



Australian Government

Commonwealth of Australia
APSJobs - Vacancies Daily
PS45 Daily Gazette Wednesday - 08 November
2023.pdf

Published by Commonwealth of Australia

APSJobs - Vacancies Daily

This electronic document contains notifications of Vacancies now being advertised daily. These notices will also be published in the electronic Public Service Gazette PS45 Weekly Gazette Thursday - 09 November 2023.pdf.

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

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

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

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Vacancies

Vacancy VN-0732930

Australian Electoral Commission

Closing Date: Sunday 26 November 2023

Service Delivery Group
Service Design and Foundations Branch Silent Elector Processing Cell

Job Title	Project Officer, Silent Elector Processing Cell
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$70,982 - \$77,785
Classification	APS Level 4
Position Number	2023-309 15144
Agency Website	https://www.aec.gov.au/

Job Description

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

The Silent Elector Processing Cell is a newly formed team within the Service Design and Foundations Branch.

This section is responsible for the day-to-day management of all enrolment-based activities for silent electors and providing virtual support to relevant business areas within the organisation where required.

Duties

The Project Officer is responsible for supporting the Silent Elector Processing Cell team, by providing support, training and technical advice related to silent elector policy. In addition, this position supports the Team Leader with the daily operational management of the Silent Elector Processing Cell.

In the lead up to and during an electoral event, the APS4 Project Officer scope of work and staffing levels will increase, which may also lead to the possibility of intrastate and/or interstate travel.

To excel you'll have:

Mandatory

- Demonstrated ability to undertake moderately complex technical tasks and activities with exceptional level of accuracy, quality, and attention to detail in line with policy and legislation.
- Demonstrated ability to successfully monitor and allocate work, set priorities within the work area, whilst maintaining a cohesive and productive workplace.
- Analytical ability to gather relevant data, mitigate risk and generate accurate conclusions, subsequently developing innovative initiatives to improve the efficiency of the business.
- Demonstrated ability to make sound decisions that show good judgement and technical expertise and knowledge within a limited area of expertise in a high-pressure environment.

- Ability to work productively in a high-pressure environment whilst maintaining a positive and calm outlook and a strong focus on embracing diversity, collaboration, and teamwork.
- Effective written and verbal communication skills with stakeholders and electors, tailoring communication to suit the intended audience.

Desirable

- Knowledge of, or ability to, quickly gain knowledge of Australian electoral law and practice.
- Computer literacy with experience using Microsoft Office Suite and other computer software; any Microsoft Excel proficiency will be highly regarded.

Eligibility

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

Notes

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

About the Australian Electoral Commission

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

To Apply

Position Contact	Jayde Webb, (08) 7095 4677
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0732954

Australian Electoral Commission

Closing Date: Wednesday 22 November 2023

Enterprise Transformation Group
Enterprise Digital Delivery Branch IT Integration

Job Title	Enterprise Integration Team Leader, IT Integration
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$109,443 - \$123,331
Classification	Executive Level 1
Position Number	2023-307 15952
Agency Website	https://www.aec.gov.au/

Job Description

<https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyMjk2Mzk4NDM2OTI-MS9IZGI0>

The Enterprise Integration Team is responsible for designing, building, and supporting integrations between on-premises and cloud-based enterprise applications, utilising Microsoft Azure tools such as Azure APIM, Azure Service Bus and Azure Data Factory. The team provides ongoing support, performance monitoring and troubleshooting, while also collaborating with other software development teams to design and build APIs and data pipelines supporting multiple modernisation projects. Additionally, the team works with Master Data Management (MDM) and Identity and Access Management (IDAM) to ensure data integrity and security, streamlining data flow and enhancing productivity across the agency.

Duties

The Team Leader holds a central role in orchestrating the team's efforts to design, build, and support integrations. This role is responsible for overseeing project execution, setting strategic direction, and ensuring alignment with organisation goals. The team leader fosters a collaborative and productive environment, allocates tasks, monitors progress, and resolves challenges. The team leader also acts as a liaison between the team and other teams, ensuring that integration projects meet business requirements and deadlines. Additionally, the team leader provides mentorship, facilitates knowledge sharing, and empowers team members to deliver high-quality integrations, contributing to the efficiency and success of the section.

To excel you'll have:

Mandatory Requirements

- Proven experience in leading technical teams and managing enterprise integration projects.
- Proven ability to communicate with influence, negotiate outcomes and manage complex stakeholder relationships.
- Sound knowledge and experience in successfully managing and delivering results within time restraints and with competing priorities.
- Demonstrated ability to lead and manage staff while developing capabilities, encouraging career development, and embedding professionalism.
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.

Desirable Requirements

- Familiarity with Microsoft technologies like C#, .NET Core, ASP.NET, MVC, React, Web API, SQL server.
- Familiarity with cloud-based software development tools like Azure API gateways, Azure Functions, Azure Data Factory, and Azure Logic Apps.
- Knowledge of IDAM tools such as SailPoint and IDAM standards, such as SAML, LDAP, and OAuth.
- Knowledge of CI/CD tools like Azure DevOps and GitHub.
- Knowledge of integrated security controls in CI/CD pipelines using SAST/DAST tools like Microfocus Fortify.
- Relevant tertiary qualifications in information technology.

