quality enabling services. Our pursuit of excellence in areas such as Finance, Legal, Communications, HR and Governance plays a crucial role in supporting the Agency’s overall mission. Your skills and expertise can contribute significantly to this mission, enhancing our operations and ultimately supporting the pursuit of excellence in digital health.

Are you a change virtuoso who sees transformation as both an art and a science? Do you have a proven track record of leading large-scale, complex transformation initiatives and building leadership change capability that boosts employee engagement? If so, we want you!

In this role, you'll be at the helm of developing an Agency-wide organisational change strategy, fostering exceptionally strong relationships with stakeholders. Your creativity and leadership will shine as you deliver innovative change solutions that help achieve our main goals. You'll manage the design and delivery of education and training programs, ensuring stakeholders & end users are well-supported. You'll also identify and manage resistance, crafting strategies to minimise disruption and maximise the

benefits of process and system changes.

Working closely with other Directors in the Transformation Office, you'll focus on internal change activities to support employee engagement and organisational culture. Your mission is to maximise the benefits of changes for Agency staff while minimising potential negative impacts. If you are the perfect blend of a creative, business-focused public servant, we look forward to having you lead our team to new heights. Let's create a harmonious future together.

Duties

To excel in this role, you will bring:

- A proven track record in leading large-scale, complex transformation initiatives with tangible results, and the ability to build leadership change capability that significantly impacts employee engagement.
- A unique blend of creativity and business focus, especially from a public servant's perspective.
- Strong relationship-building skills, capable of fostering collaboration and trust with stakeholders, including engaging third parties like the Department of Health and Aged Care when necessary.
- Expertise in developing and implementing an Agency-wide organisational change strategy, along with managing the design and delivery of education and training programs for various stakeholders.
- Skill in identifying and managing resistance to change, devising strategies to minimise disruption and maximise benefits, while supporting change management capability building.
- Proficiency in supporting change networks to maintain momentum, escalate issues, and share best practices.
- A commitment to enhancing employee engagement and fostering a positive organisational culture, primarily focusing on internal change activities within the Transformation Office and across the whole Agency.
- Ability to track and monitor change management budgets effectively and contribute to developing the future operating model for the Transformation Office.

Qualifications:

- Extensive experience required with more than 10 years in Organisational Change Management and more than 5 years in a large program in leading change management activities within complex delivery contexts.
- Experience in government, health and digital transformation / ICT-related environments would be highly desirable.
- Relevant tertiary qualifications in psychology, social science, communications, business management, business administration, or related field, or equivalent work experience would be desirable.
- Demonstrated experience in developing, implementing and evaluating change management requirements.
- Demonstrated experience in building and maintaining key stakeholder relationships

If you have these qualities and are ready to lead our team to new heights, we look forward to your application!

Eligibility

- Ability to obtain and maintain national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a Baseline security clearance with the ability to obtain and maintain a higher clearance if required by the Agency.

Notes

The position maybe filled in Brisbane, Sydney or Canberra. To apply, submit your resume and a cover letter. Your cover letter should highlight your skills and work history, addressing key criteria in the position description, and explain what sets you apart from other candidates for the Director of Change role.

Please contact the recruitment team at careers@digitalhealth.gov.au with queries relating to the application process.

or all queries relating to the responsibilities of the position, please contact Shannan Quain at Shannan.Quain@digitalhealth.gov.au.

Order of Merit: Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

Closing Date: 13/11/2024, 11:00pm

Salary: This role offers between \$138,490 - \$163,963 plus 15.4% superannuation depending on skills and experience.

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

About the Australian Digital Health Agency

Tasked with improving health outcomes for Australians through the delivery of digital healthcare systems and the national digital health strategy, the Australian Digital Health Agency (the Agency) commenced operations on 1 July 2016. The Agency is responsible for national digital health services and systems, with a focus on engagement, innovation and clinical quality and safety. Our focus is on putting data and technology safely to work for patients, consumers and the healthcare professionals who look after them

To Apply

Position Contact	Shannan Quain, Shannan.Quain@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0749954

Department of Health and Aged Care

Closing Date:Wednesday 20 November 2024

Regulatory Practice and Support Division
Regulatory Compliance Branch Advice, Compliance Education and Policy
Section

Job Title	Executive Level 1 - Regulatory Compliance Assistant Directors (Various Positions)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Various locations - NSW NSW, Perth WA, Brisbane QLD, Melbourne VIC
Salary	\$116,418 - \$132,777
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated
Classification	Executive Level 1
Position Number	24-RPSDIV-27331
Agency Website	

Job Description

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

The Department of Health and Aged Care is looking to fill multiple vacancies at the Executive Level 1 within our Regulatory Compliance Branch.

- Assistant Director, Triage / Complaints Handling: responsible for leading and managing a team that evaluates information for the initial triage, case creation, and associated activities to support compliance and enforcement activities.
- Assistant Director, Import Compliance: responsible for managing and undertaking regulatory and education related activities including investigations into non-compliance under the Act and associated regulations.
- Assistant Director, Investigations: responsible for managing and leading complex investigations and compliance activities in accordance with current Australian Government Investigations Standards and relevant departmental policies and procedures.
- Assistant Director, Regulatory Policy: responsible for leading the development, implementation and evaluation of legislative and regulatory changes to support compliance and enforcement activities.
- Assistant Director, Governance: responsible for leading the development, design, and evaluation of branch training, standard operating procedures and policies.

As a member of the Regulatory Compliance Branch, you will work collaboratively in a fast-paced, high-pressure environment.

The core duties for these roles are to:

- Lead and manage section members to support compliance and enforcement activities under the *Therapeutic Goods Act 1989* (the Act), including agreeing on clear performance standards, delegating tasks (including allocating cases), providing timely and constructive feedback, identifying learning opportunities, and offering full support when required.
- Foster a collaborative team environment, building cooperation and effectively leading and motivating staff.
- Provide expert guidance and advice to the branch and internal stakeholders, addressing a wide range of issues of varying complexity, sensitivity and tasks to ensure informed decision-making.
- Provide coaching, mentoring, and professional development opportunities for team members, fostering a culture of collaboration and continuous improvement.
- Foster a culture of continuous improvement and innovation, encouraging feedback and input from staff at all levels.
- Support staff wellbeing and contribute towards maintaining a positive culture.
- Actively support and demonstrate leadership across the Branch, broader Division and Group.

This process will be used to establish a merit pool for similar future vacancies across the Branch.

Duties

As a member of the Regulatory Compliance Branch, you will work collaboratively in a fast-paced, high-pressure environment. Duties are to be performed under broad direction of your supervisor and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the office values of independence, impartiality, integrity, accessibility, and professionalism. Responsibilities and duties will be performed in line with APS Work Level standards for the classification and function of each position. The core duties for these roles are to:

- Lead and manage section members including agreeing on clear performance standards, delegating tasks (including allocating cases), providing timely and constructive feedback, identifying learning opportunities, and offering full support when required.
- Foster a collaborative team environment, building cooperation and effectively leading and motivating staff.
- Provide expert guidance and advice to the branch and internal stakeholders, addressing a wide range of issues

Eligibility

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

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

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

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

Applications close 11:30pm AEDT

Applicants are asked to quote reference number 24-RPSDIV-27331 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Michael Shum, 02 5132 3548
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0749957

Department of Health and Aged Care

Closing Date:Tuesday 19 November 2024

Health Security Emergency Management Division
Disease Control Strategy Branch One Health Unit Section

Job Title	APS Level 5 - One Health Policy Officer - Interim Centre For Disease Control
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA, Brisbane QLD, Darwin NT
Salary	\$84,627 - \$91,520
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated.
Classification	APS Level 5
Position Number	24-HSEMDIV-27229
Agency Website	

Job Description

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

Join us in shaping the future of One Health at the interim Australian CDC! We're looking for passionate, motivated individuals to help drive exciting initiatives that protect the health of humans, animals, and the environment. You'll play a key role in expanding our One Health capability, building your expertise in engagement, surveillance, prevention, and response to tackle some of the most pressing One Health challenges. If you're an excellent communicator, collaborator, and ready to make a real impact—this is the opportunity for you!

Duties

- Assisting with the management and coordination of ad-hoc activities across the unit as required (such as policy/expert requests, ministerial correspondence and other coordination activities).
- Assisting with management and coordination of enquiries from internal and external stakeholders via shared inbox and providing accurate and timely responses.
- Appropriately escalating and assisting with resolving issues by liaising with internal and external stakeholders.
- Developing and maintaining relationships and liaise with key internal and external stakeholders.
- Provide committee support, including the development of policy papers and other products, for committees of experts.
- Participate in One Health working groups, projects, and executive meetings including briefings and secretariat and administrative responsibilities.
- Actively contribute to the shared purpose and direction of a team that has multiple functions across a range of health and CDC program areas.
- Undertaking records management to ensure records are accurate, complete and managed in accordance with departmental policy.

- Make a positive contribution to branch and divisional culture and activities.

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 Tuesday 19 November 2024 at 11:30pm AEDT.

Applicants are asked to quote reference number 24-HSEMDIV-27229 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Sarah Britton, 0401 759 878
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0750523

Department of Health and Aged Care

Closing Date:Tuesday 19 November 2024

Integrity and Assurance Division
Assurance Branch Performance Reporting Section

Job Title	Departmental Officer- Performance Reporting Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$94,376 - \$106,879
Future Merit Locations	Woden, Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	2 days a week onsite
Classification	APS Level 6
Position Number	24-IADIV-27451
Agency Website	

Job Description

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

The Performance Reporting Section is seeking highly motivated team members to assist with the development and publication of key planning and reporting documents. If you possess relevant experience and are passionate about performance reporting, then we are interested in hearing from you.

Duties

Responsibilities include:

Assist the Team Leaders in the preparation and publication of the department's key planning and reporting documents. In this role you will work as part of a small team, may also supervise staff and assist with managing ad hoc pieces of work, as required.

- Assist the Team Leader with coordinating delivery of one or more of the following documents:
 - Portfolio Budget Statements
 - Corporate Plan
 - Annual Report, including the Annual Performance Statements
 - Portfolio Additional Estimates Statements
 - Portfolio Supplementary Additional Estimates Statements.
- With guidance from the Team Leader, apply policies and legislation in relation to the PGPA Act and related Commonwealth Performance Framework.
- Build relationships with a wide range of stakeholders and assist staff in relation to corporate reporting requirements.
- Be an effective team member, and a crucial part of the Performance Reporting Section.

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 24-IADIV-27451 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 6 months (cannot exceed 24 months in total).

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

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	Emily Modesti, 02 5132 2790
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0750528

Department of Health and Aged Care

Closing Date:Wednesday 20 November 2024

Regulatory Practice and Support Division
Regulatory Compliance Branch Policy Section

Job Title	Assistant Director, Compliance Education and Learning (Various Opportunities)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Parramatta NSW, Brisbane QLD, Perth WA
Salary	\$116,418 - \$132,777
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	flexible working arrangement
Classification	Executive Level 1
Position Number	24-RPSDIV-27435
Agency Website	

Job Description

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

The Department of Health and Aged Care is looking to fill multiple vacancies at the Executive Level 1 within our **Regulatory Compliance Branch**.

- **Assistant Director, Compliance Education:** responsible for leading and managing a team to prepare and maintain compliance education products (fact sheets, guidance, industry training).
- **Assistant Director, Governance and Learning:** responsible for leading the development, design, and evaluation of branch training, standard operating procedures and policies.

Duties

Responsibilities include:

As a member of the Regulatory Compliance Branch, you will work collaboratively in a fast-paced, high-pressure environment. Duties are to be performed under broad direction of your supervisor and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the office values of independence, impartiality, integrity, accessibility, and professionalism. Responsibilities and duties will be performed in line with APS Work Level standards for the classification and function of each position. The core duties for these roles are to:

- Lead and manage section members to support compliance and enforcement activities under the Therapeutic Goods Act 1989 (the Act), including agreeing on clear performance standards, delegating tasks (including allocating cases), providing timely and constructive feedback, identifying learning opportunities, and offering full support when required.
- Foster a collaborative team environment, building cooperation and effectively leading and motivating staff.
- Provide expert guidance and advice to the branch and internal stakeholders, addressing a wide range of issues of varying complexity, sensitivity and tasks to ensure informed decision-making.
- Provide coaching, mentoring, and professional development opportunities for team members, fostering a culture of collaboration and continuous improvement.
- Foster a culture of continuous improvement and innovation, encouraging feedback and input from staff at all levels.
- Support staff wellbeing and contribute towards maintaining a positive culture.
- Actively support and demonstrate leadership across the Branch, broader Division and Group.