Eligibility

- AEC employees must be Australian citizens.
- Any person who is, and seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.
- Applicants are required to consent to, undergo, obtain and maintain a character clearance.
- Applicants are required to consent to, undergo, obtain and maintain the Negative Vetting 1 security clearance required for this role.
- Applicants may be required to undertake psychometric testing as part of this recruitment process.

Notes

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

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To Apply

Position Contact	Phil Rainey, Phil.Rainey@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyMjk2Mzk4NDM2O

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Vacancy VN-0732957

Australian Electoral Commission

Closing Date: Sunday 19 November 2023

Indigenous Electoral Participation Program

Job Title	Senior Engagement Officer, Indigenous Electoral Participation Program
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Brisbane QLD
Salary	\$87,635 - \$98,223
Classification	APS Level 6
Position Number	2023-310 12088
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring eligible Aboriginal and Torres Strait Islander people can actively participate in our democracy. The team supports these opportunities by promoting in communities:

- Enrolment to vote, education sessions.
- Voting during electoral events.
- Opportunities to work during an electoral event.

Duties

You will play an important part in supporting Aboriginal and Torres Strait Islander people in Australian elections. You will be involved in every aspect of how culturally appropriate electoral services are planned, developed, and delivered in Queensland.

Your knowledge and expertise will help the IEPP to succeed in making Australian elections more accessible for First Nations

people.

To excel you'll have:

- You will be involved in ensuring culturally appropriate electoral services are planned, developed and delivered in Queensland.
- Know how to involve First Nations people when working with Aboriginal and Torres Strait Islander communities and/or providing government services and strategies.
- be able to analyse information to identify how things can be done better. You can drive change when it's needed and think strategically.
- be able to guide and lead a small team.
- be able to demonstrate your ability to work independently and have a strong commitment to working within a team to achieve positive results and support the AEC's strategic direction.
- You will help to build and grow important partnerships for the AEC with, State Government agencies, Community based organisations and other local partners.
- Building and maintaining stakeholder relationships, both internal and external.
- Developing team skills and experience, developing other staff members, giving advice and guidance on their responsibilities.

Eligibility

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

Notes

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

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To Apply

Position Contact	Jaime Garrido, jaime.garrido@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0732971

Australian Electoral Commission

Closing Date: Sunday 19 November 2023

Indigenous Electoral Participation Program

Job Title	Engagement Officer, Indigenous Electoral Participation Program
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$79,169 - \$86,763
Classification	APS Level 5
Position Number	2023-311 12087
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join the Indigenous Electoral Participation Program (IEPP) team. A team of enthusiastic and passionate people who are committed to ensuring eligible Aboriginal and Torres Strait Islander people can actively participate in our democracy. The team supports these opportunities by promoting in communities:

- Enrolment to vote, education sessions.
- Voting during electoral events.
- Opportunities to work during an electoral event.

Duties

You will play an important part in supporting Aboriginal and Torres Strait Islander people in Australian elections. You will be involved in every aspect of how culturally appropriate electoral services are planned, developed, and delivered in Queensland.

Your knowledge and expertise will help the IEPP to succeed in making Australian elections more accessible for First Nations people.

To excel you:

- You will be involved in ensuring culturally appropriate electoral services are planned, developed and delivered in Queensland.
- You will help to build and grow important partnerships for the AEC with, State Government agencies, Community based organisations and other local partners.
- Deliver voter education sessions and enrolment activities.
- Providing community engagement reports after each community visit to support AEC's monitoring and evaluation of outcomes.
- Procurement of partners in Technology One and invoice payments.
- Program management and engagement of Community Electoral Participation Officer's (CEPO) staff members in the IEPP team.
- Relationship management, with CEPO staff members, government agencies and community organisations.
- Understand local challenges to electoral participation, liaising with partners to arrange meetings with communities.
- Building and maintaining stakeholder relationships, both internal and external.
- Developing team skills and experience, developing other staff members, giving advice and guidance on their responsibilities.

Eligibility

- AEC employees must be Australian citizens.
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Notes

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To Apply

Position Contact	Jaime Garrido, jaime.garrido@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0732997

Australian Electoral Commission

Closing Date: Wednesday 22 November 2023

Enterprise Transformation Group
Enterprise Digital Delivery Branch IT Integration

Job Title	Enterprise Integration Technical Leader, IT Integration
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$109,443 - \$123,331
Classification	Executive Level 1
Position Number	2023-308 15953
Agency Website	https://www.aec.gov.au/

Job Description

<https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyMjk1MjQ0ODcwOTI-MS9lZGI0>

The Enterprise Integration Team is responsible for designing, building, and supporting integrations between on-premises and cloud-based enterprise applications, utilising Microsoft Azure tools such as Azure APIM, Azure Service Bus and Azure Data Factory. The team provides ongoing support, performance monitoring and troubleshooting, while also collaborating with other software development teams to design and build APIs and data pipelines supporting multiple modernisation projects. Additionally, the team works with Master Data Management (MDM) and Identity and Access Management (IDAM) to ensure data integrity and security, streamlining data flow and enhancing productivity across the agency.