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 24-RPSDIV-27435 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in

this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Michael Shum, 0262892278
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

This notice is part of the electronic Public Service Gazette PS45 Daily Gazette Wednesday - 06 November 2024.pdf Published by Australian Public Service Commission.

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Health

Vacancy VN-0750543

Job Title	Team Leader Performance Reporting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$116,418 - \$132,777
Future Merit Locations	Woden, Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	2 days a week on site
Classification	Executive Level 1
Position Number	24-IADIV-27400
Agency Website	

Job Description

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

The Performance Reporting Section is seeking a highly motivated and enthusiastic team leader to drive the development and publication of key planning and reporting documents. If you possess relevant experience and are passionate about performance reporting in a government entity, then we are interested in hearing from you.

Duties

Team Leaders in Performance Reporting Section, lead the preparation and publication of the department's key planning and reporting documents, ensuring adherence to governance frameworks and the compliance and reporting requirements of the Public Governance Performance and Accountability Act 2013 (PGPA Act).

In this role you will have the exciting opportunity to lead a small team in project managing the development and publication of key planning and reporting documents. In addition, as a key leadership position within the Section, the role will also supervise staff in ad hoc pieces of work, as required.

Responsibilities include:

- Facilitate and coordinate delivery of one or more of the following documents:
 - Portfolio Budget Statements
 - Corporate Plan
 - Annual Report, including the Annual Performance Statements
 - Portfolio Additional Estimates Statements
 - Portfolio Supplementary Additional Estimates Statements.
- Interpret and apply policies and legislation in relation to the PGPA Act and related Commonwealth Performance Framework.
- Develop and manage relationships with a wide range of stakeholders and supervise staff in relation to effective corporate reporting
- Be an effective team member, and a crucial part of the Performance Reporting leadership team.

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 24-IADIV-27400 to assist when making an enquiry.

Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. Flexibility can be negotiated with your manager to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended by an additional 6 months (cannot exceed 24 months in total)

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

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	Emily Modesti, 02 5132 2790
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0750806

Organ and Tissue Authority

Closing Date:Monday 18 November 2024

Organ and Tissue Authority
Analytics and Technology

Job Title	Data Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$116,420 - \$132,779
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Office arrangements will be discussed with the successful candidate
Classification	Executive Level 1
Position Number	20020006
Agency Website	https://donatelife.gov.au/

Job Description

<https://www.donatelife.gov.au/work-us>

The Organ and Tissue Authority (the OTA) is a small Commonwealth agency that leads the delivery of a national program, DonateLife, to increase organ and tissue donation rates in Australia. There are two areas of focus: increase the capability and capacity of the health system to maximise donation rates and build community awareness across Australia to promote organ and tissue donation. The program is delivered in close collaboration with state and territory governments, a network of DonateLife agencies across Australia, health clinicians and the community.

The Analytics and Technology team is responsible for the delivery of a range of data collection, management and reporting functions. The team is responsible for the development and enhancement of national organ donation and transplantation data systems to support real time donation activity and to inform policy development and program delivery. The team provides technical support and advice to internal and external stakeholders.

The Data Engineer role is part of a small, committed team and is responsible for data ingestion and integration solutions, managing relationships and workflows of external providers, and supporting the production of timely and insightful analytics to stakeholders responsible for program design and delivery. This role requires a strong blend of technical expertise, problem-solving skills, and a commitment to excellence in data-driven decision-making.

Duties

In this role you will:

- Develop, implement, and maintain ETL/ELT workflows to ensure efficient data ingestion, transformation, and loading from various sources into data storage systems.
- Lead development and implementation of secure data services and modelling solutions (e.g. servers, databases, medallion architecture) that support analytics, reporting, and machine learning models, aligning with organisational data strategies.
- Oversee external partners who provide application and infrastructure support, ensuring they meet quality, security, and performance standards aligned with organisational needs.
- Implement and manage key security and governance policies, such as the Information Security Manual (ISM) and Protective Security Policy Framework (PSPF).
- Implement and drive data management best practices to ensure data quality, integrity, and security.
- Provide regular and ad hoc data analysis, reports and briefings for internal and external use.
- Liaise with key stakeholders, including external service providers and DonateLife Network employees to ensure that information provision and dissemination are fit for purpose.
- Adhere to the Australian Public Service (APS) Values, Code of Conduct and demonstrate capability in line with the APS Integrated Leadership System and Work Level Standards at the EL1 level.

Eligibility

To be successful in the role you will have:

- Bachelor's degree in IT, Computer Science, Data Science, or a related field; or experience in a relevant field.
- Demonstrated experience collaborating with a broad range of stakeholders to understand business requirements and translate them into technical solutions, including ingestion, integration and data management processes. Preferably in cloud and on-premises solutions.
- Demonstrated experience in designing, building, and maintaining complex ETL/ELT processes and data workflows.
- Demonstrated experience deploying scalable, secure data storage solutions and data models that enable advanced analytics.
- In-depth knowledge of data security best practices, regulatory requirements (e.g. ISM, Essential Eight), and data governance frameworks. Experience implementing and enforcing data security and privacy protocols, ensuring compliance while maintaining performance and operational efficiency.
- Demonstrated ability to effectively manage competing priorities.
- Highly developed oral and written communication skills.
- Demonstrate behaviours consistent with the values of our organisation and the APS.
- A demonstrated commitment to the health, safety and wellbeing of all employees.

Notes

Please visit the [employment](#) page of our website for more information about the OTA, our recruitment processes, the application cover sheet template and information on how to apply. Alternately, you can call the Contact Officer or send us an [email](#).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Organ and Tissue Authority (OTA), leads the implementation of the Australian Government’s national program for increasing organ and tissue donation for transplantation. They work in partnership with the national DonateLife Network, state and territory governments, the donation and transplantation clinical sectors, eye and tissue banks, and the community. The OTA aims to increase the capability and capacity within the health system to maximise donation and transplant rates and to raise community awareness and stakeholder engagement with the goal of encouraging all Australians to make a decision to support organ and tissue donation.

To Apply

Position Contact	Kane Deering, 02 5132 1800 or 0466 512 142
Agency Recruitment Site	https://www.donatelife.gov.au/work-us

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Industry, Science, Energy and
Resources

Vacancy VN-0750822

Job Title	Executive Assistants
Job Type	Full-Time, Non-Ongoing
Location	Various locations - VIC VIC, Various locations - NSW NSW
Salary	\$75,886 - \$81,914
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 4
Position Number	2417_11/24
Agency Website	https://www.industry.gov.au/

Job Description

<https://industrycareers.nga.net.au/?jati=77C78FBC-6A9F-4442-96AE-DB48A939A626>

About the Department

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

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

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

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

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

About the Chief Counsel and Integrity division

The Chief Counsel and Integrity Division brings together the Department of Industry, Science and Resources core integrity and legal activities.

The Legal Practice supports improved policy and program outcomes through high quality legal services and the Integrity Branch works to embed a departmental culture that supports an increased focus on Integrity and lawfulness.

As a division we work to ensure the department is equipped to address tomorrow's challenges as it continues to support the Australian Government and the Australian community

Our work is supported by building a high-performance organisation. We continue to invest in our people and seek new approaches that will allow us to achieve our objectives and realise our vision in a rapidly changing and challenging environment.

Our ideal candidate

Our ideal candidates will:

- have excellent time management skills
- be able to effectively manage multiple demands and prioritise work accordingly
- demonstrate high level attention to detail
- have excellent interpersonal skills
- demonstrate discretion and integrity across your work
- be comfortable and adaptable to changing priorities

The department is looking for enthusiastic support staff that are willing to go the extra mile to ensure the smooth running of their Executive's team. **Duties**

You will be responsible for providing high-level executive and administrative support to our Senior Executive Service (SES) officers and their division and/or branch more broadly, and will demonstrate excellent organisation and office management skills. Candidates will be assessed in line with the APSC's [Integrated Leadership System](#) for the APS Level 4 classification.

The role includes, but is not limited to, the following duties:

- managing and organising the diary of the Executive, or Executives, you support.
- managing the processes and systems of the Branch and/or Division.
- assisting with workload management and prioritisation.
- assisting in the preparation of committee meetings and Senate Estimates hearings.
- providing a contact and facilitation point for staff and stakeholders.

Key duties of the **Executive Assistant, APS Level 4** will include:

- managing and organisation of the Executive/s and branch's inboxes, calendars, and appointments.
- managing the workflows of tasks for the Executive/s and ensuring priorities and timeframes are met.
- maintaining processes and systems of the branch and/or division including preparation of committee meetings.
- organisation of travel and finance for the Executive/s.
- providing general administrative support to the Executive/s and their branch including distributing information, preparing meeting agendas, record keeping and tracking of correspondence.
- providing support to other Executives in the division when 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

These vacancies are being advertised as non-ongoing, and are based out of Sydney and Melbourne.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Kate Smith, 02 6102 8499
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=77C78FBC-6A9F-4442-96AE-DB48A939A626

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Industry, Science, Energy and
Resources

Vacancy VN-0750795

Geoscience Australia

Closing Date:Wednesday 20 November 2024

Space Division
Positioning Australia GNSS Analysis

Job Title	APS5/6 GNSS Analysts
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$81,200 - \$109,013
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements
Classification	APS Level 5;APS Level 6
Position Number	17350/19055
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 offers 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

Geoscience Australia has the responsibility to maintain and develop the national positioning infrastructure which underpins all geospatial activities in Australia. Through the [Positioning Australia](#) program, we are working to ensure accurate and reliable positioning information is available to all Australians. A precise positioning capability will enable modern technologies that bring increased productivity, improve community safety and boost innovation.

Please visit <https://www.ga.gov.au/scientific-topics/positioning-navigation/geodesy> for an introduction to the main activities undertaken within the GNSS Analysis Team and the relevant teams across the Positioning Australia program.

Key to this capability is:

- Realising and maintaining the [geospatial reference frame](#) as determined from Global Navigation Satellite Systems (GNSS) observations.
- Development and support of operational analytical products and services that analyse the Aisa-Pacific Reference Frame (APREF) data to provide access to the Australia's national datum or to serve the Australian public, government and industry. These products and services include e.g.: [online GPS processing Service - AUSPOS](#), [Regulation 13 certification](#), [station position and velocity time-series](#), and GNSS estimated troposphere products used to aid weather forecasting.
- Providing expert advice on the performance of GNSS and providing timely feedback on underperforming GNSS tracking stations.
- Ensuring the efficiency and security of computing environments, including cloud infrastructure, the software used to develop analytic products and services, along with thorough documentation of these processes.

Duties

We are seeking qualified candidates for two positions: APS6 GNSS Analyst and APS5 GNSS Data Analyst. Both roles are vital to the ongoing support and operation of GNSS analytical products and services at Geoscience Australia by maintaining system functionality and ensuring their efficiency, security, and long-term sustainability.

The two roles share many responsibilities; however, the APS6 GNSS Analyst role is expected to work with greater independence and take on a broader scope of activities, as well as involving more strategic decision-making and leadership within the team.

In both APS5 and APS6 roles you will:

- Contribute to the operation, maintenance, and continuous improvement of the GNSS analytical systems and services that produce our analytical products, including GNSS station position estimation, long-term GNSS time series combination and velocity estimation, Regulation 13 (of the National Measurement Regulations 1999) certification, online positioning service AUSPOS, and troposphere products for weather forecasting.
- Engage with relevant stakeholders to provide support, troubleshoot issues, and keep them informed of any updates, changes or disruptions that may impact access, performance, or quality of our services.
- Contribute to the maintenance, enhancement and modernisation of our computing environments, including cloud infrastructure, analytical software and version control systems.
- Help develop and refine standard operating procedures, work instructions, and guidelines for the operation of our analytical systems.
- Collaborate with the team to operate a world class GNSS analysis centre that delivers accurate and reliable positioning products to a diverse range of stakeholders.
- Support the leadership team to foster a positive culture of continuous delivery, agility and user engagement.