Duties

The Technical Lead guides the Enterprise Integration team, leveraging deep technical expertise to support developers and data engineers in the delivery of enterprise integration solutions. The technical lead designs solutions, mentors team members, troubleshoots complex issues, ensures quality, collaborates with stakeholders, drives innovation, manages risks, maintains documentation, and promote continuous improvement, enabling the team to efficiently connect enterprise applications, meet business objectives, and adapt to evolving integration technologies and industry best practices.

To excel you'll have:
Mandatory Requirements

- Demonstrated ability to develop and maintain high quality, robust and scalable enterprise level software solutions based on .NET framework.
- Proven ability to communicate with influence, negotiate outcomes and manage complex stakeholder relationships.
- Solid understanding of integration design patterns, security protocols, and best practices.
- Proven conceptual and analytical abilities with sound knowledge of change management practices and techniques to enable innovation.
- Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.
- Experience working in a large, complex Agile environment.

Desirable Requirements

- Experience working with Microsoft technologies (C#, .NET Core, ASP.NET, MVC, React, Web API, SQL server)
- Extensive design and development experience with Azure Integration stack, Azure API gateways, Azure Functions, Azure Data Factory, and Azure Logic Apps.
- SailPoint experience and familiarity with common Identity and Access Management (IDAM) standards, such as SAML, LDAP, and OAuth.
- Experience using CI/CD tools like Azure DevOps and GitHub to support efficient and automated deployment processes.
- Experience integrating security controls into CI/CD pipelines using SAST/DAST tools like Microfocus Fortify.
- Relevant tertiary qualifications in information technology.

Eligibility

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To Apply

Position Contact	Phil Rainey, Phil.Rainey@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/redirect/to/dmFjYW5jaWVzLzI5MTMyMjk1MjQ0ODcwO1

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Vacancy VN-0732334

Australian Government Solicitor

Closing Date:Wednesday 22 November 2023

Australian Government Solicitor
Dispute Resolution DR Support

Job Title	Legal Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Perth WA
Salary	-
Classification	APS Level 4
Position Number	TBC
Agency Website	

Job Description

<http://www.ag.gov.au/employment/current-vacancies.html>

Duties

Legal Assistant

- Legal Support
- Legal Assistant (APS4)
- Adelaide, Brisbane, Perth - Ongoing/Non-ongoing

An opportunity exists for Legal Assistants to join our Legal Support team in Adelaide, Brisbane or Perth.

About us

Australian Government Solicitor (AGS) is the Australian Government's central legal practice and part of the Attorney-General's Department. AGS helps Commonwealth clients to manage legal issues, navigate new challenges and find solutions which deliver the best outcomes for Australia. We are a self-funded legal practice and compete for our work.

AGS is unique. AGS is dedicated to the national interest and is a trusted advisor to Government.

AGS is innovative. Drawing on an exceptional depth of experience and expertise, we assist the Australian Government in the development and implementation of solutions to legal issues that have national importance.

AGS is diverse. With offices in every capital city and a team of 660 staff, including over 470 lawyers, we work in more than 40 different areas of law related to government.

About the role

AGS delivers expert legal services to Commonwealth clients across a wide range of areas including dispute resolution, commercial law and constitutional and public law. Please visit the AGS website for further information [Home | AGS](#)

We are seeking candidates who are looking to expand their working career, have an interest in legal administration, and are enthusiastic and willing to learn. On-the-job training will be provided along with ongoing training and development. Fundamentally, a strong work ethic and a desire to work in a team and provide professional administrative service to lawyers is key.

In this role you will:

- take an active role in assisting our lawyers to deliver a high standard of legal services to our clients
- assist with the preparation of court and tribunal documents and other correspondence
- maintain legal files and assist with client enquiries
- manage lawyers' diaries and travel
- ensure administrative procedures such as client billing and reporting comply with relevant AGS requirements.

For further information about the requirements of the role please refer to the role description available on our recruitment portal.

About you

This role will suit an experienced Legal Assistant who will ideally have:

- at least 2 years' legal assistant experience
- a genuine commitment to client service
- good judgement and the ability and willingness to take on a variety of tasks
- well-developed written and oral communication skills
- experience in the preparation of legal documents including templates to a high professional standard

- excellent word processing skills with an average of 80+ words per minute and a high level of accuracy
- experience preparing and reviewing invoices and entering time into billing systems in a legal firm
- an interest in undertaking training and development to learn new skills.

You will work with a community of professionals dedicated to the national interest. You will work collaboratively in an inclusive environment where everyone's contribution is valued, and success is rewarded. We offer our employees commercially competitive remuneration packages, including 15.4% superannuation.

With open door access to some of Australia's most respected lawyers, we are a developer of talent and critical thinking and you will partner with our clients to deliver creative solutions to current and emerging legal issues of national importance.

AGS is a supportive organisation which embraces diversity. We understand that work is only part of your life and, while our workplace can be demanding at times, we also provide access to a range of flexible working options, generous leave entitlements and wellbeing benefits to support your needs throughout your career.