In addition, in the APS6 GNSS Analyst role you will:

- Provide current and accurate advice on GNSS activities to support the positioning program; develop and maintain knowledge and expertise in various aspects of GNSS analysis
- Collaborate with key industry, government and academic stakeholders to identify opportunities, achieve mutually beneficial outcomes and facilitate cooperation.
- Report results in the form of presentations, project reports and peer-reviewed publications to deliver information to stakeholders, including journal articles and other professional publications.
- Support our activities with the [coordination of the International GNSS Service \(IGS\) analysis centres](#) globally and delivery of the combined IGS products.
- Manage our relationships with other GNSS analysis centres around the world.

To be successful in either of the roles you will:

- Work with a level of independence and under limited direction; taking personal responsibility for accurate completion of work within timeframes and quality requirements; commit to meeting objectives; follow up to ensure that issues are finalised.
- Work collaboratively and operate as an effective team member; consult and share information within the team and seek input from others; consult other team members prior to making decisions that affect them; ensure people are kept informed of progress and issues.
- Understand, support and promote the group's business objectives; identify problems in workflow and work to resolve them; think laterally; be innovative; identify, implement and promote improved work practices.
- Under the leadership direction, reschedule and reorganise work to reflect changes in priority.
- Build and maintain positive relationships with all stakeholders; confidently present and tailor technical information in both written and oral form to a range of audiences, including stakeholders from diverse backgrounds and experiences.
- Support section management and actively contribute to and foster an inclusive culture within the team; Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical, and professional manner.

In addition, to be successful in the APS6 GNSS Analyst role you will:

- Make time for people despite competing priorities; provide guidance and offer full support when required. Contribute to staff training and cross-coaching to foster team development.
- Provide clear, constructive and timely feedback (both positive and negative) in a manner that encourages learning and achieves any required resolution.
- Construct project plans that have clear and appropriate milestones, goals, timeframes and budgets; reschedule and reorganise work to reflect changes in priority.

Required skills, knowledge, experience and/or qualifications

- Proficiency in scientific and/or data analysis programming in at least one of the programming languages: Python, C, C++, Fortran, or equivalent, with an understanding of modern computing environments.
- Strong quantitative problem-solving skills

- Familiarity with cloud computing environments and proficiency in version control systems, particularly Git, is an advantage.
Excellent written and verbal communication skills, with the ability to convey complex technical concepts clearly and effectively to a variety of audiences.
- **For the APS6 GNSS Analyst**, a solid background in GNSS analysis and/or estimation theory is required. A post-graduate degree in a GNSS-related field or a branch of earth science, engineering, mathematics, physics, or relevant disciplines is highly desirable. Exceptional candidates with an undergraduate degree with strong academic performance and practical experience in a relevant domain are also encouraged to apply.
- **For the APS5 GNSS Data Analyst**, a background in GNSS Analysis is an advantage but not a strict requirement. Candidates with knowledge of estimation theory or statistical analysis in other domains (such as earth science, engineering, mathematics, physics, computer science and data science) are encouraged to apply.

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 Salim Masoumi on (02) 6249 9688 or email Salim.Masoumi@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.

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	Salim Masoumi, (02) 6249 9688
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and
Resources

Vacancy VN-0750443

Job Title	Data and Visualisation Officer - Affirmative Measure - Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - TAS TAS, Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - NT NT, Various locations - WA WA, Various locations - QLD QLD
Salary	\$84,153 - \$90,182
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	(WFH),(Hybrid),(Flexible) - Positions may be offered for working from home, split offering under hybrid, or may be flexible.
Classification	APS Level 5
Position Number	1086
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

The role of Data and Visualisation Officer involves development of both ad hoc reporting products and servicing data requests for delivery to both internal and external stakeholders. The role will require work across a range of activities in data preparation work through to analytics and visualisation activities. The role also requires strong attention to detail and engage with a wide range of data analysis and data visualisation specialists. This role will assist with the production and delivery of IP Australia's data visualisation products as well as continuous improvement of IP Australia's data products.

Duties

- Under the direction of a Data Visualisation Officer/Data Analyst, prepare data pipelines to provide data products (analytics, reporting and datasets) to internal and external stakeholders
- Implement technical changes to integrate data sources to enhance the utility of IP Australia's internal and external data products
- Develop repeatable, maintainable and readable code to enable traceability and oversight of data pipelines for managers and other stakeholders
- Identify and contribute to improvement in data visualisation capabilities of IP Australia
- Contribute to designing and building interactive reports and dashboards by aligning business methodologies, processes and modelling outcomes for transparent, data-driven business management

- Contribute to the development of complex Power BI dashboards and interactive reports to support business partners, senior executive and external stakeholders to inform decision making
- Support the development of materials to build workforce capability in effective data visualisation
- Support the implementation of best practice methods to data structures, access and reporting capabilities.
- Provide peer review and quality assurance support across the team as required
- Willingness to try new tasks and learn new skills to solve complex problems with limited technical guidance.

Eligibility

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

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.
The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

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

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Jesse Rutherford, (02) 6160 5357
Agency Recruitment Site	https://career10.successfactors.com/career?company=ipaustali

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Industry, Science, Energy and
Resources

Vacancy VN-0750797

IP Australia

Closing Date:Tuesday 19 November 2024

Customer Experience IP Rights Administration – Research and Information Services

Job Title	Customer Operations Technical Expert
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - SA SA, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA, Various locations - VIC VIC
Salary	\$91,903 - \$104,398
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	1090
Agency Website	https://www.ipaustralia.gov.au/about-us

The APS 6 Technical Expert works within a team responsible for managing the library collection, contracts, licences and subscriptions. Technical Experts in CEG work in a highly professional environment, working collaboratively with team leaders, members, the CEG executive group and a range of stakeholders. The focus of the Technical Expert role is to provide their team expertise including in system, process and legislation to ensure agreed, quality and service standards are met. The Technical Expert is the teams primary contact for managing complex issues.

Duties

- Experience in procurement of services under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), with well-developed negotiation skills and the ability to engage positively with stakeholders and build solid working relationships.
- Experience in the management of a library including the maintenance of Library Management Systems and the curation of digital collections.
- Understand and analyse product and service usage to use judgement and make informed decisions about acquisition and disposal of materials and services.
- Well-developed analytical skills including the ability to problem solve, conceptualise and/or build digital products and services as a means of evolving service delivery.
- Build and maintain complex stakeholder relationships and provide specialist assistance to key groups to achieve high level outcomes.
- Well-developed interpersonal skills, written and verbal communication skills including the ability to prepare documents.
- Assist in implementing the Group's operational plan and team's work plan including strategic planning for longer term initiatives.
- Ability to contribute expertise to continuous improvement of services and business processes.
- Ability to interpret, communicate and apply legislation.
- Provides technical advice and expertise to resolve complex customer service, procedural and systems issues.
- Analyse data to identify trends, improve business processes, practices, and quality management outcomes.
- Assists the Assistant Director with managing productivity through work allocation and identifying training and development needs.

Eligibility

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

All applicants offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

The successful candidate/s may be required to obtain and maintain a security clearance at a specified clearance level – please check the candidate kit for security clearance requirements.

The successful applicant/s must be willing to share all relevant and required information.

Notes

We are looking to fill this position on an ongoing basis. Future positions may be offered on an ongoing or non-ongoing basis subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months initially with the possibility of extension.

At the end of the recruitment process, a merit pool of suitable candidates may be created. Those found suitable will be advised that they have been placed in the pool. The merit pool is valid for 18 months from the date the process was advertised. The merit pool may be used throughout the period to fill similar positions in the event positions become vacant.

IP Australia acknowledges that those with diverse experiences, perspectives, and backgrounds enhance our workplace and our capability for innovation. Aboriginal and/or Torres Strait Islander People, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a

mixture of days in the office and days from home. We have a shared hub in Sydney (Gadigal Country). Employees who are not located near an office, work completely remotely.

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

About the IP Australia

IP Australia is a Government agency with a passion for bright ideas. We offer a flexible workplace and rewarding career paths in the IP industry. If you get excited by creativity, innovation and breakthrough technologies, you should consider applying for a job with us. Be part of the team protecting Australian inventions and ideas while maintaining a balanced lifestyle. We offer stimulating jobs with strong career paths in the exciting and fast-growing world of Intellectual Property. We administer IP rights and legislation relating to patents, trademarks, designs and plant breeder's rights. We contribute to the innovation system more broadly by using our skills and experience to advise government and Australian businesses to make the most of their IP. Our vision is to have a world leading IP system that builds prosperity for Australia.

To Apply

Position Contact	Gavin Lovie, (02) 6283 2208
Agency Recruitment Site	https://career10.successfactors.com/career?company=ipaustali

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0750771

Civil Aviation Safety Authority Australia

Closing Date:Sunday 17 November 2024

Stakeholder Engagement
Communications

Job Title	Senior Writer/Editor, Technical Publications - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Cairns QLD, Darwin NT, Perth WA, Melbourne VIC, Adelaide SA
Salary	\$117,297 - \$151,996
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	4118
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

About the opportunity

- Are you passionate about aviation and also have a desire for clear, precise documentation?
- Do you have aviation industry experience and a good understanding of the regulatory aspects of your industry sector?
- Do you have great writing / Word skills?

This is your opportunity to be part of the Technical Publications Section producing quality guides and publications in plain English to assist the aviation community in understanding (and thus complying with) the aviation regulations. The role of Senior Writer/Editor, Technical Publications is based in Canberra within the Communications Branch of the Stakeholder Engagement Division.

The Communications Branch is responsible for CASA's communication activities. This includes broad public and industry consultation and communication strategies, media engagement, website and intranet management, social media channels, safety promotion activities, graphic design, video production, sponsorships and event management, and development of plain English guides.

The Senior Writer/Editor, Technical Publications is responsible for the following deliverables, which represent an ongoing body of work:

- under limited direction, scoping and developing plain English guides explaining complex aviation rules in a simple, easy-to-read writing style.

- editing, peer reviewing and quality checking content produced by other team members to ensure a high-quality end product
- ensuring written content retains the intent of the regulations and aligns with the current Australian Government Style Manual and current accessibility requirements
- supporting and maintaining procedures associated with the role to improve the overall quality and impact of new and existing documents
- liaising with internal stakeholders and industry members (as applicable) to ensure documentation meets user needs and intended business outcomes
- maintaining and promoting guidance material including safety information, education and training materials, advisory circulars, web-based information and other media as required
- other duties as required.

You will need to:

- attain, maintain and apply your knowledge of the Civil Aviation Act 1988, Civil Aviation Safety Regulations 1998, Civil Aviation Regulations 1988, and associated standards policy and practice, CASA decision-making processes and agency guidelines and regulations
- build and maintain effective relationships internally within the Communications branch and with other business units within CASA such as National Operations Standards Division and the Legal, International and Regulatory Affairs Division, as well as externally with contractors and other suppliers
- be responsible for planning own work goals and priorities that align with and achieve both own and team outcomes, exercising good judgement to deliver quality work requiring little revision before finalisation of the given stage of document development.
- work collaboratively with other team members to ensure team objectives are met, assisting in planning and managing projects and meeting agreed timelines
- promote workplace safety, equity and diversity, participative management and environmental management in the workplace in accordance with CASA values and behaviours
- work supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.

Duties

Our ideal candidate

Our ideal candidate must:

- have familiarity with the regulatory aspects of the aviation industry, preferably with a strong knowledge of at least one sector (such as flying operations or airworthiness)
- be able to interpret a range of document types to bring technical information together in meaningful content for the specified user
- be able to develop and structure large documents considering the nature of the technical content and the knowledge of the reader
- have excellent command of written English, be familiar with writing to a style guide, have at least intermediate word skills and have meticulous attention to detail
- have a proven ability to work with minimal assistance, taking ownership of tasks and guiding/supporting others in the team as required
- have suitable people skills to develop new relationships between the section and other areas of CASA
- have strong organisational skills and the ability to contribute to continuous improvement of the product and the processes within the section
- be able to demonstrate and exercise both initiative and judgment in the provision of accurate technical knowledge and advice in a specialist discipline (relevant to your role), achieved through the exposure to CASA's policies and procedures

- be able to engage with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner
- promote workplace safety, equity and diversity, and act in accordance with the CASA values and behaviours.

Eligibility

Eligibility requirements

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. The following eligibility requirements apply to this position:

- Be an Australian citizen
- Undergo pre-employment screening including a Police Check
- Aviation experience and/or qualifications are desired.

We encourage applications from Aboriginal and/or Torres Strait Islander people, people with disability, culturally and linguistically diverse people and people of the LGBTIQA+ community, including transgender, gender diverse, and intersex people. **Notes**

Affirmative Measures

This vacancy is being advertised concurrently under a general and an affirmative measure recruitment process.

Affirmative measures are only available to Aboriginal and/or Torres Strait people or people living with a disability, evidence will be requested if your application progresses under an affirmative measures process.

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.

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

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Ceri Bartlett, 02 8651 3182
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0750770

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Tuesday 19 November 2024

Information Technology Division
Strategy, Architecture & Cyber Security Branch Cyber Security Team

Job Title	APS6 - Cyber Security Analyst, Strategy, Architecture & Cyber Security
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$92,005 - \$110,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid - Flexible home-based work arrangements where suitable
Classification	APS Level 6
Position Number	46080
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

Organised within the Chief Operating Officer Group within the department, Information Technology (IT) Division’s purpose is to connect people and technology, empowering the department to excel.

IT Division is responsible for the consolidated provision and support of stable and secure IT Systems, applications, and services to all department users across all States and Territories, including our Indian Ocean Territories and Norfolk Island, as well as supporting seven Ministerial offices, six Groups, and coordination with portfolio entities.

The division provides the digital collaboration and communications tools necessary to connect a geographically dispersed workforce and to optimise hybrid working arrangements. We manage industry and public facing digital systems, deliver desktop services to over 2,200 staff, support over 30 office locations across Australia and oversee the department’s cyber security capability.

This new role is based in the Cyber Security Team within the Strategy, Architecture & Cyber Security Branch.

We are looking for motivated and driven people to join our team as we progress a number of exciting cyber modernisation and uplift activities that will better protect Department systems and business. This is a new role for the division and an opportunity to build a capability from the ground up that will be at the forefront of our modernisation, with plenty of scope to make it your own.

As an experienced analyst in the Cyber Security Team, you will have subject matter expertise in cyber incident response, security control implementation, and will be able to operate critical defensive tools, such as XDR, SIEM, content filters, and vulnerability management platforms. You will have sound stakeholder engagement skills, and will be able to communicate to a wide audience on highly technical and complex issues. You will be able to provide sound and timely advice on a breath of cyber security concepts. Your key responsibilities will include:

- Detect and respond to cyber security incidents – use defensive tools to detect, triage, and resolve cyber security events and incidents, and produce detailed findings and incident reports.
- Develop and configure security controls – design and implement technical controls to mitigate contemporary cyber security threats.
- Technical cyber advice and assurance – evaluate and test business and corporate systems and applications against common attack vectors, prescribed hardening and vendor guidance, and provide robust advice on the correct implementation of security controls.
- Conduct threat research – analyse and collate cyber threat intelligence from private feeds and open sources, prepare and disseminate advice and response actions to better protect the department against attack
- People and process – develop repeatable and efficient ways of working that streamline and uplift cyber services, foster a positive security culture, and implement programs to develop cyber skills and careers.

We are looking for someone who is passionate about contemporary cyber technology and is comfortable working with cloud platforms. Knowledge and experience with SIEM, cyber threat intelligence, vulnerability management, and threat mitigation is essential.

In this role you will be supported to build your cyber security skills through learning and development opportunities and working alongside experienced IT leaders. There is also the opportunity to become a product expert and receive micro credentials in security tools such as Sentinel.

The team will be growing over the next year, and this role will have an opportunity to mentor and develop other team members over time. **Duties**

Who are we looking for?

Our ideal candidate will set and translate vision into tangible actions, manage and inspire a connected and engaged team, influence stakeholders, resolve complex issues, and deliver outstanding cyber capability. You should be solutions focused, proactive, flexible and agile. We are looking for candidates who can demonstrate an ability to:

- Develop and maintain productive working relationships with key stakeholders including colleagues across the division, IT executives, staff in the department, and industry partners.
- Build and manage a team in a dynamic environment and achieve quality outcomes that are aligned to stakeholder and organisational needs.
- Communicate effectively, both written and verbal, to build consensus and influence decision making among internal and external stakeholders.
- Think strategically, evaluating complex information from a variety of sources to make connections and sound conclusions.
- Have a growth mindset with a willingness to continue to learn, develop, and foster an environment for team members to do the same.
- Inspire innovation through identifying opportunities for change and improvement across ways the division and our services.

- Contribute to building a positive and healthy team culture in the division, leading by example and mentoring emerging leaders.

RecruitAbility minimum requirements

Minimum requirements for this role include:

Demonstrated skills and experience in technical cyber security roles and/or relevant certifications in a cyber security field

- Ability to provide a strategic level of specialist, professional and/or technical subject matter expertise.
- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely and concise advice to inform and support executive decision making.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#). **Eligibility**

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:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at the NV1 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	Glenn Faithfull, 02 6136 8868
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0750780

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Tuesday 19 November 2024

Information Technology Division
Strategy, Architecture & Cyber Security Branch Cyber Security Team

Job Title	EL1 - Assistant Director Cyber Security, Strategy, Architecture & Cyber Security Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC
Salary	\$118,176 - \$134,426
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Hybrid - flexible home-based work arrangements where suitable
Classification	Executive Level 1
Position Number	46081
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

Organised within the Chief Operating Officer Group within the department, Information Technology (IT) Division's purpose is to connect people and technology, empowering the department to excel.

IT Division is responsible for the consolidated provision and support of stable and secure IT Systems, applications, and services to all department users across all States and Territories, including our Indian Ocean Territories and Norfolk Island, as well as supporting seven Ministerial offices, six Groups, and coordination with portfolio entities.

The division provides the digital collaboration and communications tools necessary to connect a geographically dispersed workforce and to optimise hybrid working arrangements. We manage industry and public facing digital systems, deliver desktop services to over 2,200 staff, support over 30 office locations across Australia and oversee the department's cyber security capability.

This new role is based in the Cyber Security Team within the Strategy, Architecture & Cyber Security Branch.

We are looking for motivated and energetic people to join our team as we progress a number of exciting cyber modernisation and uplift activities that will better protect Department systems and business. This is a new role for the division and an opportunity to build a capability from the ground up that will be at the forefront of our modernisation, with plenty of scope to make it your own.

As an Assistant Director in the Cyber Security Team, you will be responsible for the design and implementation of next generation cyber capability, and will head operational activities such as incident response, threat intelligence, and security testing. As a cyber leader, you will steer others, foster a positive security culture, and create innovative solutions to security problems. Your key responsibilities will include:

- Design, implement, and test cyber security solutions – engage with stakeholders across the department and leverage best practice to develop requirements, configure tooling, and establish processes for new cyber security capability.

- Cyber operations – grow efforts to detect and respond to cyber incidents, perform digital and forensic investigations, and leverage intelligence sources to mitigate cyber threats.
- Technical cyber advice and assurance – evaluate and test business and corporate systems and applications against common attack vectors, prescribed hardening and vendor guidance, and provide robust advice on the correct implementation of security controls.
- People and process – develop repeatable methods and ways of working that get the best out of cyber team members, foster and uplift security awareness culture, and implement programs to develop cyber skills and careers.

We are looking for someone who is passionate about contemporary cyber technology and is comfortable working with cloud platforms. Knowledge and experience with SIEM, cyber threat intelligence, vulnerability management, and threat mitigation is essential.

In this role you will be supported to build your cyber security skills through learning and development opportunities and working alongside experienced IT leaders. There is also the opportunity to become a product expert and receive micro credentials in security tools such as Sentinel.

The team will be growing over the next year, and this role will have an opportunity to mentor and develop other team members over time. **Duties**

Who are we looking for?

Our ideal candidate will set and translate vision into tangible actions, manage and inspire a connected and engaged team, influence stakeholders, resolve complex issues, and deliver outstanding cyber capability. You should be solutions focused, proactive, flexible and agile. We are looking for candidates who can demonstrate an ability to:

- Develop and maintain productive working relationships with key stakeholders including colleagues across the division, IT executives, staff in the department, and industry partners.
- Build and manage a team in a dynamic environment and achieve quality outcomes that are aligned to stakeholder and organisational needs.
- Communicate effectively, both written and verbal, to build consensus and influence decision making among internal and external stakeholders.
- Think strategically, evaluating complex information from a variety of sources to make connections and sound conclusions.
- Have a growth mindset with a willingness to continue to learn, develop, and foster an environment for team members to do the same.
- Inspire innovation through identifying opportunities for change and improvement across ways the division and our services.
- Contribute to building a positive and healthy team culture in the division, leading by example and mentoring emerging leaders.

RecruitAbility minimum requirements

Minimum requirements for this role include:

- Demonstrated skills and experience in technical cyber security roles and/or relevant certifications in a cyber security field
- Proven leadership skills and the ability to effectively coordinate work ensuring high quality and timely outcomes.
- Ability to provide a strategic level of specialist, professional and/or technical subject matter expertise.
- Excellent written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely and concise advice to inform and support executive decision making.

- Ability to establish and maintain key strategic relationships with a broad range of stakeholders.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission \(apsc.gov.au\)](#). **Eligibility**

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:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts applicants must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** the preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** the successful candidate must be able to obtain and/or maintain a security clearance at the NV1 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	Glenn Faithfull, 02 6136 8868
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0750839

Department of Infrastructure, Transport, Regional
Development, Communications and the Arts

Closing Date:Wednesday 20 November 2024

Job Title	APS6 - Senior Policy Advisor, Net Zero Branch
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$92,005 - \$110,020
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	In-office two days a week
Classification	APS Level 6
Position Number	46116
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/department/careers>

The opportunity we have available

The Net Zero Unit supports the Department and our Ministers to strengthen and coordinate our portfolio's contribution to the decarbonisation agenda and embedding climate resilience. We deliver a centralised function in the Department, bringing together expertise, providing advice, and developing policies to:

- Reduce greenhouse gas emissions in the transport and infrastructure sectors
- Build resilience to extreme weather events impacting upon the infrastructure, markets within our portfolio
- Support the transition to, and take advantage of, the opportunities of a net zero future.

We work closely with other Australian Government agencies, state and territory governments, and industry to ensure decarbonisation policies are joined-up and effective. Our key focus areas over the next 6 months include:

- Leading the delivery of the Transport and Infrastructure Net Zero Roadmap, the Government's transport sectoral emissions reduction plan
- Driving the Government's decarbonisation agenda through the Infrastructure and Transport Ministers' Meeting (ITMM) transport and infrastructure decarbonisation working groups
- Supporting the development of measures that address the carbon intensity of infrastructure delivery
- Exploring opportunities to support place-based decarbonisation in our regions
- Continuing to build our Department's capability and understanding of climate change and emissions reduction

Duties

What will you do?

While we build roles that align to skills and interests of highly motivated and capable staff to achieve the best outcomes, your responsibilities will generally include:

- Assisting with the development of high quality, considered and timely advice and briefings on the impact of climate change and transport and infrastructure emissions reduction matters to support portfolio Ministers and senior executives
- Maintaining productive relationships with internal and external stakeholders to inform policy advice and support the delivery of the Government's decarbonisation agenda, including providing secretariat support
- Research and analysis on climate change and emissions reduction as it relates to the transport and infrastructure sectors
- Research and analysis on place-based and people-focused approaches to decarbonisation and resilience
- Project management, planning and coordination
- Contributing to a positive, innovative and inclusive culture across the Unit and the Department more broadly.

Who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS6 [Work level standards](#).

To be successful in this role, you will need to demonstrate your ability to:

- **Achieve results and quality outcomes** by working in a small team delivering multiple activities at any given time, often within tight timeframes.
- **Communicate effectively both written and verbally**, delivering information in a variety of formats for a range of audiences.
- **Collaborate across diverse teams**, using your exceptional interpersonal and engagement skills to engage with senior leaders and a wide variety of stakeholders, valuing different perspectives, contributions and backgrounds.
- **Have a growth mindset** with a willingness to continue to learn, develop, and foster an environment for team members to do the same.
- **Think strategically**, evaluating complex information from a variety of sources to make connections and sound decisions while exercising good judgement.

Experience and/or qualifications in climate change, environment or economics is desirable, but not mandatory.

Collaborative, innovative thinkers and applicants with experience in strategic and cross-cutting policy are encouraged to apply.

We encourage candidates from diverse backgrounds and experiences to apply.