To apply

To apply, please click the 'Apply' Button.

Applications close at 5:00pm (AEDT) on Wednesday, 22 November 2023.

Further enquiries

Further information can be obtained by contacting Melanie Waddell, National Coordinator – DR Legal Support on 07 3360 5695. **Eligibility**

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the appropriate level.

Notes

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About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 660 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Jillian Mackay, 02 9581 7568
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0733066

Australian Signals Directorate

Closing Date: Wednesday 22 November 2023

Chief Operating Officer Group
Integrity, Security & Governance

Job Title	ASD4 Data Officer and ASD6, EL1 Data Engineer Security Capability & Research
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT, Perth WA, Brisbane QLD, Melbourne VIC
Salary	\$77,788 - \$184,601
Classification	APS Level 4; APS Level 6; Executive Level 1
Position Number	ASD/10491/23
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

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

The Security Capability and Research (SCaR) team works in an Agile environment to build, configure and maintain physical and virtual infrastructure using a mix of COTS, GOTS, and in-house software for key ISB customers. These roles are responsible for oversight and technical direction of the operation and maintenance of infrastructure, ensuring the confidentiality, integrity and availability of the data we collect, store and process.

About the Role

These vacancies are within ASD's Information Security Branch (ISB), which has core responsibility for oversight and support for safeguarding ASD's most sensitive information across all IT systems through the implementation of the Information Security Manual's four cyber security principles: Govern Protect, Detect and Respond.

The **Security Capability and Research (SCaR)** team works in an Agile environment to build, configure and maintain physical and virtual infrastructure using a mix of COTS, GOTS, and in-house software for key ISB customers. These roles are responsible for oversight and technical direction of the operation and maintenance of infrastructure, ensuring the confidentiality, integrity and availability of the data we collect, store and process.

As an **ASD4 Data Officer within SCaR**, you will work with teams from across the organisation to understand the intent of their business, processes and systems so that a variety of data can be appropriately collected, processed and stored. This data enables ISB customers in the Security Operations Centre (SOC) and Protective Monitoring teams to detect and respond to security incidents and risks across all Defence Intelligence networks. You will be responsible for setting and implementing the Data Governance Policies and Strategies of SCaR in support of the ASD's objectives.

The **ASD4 Data Officer** position will support teams in maximizing efficiencies and understanding of existing data while exploring new data sources utilising techniques such as analysis, visualisation, predictive modelling, and machine learning. You work in a team to design, construct, install, test and maintain data pipelines using modern day technologies.

As an **ASD6 - EL1 Data Engineer Security Capability & Research within SCaR**, you will work with teams from across the organisation to understand the intent of their business, processes and systems so that a variety of data can be appropriately collected, processed and stored. This data enables ISB customers in the Security Operations Centre (SOC) and Protective Monitoring teams to detect and respond to security incidents and risks across all Defence Intelligence networks. You will be responsible for setting and implementing the Data Governance Policies and Strategies of SCaR in support of the ASD's objectives.

The **ASD6 Data Engineer Security Capability & Research** position will support teams in maximizing efficiencies and understanding of existing data while exploring new data sources utilising techniques such as analysis, visualisation, predictive modelling, and machine learning. You work in a team to design, construct, install, test and maintain data pipelines using modern day technologies.

The **ASD EL1 Data Engineer Security Capability & Research** position will support teams in maximizing efficiencies and understanding of existing data while exploring new data sources utilising techniques such as analysis, visualisation, predictive modelling, and machine learning. You will lead a team to design, construct, install, test and maintain data pipelines using modern day technologies.

Duties

Our Ideal Candidate

ASD is looking for **ASD4 Data Officer and ASD6, EL1 Data Engineer Security Capability & Research** with SCaR who have the ability to think critically and to communicate with both technical and non-technical audiences, who are motivated to learn and develop their leadership skills.

Desirable Qualifications, Experience or Training

- Project management.
- Governance and Policy, and Risk Management
- ICT systems administration
- Cloud Platforms

- Strong understanding of security concepts
- Programming or scripting skills
- Elasticsearch, Splunk
- Development of data streaming and processing pipelines using NiFi, Apache Shark, XSLT or similar technologies
- Data analysis using predictive modelling and/or machine learning
- CISSP
- Bachelors/Masters of Data Science

Eligibility

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

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

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

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

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

Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	ASD Recruitment, asd.recruitment@defence.gov.au
Agency Recruitment Site	http://www.asd.gov.au/careers

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Vacancy VN-0733074

Department of Finance

Closing Date: Wednesday 22 November 2023

Commercial Group
Regulatory Reform Division Regulatory Technology and Innovation Branch

Job Title	Assistant Directors, Regulatory Reform Division - Affirmative Measures Disability
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$117,538 - \$142,337
Classification	Executive Level 1
Position Number	2023/RRD/002 (AMD)
Agency Website	www.finance.gov.au

Job Description

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

Do you want to modernise regulation through digital, innovation and stewardship to ensure it is contemporary and fit-for-purpose for Australians?

Exciting EL1 opportunities exist in the Regulatory Reform Division (RRD) for talented and energetic leaders to cut through on complex regulatory policy, practice and performance problems through digital innovation and stewardship.