Recruitment minimum requirements

Minimum requirements for this role include:

- Ability to provide a strategic level of specialist, professional and/or technical subject matter expertise.
- Well-developed written and interpersonal communication skills, including strong attention to detail.
- Ability to provide timely and concise advice to inform and support executive decision making.
- Ability to establish and maintain key strategic relationships with a broad range of stakeholders.

RecruitAbility is a scheme which aims to attract and develop applicants with disability and also facilitate cultural changes in selection panels and agency recruitment.

Job applicants with disability who met the requirements are advanced to the next stage of the selection process:

- Opt into the scheme
- Declare they have a disability, and
- Meet the minimum requirements of a vacancy advertised in the scheme

More information can be found at [RecruitAbility scheme: A guide for applicants | Australian Public Service Commission](#). **Eligibility**

Eligibility requirements

Employment with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts is subject to conditions prescribed within the Public Service Act 1999 including:

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** the preferred 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 the 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	Peter Black, 02 6136 8344
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0750782

Job Title	Archival Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Chester Hill NSW
Salary	\$74,638 - \$80,426
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Candidates will be required to work from the office with the collection, however, ad hoc flexible arrangements will be considered.
Classification	APS Level 4
Position Number	53042
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

The Corporate Services Branch oversees the efficient, effective and ethical management of the National Archives' resources. This is done in accordance with the Commonwealth's financial, procurement, employment, security and property legislative and policy frameworks. The Branch supports the workforce, facilities and culture it requires to deliver its strategic priorities and remain sustainable. It comprises four sections: People and Culture; Property and Security; Corporate Capability and Finance and Procurement.

The Corporate Services, Storage Consolidation and Analysis section has been established to work on business improvements and new business initiatives arising from the Tune Review, 10-year strategy, and other emerging priorities. The Storage Consolidation and Analysis section is responsible to Consolidate collection storage into three centralised hubs, this includes collection management, archival services, and relevant state and territory stakeholder engagement.

Duties

- Supervision of staff, including: task allocation and organisation, contribution to the completion of required work by the group, on the job training, monitoring quality of work and provision of advice and guidance on procedural matters and complex issues.
- Use a variety of digital systems for the management of the archival collection, keep accurate statistics, assist with regular reporting to the team and undertake information management by creating and maintaining business records.
- Support and coordinate project work and assist with the development, implementation and review of policies and local procedures including some basic research.
- Liaise and negotiate with internal and external clients on operational and administrative matters and work cooperatively to achieve outcomes.
- Work collaboratively to consult and share information with colleagues, participate in section meetings, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve business outcomes.

- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#)

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

You must also be able to meet the inherent physical requirements of this role which includes repetitive, sedentary, screen-based work and/or the ability to pack, sort, lift and relocate records in accordance with established work health and safety practices and archival principles. You may be asked to complete a questionnaire, as part of the recruitment process, to substantiate your fitness for duty. This questionnaire will be provided to those short-listed for interview and provides an insight into the activities of the Section.

Notes

This recruitment process is to fill an immediate non-ongoing vacancy until 30 June 2025. Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

Applications close on 19 November 2024 on 11:55PM Australian Eastern Standard Time.

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

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Jennifer Harris, (02) 9782 5358
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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National Archives of Australia

Closing Date: Wednesday 20 November 2024

Access and Public Engagement Public Programs

Job Title	Visitor Services Officer
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	\$66,984 - \$72,581
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Successful candidates will be required to work on site at our Parkes office.
Classification	APS Level 3
Position Number	Multiple / 496931
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

<http://careers.naa.gov.au/cw/en/listing/>

Public Programs is responsible for developing and delivering interpreted, engaging and curated programs aimed at providing access with the national archival collection in the richest possible ways. Public Programs develops and delivers programs onsite, offsite and online through exhibitions – touring, temporary and permanent – lifelong learning programs, school programs and digital experiences.

Are you dedicated to helping Australians learn more about our shared histories? Do you love working with schools, families and other visitors? This might just be the job for you - as a Visitor Services Officer, you will engage Australians with the Archives every day.

Duties

- Deliver engaging activities, tours and education programs in galleries and public spaces to visitors and school groups.
- Provide high quality customer service to visitors, including responding to requests in-person, by phone and email and providing accurate information about our exhibitions, programs, amenities and resources.
- Perform administrative duties including collating daily statistics, operating a point of sales system and other administrative duties as directed.
- Provide support to develop and research tours for visitors.
- Monitor and maintain the presentation of public spaces.
- Provide evacuation and fire warden duties and First Aid response as required.

- Apply the principles of APS Values, Code of Conduct, workplace diversity principles, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in [Strategy 2030](#) and [Our Values](#).

Positions may be offered as part-time rostered shift worker as per the [National Archives of Australia Enterprise Agreement 2024-2027](#) and the successful applicants will be required to commit to a roster that includes regular weekend work. All successful applicants must be willing to work flexible hours as required including at times after hours.

A demonstrated interest in and knowledge of Australian history and museums, and experience in customer service and presentation skills are desirable. **Eligibility**

To be eligible for the role you must be an Australian citizen.

If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline clearance level.

If you are selected, you will be required to obtain and retain a Working with Vulnerable People registration.

Notes

Applicants rated as suitable will be placed in a merit pool that may be used to fill similar ongoing or non-ongoing positions throughout the Agency for up to 18 months.

Applications close on 20 November 2024 on 11:55PM Australian Eastern Daylight Savings Time.

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

The National Archives of Australia has a skilled and diverse workforce. We value our people, performance, integrity and service. We encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background. National Archives has a presence in all state and territory capital cities. Our national office and exhibition spaces are in Canberra, and all centres offer public reading rooms where visitors are able to examine original records. Some offices are co-located with the state or territory archives, providing one-stop public access. National Archives collection is housed in several repositories located around Australia. We offer a high standard of service as outlined in our service charter. If you would like to join our team, we invite you to apply for this vacancy.

To Apply

Position Contact	Marissa Beard, 02 6212 3690
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional
Development and Communications

Vacancy VN-0750638

Office of the eSafety Commissioner

Closing Date:Wednesday 20 November 2024

Regulatory Operations
Investigations Various

Job Title	Investigators
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Pymont NSW
Salary	\$91,193 - \$102,985
Future Merit Locations	Pymont, Sydney
Office Arrangement	On Site;Flexible
Office Arrangement Details	WFH options available - refer to candidate pack
Classification	APS Level 6
Position Number	2467-2024-2
Agency Website	https://www.esafety.gov.au/about-us

Job Description

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

The eSafety Commissioner’s (eSafety) purpose is to help safeguard Australians at risk from online harms and to promote safer, more positive online experiences.

Investigations Branch

The eSafety Investigations Branch oversees regulatory schemes into a range of online harms, including illegal and restricted content, image-based abuse, adult cyber abuse, and children’s cyberbullying. There are also Intelligence and Capability and Enhancement sections within the branch which support regulatory investigations through the production of strategic and operational insights into online harms and providing capability uplift.

The Investigations Branch is seeking individuals with a demonstrated ability to be motivated members of a team that are dedicated to eSafety’s mission of helping safeguard all Australians from online harms and promoting safer, more positive online experiences.

The work can be fast-paced and requires balancing competing priorities, while being adaptable to support the team through change. A proven ability to focus within a high-volume environment, personal drive, a commitment to supporting colleagues and a demonstrated ability to achieve objectives, even in difficult circumstances, are vital qualities for these roles.

Our ideal candidates

You will be motivated team members who are technically proficient and have an eye for detail. You will have exceptional written and oral communication skills, the ability to effectively communicate decisions made as part of the regulatory process and advise

on enforcement options, including confidence in having difficult conversations with distressed complainants.

You will have experience managing multiple matters simultaneously within sensitive and time-critical operational settings. You will have a positive outlook and the ability to apply reason and care when assessing highly sensitive or confronting material. You will have a demonstrated ability to develop strong relationships with internal and external stakeholders. You will be advising the Manager on risks, regulatory options, and enforcement outcomes.

A background in regulatory investigations, law enforcement, intelligence, information, and online technology, and/or open-source analysis would be considered favourably.

As an APS 6 Investigator, you will be responsible for responding to reports from Australians of all ages, conducting regulatory investigations and taking appropriate action to address online harms and serious abuse. This includes providing compassionate and timely advice to reporters, managing expectations, and identifying alternative pathways for resolution as appropriate.

You may need to provide occasional out of hours support to action or resolve high priority matters and may be required to be on-call and respond at short notice.

You will be able to think on your feet and approach all matters with meticulousness and attention to detail. You will be receptive to knowledge sharing, provision of guidance, and support to help develop your skills and expertise from others in the team. You will have the ability to monitor and assess potential risks and brief up when appropriate.

You will be comfortable working under pressure, advising line areas, and briefing senior colleagues and external stakeholders. You must demonstrate the capacity to deliver results in a timely manner and to support the operations of the agency and senior management.

You will have strong stakeholder management skills and the ability to develop productive working relationships both internally and externally, including with external investigators and officials from law enforcement, intelligence, or other regulatory fields.

Duties

Adult Cyber Abuse, Children's Cyberbullying, Image-Based Abuse, and Illegal and Restricted Content Schemes

Investigator positions are available across multiple schemes in the branch. Each scheme consists of a mix of EL1 senior investigators and APS 6 investigators working collaboratively to address the reports submitted to the branch. Each scheme progresses removal of online content and the progression of enforcement action.

The Adult Cyber Abuse Scheme is responsible for overseeing the operation of the complaints scheme for seriously harmful cyber-abuse being perpetrated against an Australian adult. Investigators are responsible for responding to reports from Australian adults, conducting regulatory investigations and taking appropriate action to address adult cyber abuse.

The Children's Cyberbullying Scheme is responsible for overseeing the operation of the complaints scheme for cyberbullying material targeting an Australian child. Investigators will be responsible for responding to reports about Australian children, conducting regulatory investigations and taking appropriate action to address child cyberbullying.

The Illegal and Restricted Content Scheme is responsible for investigating reports made about illegal and restricted online content and involves frequent exposure to highly sensitive and distressing material, including child sexual exploitation material, and terrorist and violent extremist content.

The Image-Based Abuse Scheme is responsible for reports about the non-consensual posting of intimate images online. Investigators are responsible for responding to reports from people of all ages, conducting regulatory investigations and taking appropriate action to address image-based abuse. The scheme involves frequent exposure to intimate images, including child sexual exploitation material.

The above roles include providing advice to complainant's, managing investigations in line with regulatory powers, and identifying alternative pathways for resolution. The roles require experience managing multiple reports simultaneously, with the ability to prioritise and triage according to the level of risk.

Eligibility

To be eligible for employment with the eSafety, within the ACMA, applicants must be an Australian citizen.

Successful candidates must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level. [Australian Government Security Vetting Agency \(AGSVA\)](#).

Successful candidates must have a current NSW Working with Children Check or be able to obtain one.

Notes

Roles within the Investigations Branch require frequent exposure to highly sensitive and potentially distressing material, requiring a high degree of resilience, professionalism, and effective self-care strategies.

eSafety offers a hybrid working environment, however, due to the nature of the work performed, along with privacy and security considerations, staff are required to work a portion of their week out of the office premises in Sydney.

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

The eSafety Commissioner’s (eSafety) purpose is to help safeguard Australian’s at risk from online harms and to promote safer, more positive online experiences.

To Apply

Position Contact	Ian Simmons, (02) 7254 8572
Agency Recruitment Site	https://www.acma.gov.au/careers

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Prime Minister and Cabinet

Vacancy VN-0750843

Job Title	APS6 Records Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$97,692 - \$112,284
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	There is a requirement of some days onsite and the ability to attend the office with short notice
Classification	APS Level 6
Position Number	082/2024
Agency Website	https://www.anao.gov.au

Job Description

<https://www.anao.gov.au/careers/vacancies>

The opportunity

We are looking for a self-driven, motivated individual to join the Records Management Team within the Corporate Management Group (CMG).

The Corporate Management Group leads corporate strategy, operations and change for the ANAO. CMG provides strategic services and frameworks to ensure the efficient operations of the ANAO. CMG lead and support a culture of continuous improvement, with innovative approaches to business processes that are fit for purpose, create value, improve productivity across the ANAO. CMG provides services in the following areas to enable the delivery of the ANAO's purpose: human resource management, financial and business management, governance, communication, culture, digital.