RRD supports the Minister for Finance in driving an ambitious whole-of-government approach to transform regulatory design and practice. Are you committed to leading by example with integrity, developing strong teams and collaborating to achieve outcomes for Australians? Do you have strong policy, economics, digital or legal experience in regulation or program delivery?

We work with government agencies at Commonwealth and State levels and other community and business stakeholders to explore common challenges and design solutions that support economic growth and national wellbeing. We are looking for leaders to drive the reform agenda to modernise regulation while reducing the burden on businesses and individuals for whole-of-government system, policy and performance improvement.

RRD is an inclusive culture that promotes and celebrates diversity. RRD provides a collaborative multi-disciplinary work environment that values personal and professional growth. Staff are encouraged and supported in their career development with senior leaders available to help identify opportunities to develop skills and plan for future goals.

Duties

OUR IDEAL CANDIDATE

Our ideal candidate:

- brings experience and unique insight to delivering complex policy priorities – underpinned by a systematic approach to research, analysis and advice;
- writes and presents with impact – communicating complex ideas succinctly for time-poor decision makers in a variety of formats;
- builds and nurtures productive working relationships to achieve results for their team and organisation

- anticipates emerging risks and opportunities and adapts to well to change and uncertainty; and
- is an inclusive and inspiring leader in their organisation, driving a culture of integrity and respect.

In addition to meeting those criteria, the Selection Panel would look favourably on candidates with knowledge of:

- regulatory policy, practice and performance, including regulatory compliance and the use of regulatory technology (particularly emerging technologies such as artificial intelligence); and
- Government decision making, particularly Cabinet, Budget and Parliamentary processes

ELIGIBILITY ADVICE & CANDIDATE NOTES

[Affirmative Measures - Disability Applicant](#)

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

Evidence of disability does not need to include information about the type of disability.

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

Suitable evidence of a disability would be a certificate or letter from a registered medical practitioner.

Acceptable evidence includes :

- letter from a Disability Employment Services or jobactive provider
- letter from a secondary or tertiary institution disability services unit in relation to a recent student.

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- Additional eligibility and evidence requirements apply to candidates who nominate as an Affirmative Measures Disability Applicant.

Notes

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

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

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

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

About the Department of Finance

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

To Apply

Position Contact	David Sheridan, 6215 1782
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0733076

Department of Finance

Closing Date:Wednesday 22 November 2023

Commercial Group
Regulatory Reform Division Regulatory Technology and Innovation Branch

Job Title	Assistant Directors, Regulatory Reform Division
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$117,538 - \$142,337
Classification	Executive Level 1
Position Number	2023/RRD/002
Agency Website	www.finance.gov.au

Job Description

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

Do you want to modernise regulation through digital, innovation and stewardship to ensure it is contemporary and fit-for-purpose for Australians?

Exciting EL1 opportunities exist in the Regulatory Reform Division (RRD) for talented and energetic leaders to cut through on complex regulatory policy, practice and performance problems through digital innovation and stewardship.

RRD supports the Minister for Finance in driving an ambitious whole-of-government approach to transform regulatory design and practice. Are you committed to leading by example with integrity, developing strong teams and collaborating to achieve outcomes for Australians? Do you have strong policy, economics, digital or legal experience in regulation or program delivery?

We work with government agencies at Commonwealth and State levels and other community and business stakeholders to explore common challenges and design solutions that support economic growth and national wellbeing. We are looking for leaders to drive the reform agenda to modernise regulation while reducing the burden on businesses and individuals for whole-of-government system, policy and performance improvement.

RRD is an inclusive culture that promotes and celebrates diversity. RRD provides a collaborative multi-disciplinary work environment that values personal and professional growth. Staff are encouraged and supported in their career development with senior leaders available to help identify opportunities to develop skills and plan for future goals.

Duties

OUR IDEAL CANDIDATE

Our ideal candidate:

- brings experience and unique insight to delivering complex policy priorities – underpinned by a systematic approach to research, analysis and advice;
- writes and presents with impact – communicating complex ideas succinctly for time-poor decision makers in a variety of formats;
- builds and nurtures productive working relationships to achieve results for their team and organisation
- anticipates emerging risks and opportunities and adapts to well to change and uncertainty; and
- is an inclusive and inspiring leader in their organisation, driving a culture of integrity and respect.

In addition to meeting those criteria, the Selection Panel would look favourably on candidates with knowledge of:

- regulatory policy, practice and performance, including regulatory compliance and the use of regulatory technology (particularly emerging technologies such as artificial intelligence); and
- Government decision making, particularly Cabinet, Budget and Parliamentary processes

DETAILED VACANCY INFORMATION

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

Eligibility

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

Notes

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

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

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

About the Department of Finance

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

To Apply

Position Contact	David Sheridan, 6215 1782
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0733077

Department of Finance

Closing Date: Wednesday 22 November 2023

Commercial Group
Regulatory Reform Division Regulatory Technology and Innovation Branch

Job Title	Assistant Directors, Regulatory Reform Division - Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$117,538 - \$142,337
Classification	Executive Level 1
Position Number	2023/RRD/002 (AMI)
Agency Website	www.finance.gov.au

Job Description

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

Do you want to modernise regulation through digital, innovation and stewardship to ensure it is contemporary and fit-for-purpose for Australians?

Exciting EL1 opportunities exist in the Regulatory Reform Division (RRD) for talented and energetic leaders to cut through on complex regulatory policy, practice and performance problems through digital innovation and stewardship.

RRD supports the Minister for Finance in driving an ambitious whole-of-government approach to transform regulatory design and practice. Are you committed to leading by example with integrity, developing strong teams and collaborating to achieve outcomes for Australians? Do you have strong policy, economics, digital or legal experience in regulation or program delivery?

We work with government agencies at Commonwealth and State levels and other community and business stakeholders to explore common challenges and design solutions that support economic growth and national wellbeing. We are looking for leaders to drive the reform agenda to modernise regulation while reducing the burden on businesses and individuals for whole-of-government system, policy and performance improvement.

RRD is an inclusive culture that promotes and celebrates diversity. RRD provides a collaborative multi-disciplinary work environment that values personal and professional growth. Staff are encouraged and supported in their career development with senior leaders available to help identify opportunities to develop skills and plan for future goals.

Duties

OUR IDEAL CANDIDATE

Our ideal candidate:

- brings experience and unique insight to delivering complex policy priorities – underpinned by a systematic approach to research, analysis and advice;

- writes and presents with impact – communicating complex ideas succinctly for time-poor decision makers in a variety of formats;
- builds and nurtures productive working relationships to achieve results for their team and organisation
- anticipates emerging risks and opportunities and adapts to well to change and uncertainty; and
- is an inclusive and inspiring leader in their organisation, driving a culture of integrity and respect.

In addition to meeting those criteria, the Selection Panel would look favourably on candidates with knowledge of:

- regulatory policy, practice and performance, including regulatory compliance and the use of regulatory technology (particularly emerging technologies such as artificial intelligence); and
- Government decision making, particularly Cabinet, Budget and Parliamentary processes

ELIGIBILITY ADVICE & CANDIDATE NOTES

[Affirmative Measures - Indigenous Applicant](#)

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

To be eligible to apply for this vacancy applicants must:

- be of Aboriginal and/or Torres Strait Islander descent;
- who identify as Aboriginal and/or Torres Strait Islander; and
- who are accepted by their community as being Aboriginal and/or Torres Strait Islander.

Evidence of confirmation of heritage includes:

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

Our Indigenous Liaison Officer, Tarran Backhus, can be reached at diversityteam@finance.gov.au or (02) 6215 2633.

DETAILED VACANCY INFORMATION

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

- Under section 22(8) of the *Public Service Act 1999*, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.

- Additional eligibility and evidence requirements apply to candidates who nominate as an Affirmative Measures Indigenous Applicant.

Notes

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

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

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

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

About the Department of Finance

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

To Apply

Position Contact	David Sheridan, 0262151893
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0733046

Department of Home Affairs

Closing Date:Friday 19 October 2018

Enforcement Command
Field Operations

Job Title	Enforcement Command Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Darwin NT
Salary	\$62,870 - \$69,580
Classification	APS Level 4
Position Number	48102
Agency Website	www.homeaffairs.gov.au

Job Description

<https://www.homeaffairs.gov.au/about/careers-recruitment>

Duties

Enforcement Command targets, detects, deters, disrupts and dismantles operational and strategic border threats in relation to suspected breaches of the Customs Act 1901, the Migration Act 1958, and other Commonwealth legislation administered through the Department. The remit of Investigation and Enforcement activity includes but is not limited to; counter terrorism, illicit drugs, child exploitation, illicit tobacco, weapons of mass destruction, serious and systemic revenue evasion, trade based money laundering, prevention of exploitation of foreign workers, the location, detainment and removal of unlawful non-citizens, and assisting employers and visa sponsors in the Australian community.

Leading Border Force Officers in Enforcement Command SA and NT work in multi-disciplinary teams that are responsive to shifting threats and priorities. Officers are cross skilled and highly trained in enforcing legislation under the Customs, Migration and Citizenship Acts. Officers interpret and apply legislation, interview clients, manage caseloads, prepare reports and other written correspondence. They often work out of the office, may be required to work overtime, and travel to regional areas or interstate.

Eligibility

To be eligible to work with the Department of Home Affairs you must:

- Be an Australian Citizen;
- Obtain and maintain the required AGSVA clearance;
- Obtain and maintain a current Employment Suitability Clearance

Notes

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

Pool of Merit:

Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Department for up to 12 months.