Duties

As an APS6 Records Manager in the Records Management Unit (RMU), under the broad supervision and guidance of the Director, Information Management & Data Governance, you will:

- Lead the management of the RMU to enable the effective day to day running of the functions.
- Manage and support a small team of Records staff and deliver team outcomes ensuring efficiency, effectiveness and value for money to the ANAO.
- Contribute to staff Performance and Career Development Plans ensuring the team is delivering the priorities within the team.
- Be responsible for the Records Management system and related information services to support efficient access, movement, storage, retention and disposal of physical and electronic files.

- Lead the development, review and maintenance of Information Governance policies and procedures relating to Records Management, Microsoft 365 and Teams environment.
- Establish and maintain relationships with key stakeholders, internal and external, including delivery of training, communication and governance of records and Information Management.
- Contribute to weekly reporting for executives, such as help desk statistics for RMU.
- Manage the implementation and testing of upgrades to records management systems.
- Manage the CabNet environment.
- Bring innovation via improvements in service delivery and operational efficiencies.
- Attend training and forums to stay up to date with records management industry developments and develop internal records management processes to remain compliant.

Who we are looking for

The successful candidate will:

- Understand and embody the ANAO values of respect, integrity and excellence
- Be self-driven and highly organised
- Be able to manage a range of priorities
- Have well-developed analytical, and written and verbal communication skills; and
- Have a strong focus on the delivery of efficient records management practices that drive business outcomes.
- Have well-developed analytical, and written and verbal communication skills; and
- Have a strong focus on the delivery of efficient records management practices that drive business outcomes.

Desirable qualifications

There are no mandatory qualifications for this role. However, the following attributes are highly desirable:

- Records Management qualifications, e.g. Certificate IV in Business (Records and Information Management) other relevant practical experience will be considered.

Eligibility

Eligibility

Citizenship – To be eligible for employment with the ANAO, applicants must be an Australian citizen.

Security Clearance – The Australian community requires the highest level of integrity from ANAO employees. The preferred applicant will be required to obtain and maintain a **Negative Vetting Level 1 Security Clearance**. For more information about the AGSVA security clearance process, please refer to the AGSVA website.

Notes

Assessment process / Reasonable adjustment

As part of the assessment process, you may be asked to participate in one or more of the following assessment activities:

- Interview (in-person or virtual)

If you believe you may require reasonable adjustments to participate in the assessment process, please ensure this is indicated on your application. A member of our recruitment team will contact you to discuss the adjustments prior to the assessment process.

How to apply

Applications must be submitted using the [online recruitment system](#).

Applicants are required to submit a current CV/resume and a statement of claims (500 words maximum) outlining why you are interested in this position and why you believe that you have the skills, capabilities, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position. We highly recommend that you refer to the [ANAO Core Capability Framework](#) when preparing your statement of claims.

Contact
Name: Sally Fitzpatrick
Phone Number: (02) 6203 7375
Email Address: Sally.Fitzpatrick@anao.gov.au

Closing date
Applications close **11:30pm (AEST) on Wednesday 20 November 2024.**

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

About the Australian National Audit Office

The Australian National Audit Office (ANAO) is a specialist public sector entity that provides a full range of audit services to the Australian Parliament, the Australian Government and public sector entities. The 'Auditor-General Act 1997' provides the legislative framework for the role of the Auditor-General and the ANAO. The purpose of the ANAO is to drive accountability and transparency in the Australian Government sector through quality evidence based audit services and independent reporting to Parliament, the Executive and the public, with the result of improving public sector performance. The Executive is accountable to Parliament for its use of public resources and the administration of legislation passed by the Parliament. The Auditor-General scrutinises and provides independent assurance as to whether the Executive is operating and accounting for its performance in accordance with Parliament's purpose.

To Apply

Position Contact	Sally Fitzpatrick, (02) 6203 7375
Agency Recruitment Site	https://www.anao.gov.au/careers/vacancies

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Prime Minister and Cabinet

Vacancy VN-0750753

National Indigenous Australians Agency
Grants and Finance
Grants Management Unit NSW GMU and Central GMU

Closing Date:Wednesday 20 November 2024

Job Title	Assistant Director, Grants Management Unit
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parramatta NSW, Alice Springs NT, Darwin NT
Salary	\$121,717 - \$138,722
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement.
Classification	Executive Level 1
Position Number	NIAA/2024/188
Agency Website	https://www.niaa.gov.au/

Job Description

<https://niaa.nga.net.au/?jati=286A9FE5-E99B-F149-4AB7-DB486FE06686>

The National Indigenous Australians Agency (NIAA) works in genuine partnership to enable the self-determination and aspirations of First Nations communities. We implement the Australian Government's priorities and support the Minister for Indigenous Australians. NIAA has Executive Level 1 opportunities within the Grants Management Unit (GMU).

The GMU is seeking applicants to fill current and anticipated vacancies, and to create a merit pool for future vacancies, in Alice Springs (NT), Darwin (NT) and Parramatta (NSW). The GMU provides high quality, professional grants management and administration services to our stakeholders that supports the outcomes of Government and improves the lives of First Nations Peoples. The core function of the GMU is to manage grant agreements. This includes the following:

- drafting agreements, negotiating and executing grant agreements, monitoring compliance and performance
- managing risk, making payments, analysing financial reports and acquitting funding
- provides strategic direction and leverages expertise to ensure quality outcomes are delivered across a range of program areas
- works with its NIAA internal stakeholders to provide professional grant management services for Indigenous Advancement Strategy (IAS) grants across the country and Aboriginals Benefit Account (ABA) grants managed in the Northern Territory GMU teams
- expected to manage employees and take responsibility for their overall performance.

The Assistant Director is a key leadership position within the GMU. The position has delegated authority and responsibility to resolve issues and risks across wide ranging activities. The Assistant Director has responsibility for exercising Financial Delegations to manage grants. The role has people, program and stakeholder management responsibilities. **Duties**

To fill the Assistant Director role, we are looking for candidates who can demonstrate the following competencies:

- ability to manage a geographically dispersed team and ensure grant agreement management and administration activities comply with relevant legislation, guidance materials and policy frameworks
- provide expert grant agreement management and administration advice to staff and internal stakeholders across varying levels of complexity, sensitivity and risks
- demonstrated high-level analytical, research and problem-solving skills as well as demonstrating flexibility and good judgement
- engage effectively with internal and external stakeholders regarding the management of grant agreements, service delivery and provider capability risks, performance reports, grant payment instalments
- capability to identify emerging opportunities or issues and respond quickly to competing priorities as they emerge
- willingness and commitment to develop the cultural competency of staff about the diverse cultural backgrounds of all Australians and of Aboriginal and Torres Strait Islander culture and peoples
- effectively supervise staff and constructively manage staff with a focus on capability development, team building and talent management.

Eligibility

- To be eligible for this position you must be an Australian Citizen.
- Occupants must be able to obtain and maintain a Baseline level security clearance, or hold a current security clearance of an appropriate level.
- Successful candidates will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

Ongoing & Non-ongoing (for an initial period of up to 12 months).

These roles are being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 12 months, with possibility of extension up to a maximum period of two years.

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

The National Indigenous Australians Agency (NIAA) has a range of flexible working arrangements available to its employees under the Enterprise Agreement and relevant policies and guidance materials. Working arrangements can be negotiated with successful candidates on a case-by-case basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

Indigenous job seekers are encouraged to apply for this vacancy. If the job is 'Identified', then part or all of the duties impact on Indigenous Australian communities or their representatives.

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

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to

ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	Adele Backwell, (08) 7972 4199
Agency Recruitment Site	https://niaa.nga.net.au/?jati=286A9FE5-E99B-F149-4AB7-DB486FE06686

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Social Services

Vacancy VN-0750787

Department of Social Services

Closing Date:Wednesday 20 November 2024

Corporate Group
Campaigns and Strategic Communication

Job Title	APS6 (PAO2) Communication Officer, Campaigns
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Sydney NSW, Perth WA
Salary	\$94,791 - \$107,985
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	EXT-2024-1490
Agency Website	https://www.dss.gov.au/

Job Description

<https://www.dss.gov.au/careers/vacancies/Pages/default.aspx>

The department is looking for a high performing Public Affairs Officer to work on Stop it at the Start, one of the most awarded Australian Government advertising campaigns.

A merit pool will be established for roles across the Campaigns and Strategic Communication Branch, including for other advertising campaigns and important strategic communication projects.

Duties

- work in a small team to assist with the development, implementation and evaluation of integrated communication plans and strategies
- maintain successful relationships with policy and program areas, anticipating and assessing their strategic communication needs
- develop communication material for various audiences, which may include social media and web content, communication and stakeholder products, videos and communication materials in alternate formats
- coordinate the procurement and management of communication contracts and liaise with external suppliers to ensure successful outcomes
- monitor and report on the implementation of campaign communication initiatives
- work effectively as part of a team to deliver results and effectively manage personal workloads with minimal supervision.

Please review the job pack for the full position description.

Eligibility

Notes

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Eleni Carrejo, 02 5162 5684
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0750847

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Tuesday 19 November 2024

Corporate Division
Corporate Division Executive Security and Workplace Services

Job Title	Corporate Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$77,331 - \$83,121
Future Merit Locations	Melbourne, Canberra
Office Arrangement	On Site
Office Arrangement Details	These vacancies are office-based roles
Classification	APS Level 4
Position Number	267_11/24
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

About the NDIS Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (the NDIS Commission) is an independent agency established on 1 July 2018 to improve the quality and safety of NDIS supports and services. The NDIS Commission is the dedicated national regulator of NDIS service providers in Australia and a non-corporate entity under the Public Governance, Performance and Accountability Act 2013.

The NDIS Commission is committed to upholding the rights of people with disability to employment and offers interesting and challenging roles. People with disability are encouraged to apply for jobs in the NDIS Commission.

About the role

Corporate support officers have an important role in supporting our employees and stakeholders through a customer service focus and efficient management of each office. The advertised roles are based on-site in our Canberra and Melbourne office locations, and the ideal candidate will work at the office full time.

The day-to-day activities of a Corporate Support Officer include a wide range of administrative duties that would suit a highly motivated individual with strong attention to detail and who thrives working collaboratively with others.

Corporate Support Officers are part of the Security and Workplace Services team has a critical role in maintaining a quality office environment. This includes offering general assistance to staff, collaborating with other teams to onboard and induct new employees, managing office supplies, overseeing mail distribution, and other day to day activities. The role also providing general advice on corporate processes and systems and works collaboratively with other teams across the NDIS Commission, including ICT, HR, Communications and Engagement teams.

Duties

Do you enjoy working with people and providing high quality services?

The ideal candidate genuinely enjoys working with people and full-time in an office setting.

You will also possess a strong background in providing administrative support services with meticulous attention to detail. You will

have excellent written, verbal, and interpersonal communication skills, with the ability to build and maintain productive working relationships within the NDIS Commission so as to deliver quality services.

You will be confident in working independently, possess superior customer service skills, including a professional phone manner. Strong time management and organisational abilities are key, with the capacity to respond quickly in fast-paced environments, prioritising tasks using sound judgement. A practical understanding of change management and stakeholder engagement, combined with proficiency in the Microsoft Suite, including Microsoft Teams, is also required for this role.

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

Eligibility

To be considered in this role, candidates will need to:

- Be an Australian Citizen, and
- Have a favourable National Police Check, and
- Have or be willing to obtain and maintain a Baseline Vetting security clearance. Should business need arise, be willing to obtain and maintain a Negative Vetting Level 1 or Negative Vetting Level 2 security clearance. See AGSVA website for more details Security | Sectors | Defence, and
- Complete a NDIS Commission external influences and associations declaration form.

Notes

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

About the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

The NDIS Quality and Safeguards Commission (NDIS Commission) offers roles that make a real difference in the community. As the dedicated national regulator of NDIS service providers and workers in Australia, the NDIS Commission upholds the rights of NDIS participants to quality and safe supports or services, including those received under the National Disability Insurance Scheme (NDIS). The NDIS Commission encourage applications from people with disabilities, LGBTQIA+ people, women and people with diverse linguistic and cultural backgrounds. The organisation recognises the richness of Aboriginal and Torres Strait Islander culture, and the unique knowledge Aboriginal and Torres Strait Islander employees bring to the workplace, policy development and service delivery. The NDIS Commission participates in the Australian Public Service RecruitAbility Scheme which provides equitable adjustments for applicants with disability A full definition of disability is included on this website Definition of Disability.