Remuneration:

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

For further details, refer to the Enterprise Agreement at
<http://www.homeaffairs.gov.au/about/careers-recruitment/enterprise-agreement>

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

About the Department of Home Affairs

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

To Apply

Position Contact	Tom Williams, 08 7421 7377
Agency Recruitment Site	https://www.homeaffairs.gov.au/about/careers-recruitment

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Vacancy VN-0733016

Department of the House of Representatives

Closing Date: Wednesday 22 November 2023

Table Office
Table Office

Job Title	Committee Support Officer (Standing Committee on Petitions)
Job Type	Full-Time, Ongoing
Location	Capital Hill ACT
Salary	-
Classification	APS Level 4
Position Number	2401
Agency Website	https://www.aph.gov.au/About_Parliament/House_of_Representatives

Job Description

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

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

About the Table Office

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

About the role

The Committee Support Officer will primarily provide administrative assistance and office support to the Secretary to the Standing Committee on Petitions. Together with the Secretary, the Support Officer will manage the processing of petitions to the House of Representatives. The Support Officer will also organise meetings, maintain secretariat records, assist petitioners and other stakeholders, and provide ICT assistance.

As required, the Support Officer will undertake other duties, including assisting at the Table Office front counter during peak times. The Support Officer may also assist with Table Office document preparation, management, and distribution.

Duties

Duties

The Committee Support Officer will:

1. assist with the receipt and processing of petitions to the House of Representatives and ministerial responses to petitions.
2. provide general administrative support to the Standing Committee on Petitions.
3. advise petitioners and other stakeholders on administrative matters related to the petitions process.
4. effectively use various ICT systems, including for web publishing and database management.
5. maintain relevant records, from file creation to archiving or disposal.
6. respond to inquiries to the Table Office from Members of Parliament, their staff, departmental officers, the media, and members of the public.
7. assist with the preparation, management, and distribution of Table Office documents.

Eligibility

The successful candidate will have:

1. proven administrative and organisational skills, including the ability to manage competing priorities and work under limited supervision.
2. proven communication and interpersonal skills, including working effectively in a small team environment.
3. an ability to use a wide range of ICT applications and to quickly learn new ICT systems.
4. sound judgement and an ability to maintain confidentiality and discretion.
5. an ability to quickly acquire a working knowledge of the operations of Parliament and its committees.

Notes

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

About the Department of the House of Representatives

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

To Apply

Position Contact	Naomi Swann, 02 6277 4809
Agency Recruitment Site	https://candidate.aurion.cloud/dohr/production/

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Vacancy VN-0733017

National Capital Authority

Closing Date: Tuesday 21 November 2023

Branch Planning and Design

Job Title	Executive Assistant, Planning and Design
Job Type	Part-Time, Ongoing
Location	Parkes ACT
Salary	\$67,519 - \$74,063
Classification	APS Level 4
Position Number	397
Agency Website	https://www.nca.gov.au/about-us

Job Description

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

This position is required to be goal-oriented and able to work with and manage competing priorities. This position relies on having good attention to detail, having a client based approach to work, experience and proficiency with MS office computer software applications and key business systems.

The position offered will provide exciting career development opportunities through exposure to a wide variety of specialised and at times unique projects.

All successfully completed projects will help foster Canberra's unique planning and development heritage.
At the NCA we acknowledge the value diversity brings.

We are committed to building a diverse and inclusive workplace that ensures all 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.

This is an opportunity to be a key member of the NCA team, committed to excellence, innovation, and exceptional outcomes.

Duties

Under general direction:

1. Provide administrative support to NCA Chief Planner including diary management, tracking correspondence and monitoring and managing calls and schedules.
2. Assist with the coordination, monitoring, reviewing and quarterly reporting of Branch Business Plan objectives to facilitate performance monitoring and objective outcomes.
Liaise with internal stakeholders to ensure current reports are being delivered on time.
3. Organise meetings, draft correspondence, and administer and coordinate the delivery of work objectives. Respond to enquiries and requests from internal and external clients.
4. Collate and present reports, papers and correspondence using a range of computer systems, including Microsoft Word, Excel and Adobe Acrobat.
5. Assist with the facilitation of Branch and other meetings, as requested, including coordination of travel/accommodation and organisation of catering/bookings for functions and meetings.
6. Provide, coordinate and undertake, in consultation with the Chief Planner, the updating of relevant information on the NCA Internet and/or Intranet.
7. Act as Secretariat for internal meetings as required, as requested by the Chief Planner.
8. Participate as a constructive member of the NCA Team and provide reasonable support as required.

Eligibility

Job Skills and Qualifications

- Qualifications or demonstrated experience in a relevant field is desired.
- Ability to gain and maintain a security classification of Baseline is mandatory.

Preferred Experience

- At least one (1) year demonstrated experience working in a client-focused environment is desirable.
- Highly developed organisational and administration skills.
- Well-developed communication skills, including the ability to prepare correspondence with a high level of accuracy and attention to detail.

To be eligible to work with the NCA you must:

- be an Australian citizen.
- undertake a security assessment to the requisite standard.
- have completed the 'redundancy benefit period' if you received a redundancy benefit from an Australian Public Service (APS) agency or a non-APS Commonwealth employer.

Notes

Your Application:

To apply for the role, candidates must provide:

- A written application (500 - 800 written response) outlining relevant skills and experience against the selection criteria
- A current resume
- The names and telephone numbers of two referees
- A completed application coversheet obtained from our website.

Note:

Before submitting their application, applicants must obtain and address the selection criteria obtained from our website (www.nationalcapital.gov.au).

A competitive remuneration package commensurate with the responsibility of the position will be offered.