To Apply

Position Contact	Naomi Freeman, 02 6152 5181
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

Treasury

Vacancy VN-0750760

Australian Taxation Office

Closing Date:Wednesday 20 November 2024

Enterprise Solutions and Technology
Digital Delivery

Job Title	DevOps Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC
Salary	\$94,235 - \$108,200
Future Merit Locations	Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis
Classification	APS Level 6
Position Number	EXT_EST_265_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=67F4A8D4-31CA-98C1-8DB1-DB4835156C58>

Duties

We are looking for seasoned professionals, ready to make an impact and join our Digital Identity Services team.

As a DevOps Engineer, within the Enterprise Solutions and Technology division, you'll navigate a dynamic and complex technological landscape. Your role will involve leading, guiding, coaching and assisting a team to resolve operational and technical challenges through best practices and robust solutions. You'll leverage your expertise to provide technical guidance and support while actively seeking innovative approaches to deliver top-tier outcomes.

Please note that this position may require on-call and after-hours availability for real-time issue resolution.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

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 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	Jason Golik, (07) 3907 2036
Agency Recruitment Site	https://ato.nga.net.au/?jati=67F4A8D4-31CA-98C1-8DB1-DB4835156C58

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Treasury

Vacancy VN-0750761

Australian Taxation Office

Closing Date:Wednesday 20 November 2024

Enterprise Solutions and Technology
Digital Delivery

Job Title	DevOps Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Albury NSW, Brisbane QLD, Canberra ACT, Melbourne VIC, Newcastle NSW
Salary	\$120,704 - \$131,594
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis
Classification	Executive Level 1
Position Number	EXT_EST_266_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=F2110914-92EE-1EE4-82DB-DB48351FFC2D>

Duties

We are seeking experienced leaders to join our Digital Identify Services team and the Developer and Application Shared Services team.

As a DevOps Engineer within the Enterprise Solutions and Technology branch, you'll lead the Site Reliability Engineer/DevOps functions and take ownership of production workloads and infrastructure through the management of multiple teams.

You will lead a production support team to address incidents affecting critical business applications, build positive relationships, and drive continuous improvement. You'll apply your expertise in cloud and automation trends to the ATO's cloud domains.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

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 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	Jason Golik, (07) 3907 2036
Agency Recruitment Site	https://ato.nga.net.au/?jati=F2110914-92EE-1EE4-82DB-DB48351FFC2D

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Treasury

Vacancy VN-0750793

Australian Taxation Office

Closing Date:Wednesday 20 November 2024

Enterprise Solutions and Technology
Digital Delivery

Job Title	DevOps Engineer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Newcastle NSW, Melbourne VIC, Canberra ACT, Albury NSW
Salary	\$145,264 - \$173,031
Future Merit Locations	Adelaide, Albury, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Newcastle, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis
Classification	Executive Level 2
Position Number	EXT_EST_267_2024
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=72985168-75B0-B3D1-390D-DB483576CB85>

Duties

We are seeking dedicated and dynamic individuals to join our team.

As a DevOps Engineer, in our Enterprise Solutions and Technology business area, you'll be responsible for designing, deploying, implementing and managing cloud infrastructure solutions.

You will exercise a significant degree of independence and perform an important leadership role. You'll be responsible for influencing and developing strategy, policies, priorities and operational practices in support of agency objectives based on high level decision-making and judgement.

We embrace the strength of diversity – through our people and the experiences they bring with them. We provide reasonable adjustments to support candidates with disability to participate in our recruitment processes and encourage people with disability and Aboriginal and Torres Strait Islander peoples to apply.

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 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	Jason Golik, (07) 3907 2036
Agency Recruitment Site	https://ato.nga.net.au/?jati=72985168-75B0-B3D1-390D-DB483576CB85

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Treasury

Vacancy VN-0750834

Commonwealth Grants Commission

Closing Date:Tuesday 19 November 2024

Business Enabling Services

Job Title	Chief Financial Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$152,816 -
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	TBA
Agency Website	https://www.cgc.gov.au/about-us

Job Description

www.cgc.gov.au

The Commonwealth Grants Commission (CGC) provides advice to the Australian Government on the distribution of GST revenue among the states and territories. We are a small independent agency operating under the *Commonwealth Grants Commission Act 1973*. Our work supports a key part of Australia's federal financial relations.

The CGC consists of:

- a Commission comprising a part-time Chairperson and 3 part-time Members, appointed by the Governor-General, and
- around 35 CGC staff, who provide support and advice to the Commission.

Our workplace is small and friendly, and our modern office is located in Canberra city. We are committed to flexible work practices, including the option to work remotely for some of the work week. We have predictable workflows that support a healthy work-life balance. We are committed to developing staff and will support you to deepen and broaden your skills. **Duties**

Reporting to the Director Business Enabling Services (BES), the Chief Financial Officer (CFO) plays a key role in leading the agency's finance function and supporting the broader activities of the BES team. Given the agency's small size, you will need to be flexible, contributing to other functions and projects as needed.

We are looking for a motivated individual with a "can do attitude", strong emotional intelligence, highly developed interpersonal skills, and a proven ability to build positive relationships across all levels, both internally and externally. You will be an experienced finance professional with experience working in a corporate environment and an understanding of the challenges and opportunities in a small agency. You will have demonstrated the ability to proactively identify priorities and take ownership for the delivery of projects and other tasks.

Under limited direction, you will be required to:

1. Lead and manage the agency's finance function, including finance policies, financial statements, budgeting, procurement, risk, property, meeting reporting requirements, and finance and accounting systems
2. Lead and contribute to other BES functions and projects, including contract management, governance and facilitating organisational change
3. Maintain positive relationships with internal and external stakeholders, and collaborate with senior management to implement agency priorities
4. Manage the work performance and development of junior team members, and
5. Other duties as directed.

Eligibility

Selection Criteria

The CGC will consider applications based on the Australian Public Service (APS) Integrated Leadership System (ILS), your ability to perform the duties of the position at the level required, and your potential contribution to the BES team and the CGC. The successful candidate will have a sound understanding of contemporary public sector financial practices and requirements, including an understanding of Commonwealth frameworks, rules, and legislation.

You will be required to complete a [CGC application coversheet](#), including contact details for 2 referees (one must be your current supervisor), and provide a copy of your resume and a pitch of no more than 800 words setting out why you are an outstanding candidate for this role.

Your pitch should include relevant achievements, highlighting the behaviours that have contributed to your success. It should also show us: how you meet ILS criteria at the EL2 level; your capability to perform the

duties of this position; and how you would contribute to the culture and performance of the CGC.

Please send your application to HR@cgc.gov.au by 11:59 pm Tuesday 19 November 2024.

Security Clearance

This is a Designated Security Assessed Position (DSAP) at Baseline. The successful applicant must be an Australian Citizen capable of obtaining and maintaining a security clearance at this level. A loss of security clearance may result in termination of employment.

Qualifications/Experience

- Tertiary qualifications in Finance, Accounting or Business, and relevant experience in the APS and/or finance industry (essential)
- CA or CPA qualified (highly desirable)
- An understanding of the TechnologyOne finance system (highly desirable)
- Microsoft Office suite – Word, Excel, PowerPoint etc. (desirable)
- Microsoft Teams (desirable)

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 Commonwealth Grants Commission

The Commonwealth Grants Commission (CGC) provides advice to the Australian Government on the equitable distribution of GST revenue to State and Territory governments.

To Apply

Position Contact	Duncan Cotter, 02 6218 5709
Agency Recruitment Site	www.cgc.gov.au

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Job Title	Assistant Director, Capability Delivery
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated with the hiring area at the time of employment
Classification	Executive Level 1
Position Number	JR32561
Agency Website	https://www.apg.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentary_Services

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Executive Level 1 Assistant Director, Capability Delivery within Digital Capability & Operations Branch.

ISD is responsible for the provision of IT services to the Australian Parliament and electorate offices nationally. The Digital Capability & Operations Branch is responsible for the development of systems that underpin the operation of both chambers of Parliament, parliamentary committees, and the administrative functions across Parliament House.

- Join the Digital Capability & Operations Branch, a dynamic and innovative branch that delivers digital solutions and services to support Parliament House and the parliamentary process.
- As an Assistant Director, you will oversee the daily operations of the Capability Development section, supporting the Director in managing and leading a multidisciplinary team of technology professionals focused on application project delivery.
- You will work with a diverse group of stakeholders, including business users, developers, project managers, vendors and other technical teams, to support the effective running of the section.
- You will also have the opportunity to contribute to the continuous improvement of the branch operations processes and practices, as well undertaking development opportunities.

Our ideal candidate will:

- Be flexible and adaptable in a dynamic environment
- Possess experience in managing and leading teams
- Demonstrate drive and energy to achieve successful outcomes for all stakeholders
- Be capable of shaping strategy, contributing to resource planning, and managing section finances

Duties

Please click the "apply now" button to go to the DPS Careers Webpage where you can find more information about the position and relevant duty statement.

Eligibility

The successful applicant will be required to obtain and maintain a Baseline Vetting (Protected/Restricted) security clearance.

Notes

At DPS, we acknowledge the value diversity brings. We are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We welcome applications from Aboriginal and Torres Strait Islander people, mature age people, people from diverse backgrounds and people with disability.

About the Department of Parliamentary Services

The Department of Parliamentary Services (DPS) supports Australia’s Parliament and parliamentarians through innovative, unified and client focused services. DPS is proud to be the custodian for Australian Parliament House (APH) as the working symbol of Australian democracy and as a significant destination for our citizens and international visitors alike. It is a place where more than 3,500 people work on sitting days and which nearly one million people visit each year.

To Apply

Position Contact	Adrian French, 02 6277 9228
Agency Recruitment Site	https://jobs.dps.gov.au/

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Information Systems
Digital Customer Services ICT Service Delivery

Job Title	ICT Service Desk Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$77,719 - \$84,450
Future Merit Locations	Various locations - ACT
Office Arrangement	On Site
Office Arrangement Details	The successful candidate will be required to work onsite at a DPS office location in Canberra
Classification	APS Level 4
Position Number	JR32554
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_Parliamentar

Job Description

<https://jobs.dps.gov.au/>

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 4 ICT Service Desk Analyst within Digital Customer Services Branch.

The Digital Customer Services Branch provides critical ICT support services and management of ICT systems that enable the functioning of the Parliament and electorate offices across the country.

The ICT Service Desk provides first level ICT support services to Parliamentary Computing Network users in Australian Parliament House and electorate offices. Service Desk Analysts need to demonstrate exceptional customer service skills, technical and troubleshooting skills, excellent communication skills and an ability to follow complex issues through to completion.

The role is primarily a telephony based ICT service desk with some requests also received by self service, email and walk-ins. The role involves working with high profile clients to progress and resolve incidents and queries, which may require the ability to coordinate and collaborate with various ICT and departmental teams.

Service Desk Analysts will be expected to provide support for a range of ICT services including Windows 10 and 11, Microsoft 365 and inTune, monitor the service management tool work queue and contribute to the ICT Knowledge Base.

In addition to the above, Service Desk Analysts will be expected to work to a roster between 7:30am to 8:00pm and perform on-call duties.

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

Experience in a phone based ICT Service Desk, or experience in a customer service or call centre role and an aptitude and interest in a career in ICT is highly desirable.

The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

Notes

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To Apply

Position Contact	Chris Williams, 02 6277 8050
Agency Recruitment Site	https://jobs.dps.gov.au/

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Employment and Workplace Relations

Vacancy VN-0750827

Job Title	Director Coordination, Strategy, Policy and Specialist Advice
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Canberra ACT
Salary	\$138,469 - \$166,214
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Flexible by arrangement
Classification	Executive Level 2
Position Number	24035
Agency Website	https://www.asbestossafety.gov.au/what-we-do/asbestos-safety-eradication-agency

Job Description

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

About the agency

The Asbestos and Silica Safety and Eradication Agency (ASSEA) is a small agency that was established in 2013 to oversee national actions to improve asbestos awareness and the effective and safe management, removal, and disposal of asbestos. This involved coordinating the implementation of the [Asbestos National Strategic Plan](#).

In December 2023, the agency's functions were expanded to include silica through the [Amendment of the Asbestos Safety and Eradication Agency Act 2013](#). The agency's name changed to the Asbestos and Silica Safety and Eradication Agency.

Our role is to assist in the prevention of exposure to asbestos fibres and respirable crystalline silica, to eliminate asbestos and silica related disease in Australia and the devastating impacts they create. We do this by coordinating the implementation of the national strategic plans for asbestos and silica. In doing so we are fortunate to work alongside other government agencies, employee and employer representatives, technical experts, the research community, impacted families, and partners, all motivated by the same outcome.

We are a non-corporate entity under the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act). Our Chief Executive Officer is appointed under the [Asbestos and Silica Safety and Eradication Agency Act 2013](#) (the Act) and performs functions in accordance with that Act.

About the role

The Director reports to the Chief Executive Officer (CEO) alongside other leaders, providing strategic oversight and leadership of ASSEA's national coordination function including national strategic plans, policy and specialist advice. Providing technical specialist advice for ASSEA's core functions of research, data, awareness, and international leadership, this Director will inform and influence national policy and lead technical programs securing ASSEA's reputation for providing credible, transparent, and quality outcomes.

Working alongside the Senior Leader, Strategy Coordination and other leaders, the Director will provide strategic oversight for the design and delivery of complex coordination frameworks, national engagement and supporting systems and processes in alignment with the National Strategic Plans.

Having expert knowledge of work health and safety risk management, asbestos and respirable crystalline silica risks and control measures, the Director will engage with relevant technical specialists, researchers and associations at an international, national and state level, ensuring currency of ASSEA's intelligence and transfer this knowledge internally and externally.

Relevant tertiary qualifications are required in occupational hygiene, environmental sciences or aligned discipline with experience in the asbestos and/or silica safety.

Experience in functions aligned to this role along with knowledge and familiarity of relevant legislation and standards, and ability to develop policy advice, prepare complex reports and briefs in support of the national strategic plans is highly desirable.

Duties

The key responsibilities for the position include:

- Secure strategic commitment to complex national coordination frameworks, systems and processes through effective stakeholder engagement and consultation, while providing strategic oversight for amendments, reviews and revisions of the National Strategic Plans (NSPs).
- Provide oversight for ASSEA's strategic forward policy agenda in consultation with other leaders, identifying key policy issues aligned to ASSEA's mandated functions and National Strategic Plans for consideration by the ASSEA Executive Committee.
- Provide oversight for the development, implementation and review of the silica transition program, establishing the future phases in consultation with the ASSEA Leadership Team, staff, and key stakeholders.
- Provide specialist advice for internal teams, external stakeholders and governance committees, applying contemporary technical and scientific knowledge input to the delivery of the National Strategic Plans, ASSEA's operational plans, business cases, Ministerial and parliamentary briefs and other corporate documents.
- Represent ASSEA on relevant external technical committees supporting the development of standards, associated documents and/or information enabling the currency of ASSEA's hygiene and respirable crystalline silica knowledge and information.
- Identify emerging issues and opportunities through ongoing industry, scientific and environmental analysis and provide expert advice to the ASSEA's leadership team on responding to those issues.
- Coordinate the design and delivery ASSEA's stakeholder outreach and public relations efforts in consultation with other leaders, embedding contemporary approaches into practice.
- Contribute to agency wide strategies and planning, while leading the development of aligned team plans, projects and individual performance and development plans, ensuring a line of sight for all agency staff.
- Lead a diverse team of high performing professionals, promoting a healthy, safe, and inclusive environment is essential to the role, as is working alongside a small group of leaders to enable the success of the entire agency.

- Manage governance responsibilities aligned to agency delegations and public sector requirements, including the management of team budgets, procurement, resources, risks, people wellbeing and performance, and information security.
- Demonstrate organisational flexibility and cohesion by undertaking other duties as directed.

Eligibility

Eligibility

To be eligible for employment with ASSEA, you must be an Australian citizen and you will be required to successfully undergo a police record check.

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

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

Notes

Skills and capabilities

- Expert knowledge of work health and safety risk management, asbestos and respirable crystalline silica risks and control measures, with the ability to interpret, prepare and present technical information in multiple formats.
- Demonstrated experience providing specialist, professional and/or technical expertise relevant to the role.
- Ability to lead strategic level coordination activities and stakeholder outreach approaches across multiple stakeholder groups.
- High level communication and decision-making capabilities that are based on professional judgement, evaluating risks and in the context of a complex and changing environment.
- Ability to develop and manage key strategic relationships with a broad range of stakeholders, working towards mutually shared outcomes, promoting the agency's business objectives, and strategic direction of the agency.
- Demonstrated experience in anticipating and establishing priorities, monitoring progress and working to deliver organisational functions and programs.
- Demonstrated ability to operate under broad direction while exercising a significant degree of independence, working with a high level of complexity, discretion, and sensitivity requiring negotiation and influence within these contexts.
- Demonstrated ability to identify and lead innovative solutions to perceived barriers and challenges, while implementing and promoting change and continuous improvement that enhance the agency's success.
- Experience in developing, coaching and/or mentoring employees, performance management, conflict resolution, and identification of development needs.
- Understanding of government financial, legislative and administrative frameworks, and government decision making and well-developed verbal and written communication skills.

The Asbestos and Silica Safety and Eradication Agency (ASSEA) oversees national efforts to prevent exposure to asbestos fibres and respirable crystalline silica in order to eliminate asbestos and silica related disease in Australia through coordinating the Asbestos National Strategic Plan and the Silica National Strategic Plan.

To Apply

Position Contact	Jodie Deakes, (02) 6121 6275
Agency Recruitment Site	https://www.asbestossafety.gov.au/

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Employment and Workplace Relations

Vacancy VN-0750727

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 20 November 2024

People and Communications Division
Organisation Design branch and People branch Multiple

Job Title	Assistant Director, Human Resources
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC
Salary	\$120,636 - \$133,328
Future Merit Locations	Brisbane, Sydney, Canberra, Melbourne, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	24/2884
Agency Website	https://www.dewr.gov.au/

Job Description

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

We are looking for enthusiastic, curious, and driven individuals to fill multiple Human Resources (HR) positions across our People and Organisation Design branches. If you are a passionate and dynamic HR professional who is looking for rewarding and progressive work, we want to hear from you!

We currently have vacancies in the below teams, and will also be establishing a merit pool to fill similar vacancies that arise over the next 18 months:

- Workforce Planning
- Workforce Strategy
- Capability/Learning and Development
- Workplace Relations

Duties

Our Assistant Directors' responsibilities include:

- **Delivering HR outcomes for #TeamDEWR** – overseeing the delivery of services and/or strategies to deliver meaningful HR outcomes to DEWR people and culture.
- **Leading, coaching and empowering a team** – building expert capability within a team by fostering a culture of curiosity, respect and excellence.
- **Engaging and collaborating** – working with key stakeholders to identify issues and opportunities, develop and consult on solutions, and establish partnerships to achieve results.
- **Problem solving** – being curious and providing complex advice and solutions to workforce matters.

- **Contributing to branch leadership** – planning work, managing resources, and aligning priorities with business outcomes.
- **Role modelling behaviours** – demonstrating inclusivity, collaboration and encouraging curiosity and innovation.

Eligibility

Please note, under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency delegate has agreed, in writing.

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

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Department over the next 18 months.

Notes

Qualifications and Education

- Qualifications in human resource management, psychology, business or another relevant discipline (desirable)
- Australian Human Resources Institute (AHRI) Certified HR Practitioner or equivalent industry certification (desirable)

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

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty. We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Michelle Williamson, (02) 6240 8129
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0750800

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 20 November 2024

Workforce Australia Provider Support
NSW/ACT State Office Various

Job Title	Contract Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Newcastle NSW, Orange NSW, Canberra ACT
Salary	\$79,036 - \$84,525
Future Merit Locations	Sydney, Newcastle, Orange, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 4
Position Number	24/2971
Agency Website	https://www.dewr.gov.au/

Job Description

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

This role is based within the NSW/ACT State Office, which has offices located in Sydney, Canberra, Newcastle, and Orange. Our key functions include program/contract management, stakeholder engagement, and local intelligence gathering. We are also involved in activities such as intergovernmental projects that assist clients to find secure employment, gain new skills, and transition successfully into the jobs of the future.

We deliver programs to help employers, apprentices, parents, young people, First Nations people, and those moving from welfare to work. This includes Workforce Australia suite of employment programs and Skills and Training's apprentice support and Skills for Education and Employment (SEE).

To be successful in this role, you will perform a range of operational and administrative functions to support the team. These include monitoring and analysing performance of the contracted Providers, contributing to team projects, supporting the engagement of key stakeholders, identifying innovative solutions to create efficiencies in processes that assist people gain and retain employment.

You will also gather intelligence from process and performance and feed that into the team for continuous improvement. You will demonstrate a high level of productivity, resourcefulness, initiative, flexibility, influence and collaborate effectively with external stakeholders and with your peers to deliver results.

Duties

Responsibilities of the APS Level 4 may include:

- Provide administrative support, undertake transactional functions, such as claim assessments, research, data analysis, reporting and record keeping that supports the team.
- Work to support the delivery of services, monitoring compliance with contracts and guidelines, and provider performance.
- Undertaking analysis of the department's contracted Employment and/or Skills Service Providers performance, draw conclusions based on evidence and provide recommendations that contribute to the monitoring of quality services.
- Supporting the team, tailoring written and oral communications to the intended audience using appropriate style and messaging accordingly.
- Undertake general administration tasks when required and provide administrative assistance with regards to mailbox management, research, and internal / external communications.
- Assisting the team with key stakeholder interactions to collaboratively advance the department's business activities, including with the regional place-based projects.
- Capture local intelligence to provide a greater understanding of the employment and skills eco-system.
- Investigate and manage moderately complex issues regarding frontline service delivery and provider operations.
- Contribute positively to branch activities and model behaviours that drive a positive workplace culture.
- Some domestic travel, which may include overnight trips.

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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About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Philippa Hibbert, 0400 723 277
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0750802

Department of Employment and Workplace Relations
(DEWR)

Closing Date:Wednesday 20 November 2024

Workforce Australia Provider Support Division
NSW/ACT State Office Corporate, Strategy and Insight

Job Title	Site Coordinator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Newcastle NSW
Salary	\$79,036 - \$84,525
Future Merit Locations	Newcastle
Office Arrangement	On Site
Office Arrangement Details	This position has workplace responsibilities, and the successful candidate will be required to work onsite 5 days per week.
Classification	APS Level 4
Position Number	24/2917
Agency Website	https://www.dewr.gov.au/

Job Description

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

Reporting to the Director Corporate, Strategy and Insight, the Site Coordinator will manage and deliver site-specific corporate, property and accommodation services across the NSW/ACT State Office, with specific responsibility for Newcastle, Orange and our team members located in Canberra.

The Site Coordinator will undertake the property management of the office(s), manage local accommodation plans, onboard and offboard staff, manage site equipment, assets, building passes and be involved in WHS and Emergency management at the site.

An important part of the role will be a focus on promoting Team DEWR culture at the site. You will organise local activities that foster a positive DEWR workplace culture such as diversity events, social club to ensure inclusion of all APS staff in each location. You will reinforce corporate messages on a state/territory basis. Provide local support and mentoring as needed.

You will connect with the DEWR Site Coordinator network, sharing ideas and best practice and contribute to site coordination policy development, and provide input to emergency management, business continuity planning, risk assessment and contribute to DEWR's Future Ways of Working policies.

This role has workplace responsibilities, and the successful candidate will be required to work in the office 5 days per week.

Duties

Site Coordinators are a dedicated role that will implement all elements of property and accommodation services, with a people first focus. To be successful in this role, you will perform a range of operational functions, including:

- Setup and ongoing management of accommodation plans, including the implementation and support to staff using Appshare for desk sharing/bookings.
- Managing the site, ensuring our people are supported and safe. Creating distribution lists, and developing a strong network to address property issues, maintenance requests and IT support services.
- Maintaining Business Continuity Plans and updating as required.
- Understanding and being a point of contact for Emergency Management Staff and WHS for the Newcastle.
- Develop innovative social activities that create an inclusive and supportive culture, support the social club to deliver key functions and to celebrate national days. Contributing positively to branch activities and model behaviours that drive a positive workplace culture.
- Provide administrative support, undertake transactional functions, and record keeping that supports the office and the team.
- You will demonstrate a high level of resourcefulness, initiative, and flexibility, and share information, learnings, and experience with others.

Eligibility

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Notes

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To Apply

Position Contact	Philippa Hibbert, 0400 723 277
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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