For further information regarding duties and work environment, please contact on Rebecca Sorensen on (02) 6271 2851.

Applications for the above position close on 21/11/2023 Midnight.

Applications are to be forwarded to Recruitment@nca.gov.au. or by mail to:

Human Resources Team
National Capital Authority
GPO Box 373
Canberra ACT 2601

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

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital. Our work encompasses urban planning, development approvals, events management, asset management, heritage, capital works, education and leasing and licencing of the diplomatic estate. The NCA estate is a high profile area with very high expectations on its presentation and performance. All the assets managed by the NCA are expected to be managed to a standard befitting the nation's capital. This requires a high standard of works, presentation and safety for NCA assets. The value of the NCA's asset base is close to \$1 billion.

To Apply

Position Contact	Rebecca Sorensen, (02) 6271 2851
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers

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Vacancy VN-0733020

National Capital Authority

Closing Date: Tuesday 21 November 2023

Operations Estate Management

Job Title	Manager, Open Space
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$105,092 - \$115,762
Classification	Executive Level 1
Position Number	438
Agency Website	https://www.nca.gov.au/about-us

Job Description

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

The position offered will provide exciting career development opportunities through exposure to a wide variety of specialised and at times unique projects.

All successfully completed projects will help foster Canberra's unique planning and development heritage.
At the NCA we acknowledge the value diversity brings.

We are committed to building a diverse and inclusive workplace that ensures all 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.

This is an opportunity to be a key member of the NCA team, committed to excellence, innovation, and exceptional outcomes.

Duties

Under broad direction:

1. Co-ordinate the National Capital Authority's (NCA) open space, horticulture, conservation area management and memorials maintenance, including the procurement, active management, and review of contracts consistent with statutory requirements and best practice.
2. Supervise, manage and co-ordinate the NCA open space team including NCA's contracted service delivery partner to achieve high quality outcomes within budget and time constraints.
3. Manage competing priorities and report on project quality, cost, timing, and outcomes.
4. Assist in the development of short and long-term strategic work plans and preparation of budgets, briefs and reports to support estate management works.
5. Provide strategic input and technical advice based on industry/professional knowledge and experience.
6. Develop and maintain effective and productive working relationships with internal and external stakeholders, including government departments, cultural institutions, consultants, contractors, and event organisers.
7. Assist with the management of status reports on information management projects and for other reporting requirements for the NCA including Annual Report, Authority papers and other reports as required.
8. Manage resources and performance consistent with NCA policies and Australian Public Service standards including overseeing the coordination of the horticultural volunteers.
9. Participate as a constructive member of the National Capital Authority and provide reasonable support with Branch functions as required.

Eligibility

Job Skills and Qualifications

- Qualifications in contract management, horticulture, arboriculture, or heritage management are desirable.
- Five (5) years' experience in estate management and/or landscape works supervision or construction related fields are desirable.
- Ability to gain and maintain a security classification of Baseline is mandatory.

Preferred Experience

- At least five (5) years demonstrated experience working in an asset or estate management environment, staff supervision and contract management would be an advantage.

To be eligible to work with the NCA you must:

- be an Australian citizen.
- undertake a security assessment to the requisite standard.

- have completed the 'redundancy benefit period' if you received a redundancy benefit from an Australian Public Service (APS) agency or a non-APS Commonwealth employer.

Notes

Your Application:

To apply for the role, candidates must provide:

A written application (500 - 800 written response) outlining relevant skills and experience against the selection criteria

A current resume

The names and telephone numbers of two referees

A completed application coversheet obtained from our website.

Note:

Before submitting their application, applicants must obtain and address the selection criteria obtained from our website (www.nationalcapital.gov.au).

A competitive remuneration package commensurate with the responsibility of the position will be offered.

For further information regarding duties and work environment, please contact on Sujie Song on (02) 6272 2917.

Applications for the above position close on 21/11/2023 Midnight.

Applications are to be forwarded to Recruitment@nca.gov.au. or by mail to:

Human Resources Team

National Capital Authority

GPO Box 373

Canberra ACT 2601

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

The National Capital Authority is the Australian Government agency dedicated to ensuring that Canberra is planned and designed in accordance with its significance as the National Capital. Our work encompasses urban planning, development approvals, events management, asset management, heritage, capital works, education and leasing and licencing of the diplomatic estate. The NCA estate is a high profile area with very high expectations on its presentation and performance. All the assets managed by the NCA are expected to be managed to a standard befitting the nation's capital. This requires a high standard of works, presentation and safety for NCA assets. The value of the NCA's asset base is close to \$1 billion.

To Apply

Position Contact	Sujie Song, (02) 6272 2917
Agency Recruitment Site	https://www.nca.gov.au/about-us/careers

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Vacancy VN-0733081

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date: Wednesday 22 November 2023

Perth Strategic Communications and Engagement Directorate

Job Title	Director - Strategic Engagement and Regulatory Reform
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Perth WA
Salary	\$183,227 - \$183,227
Classification	Executive Level 2
Position Number	13471
Agency Website	https://www.nopsema.gov.au/

Job Description

<https://www.nopsema.gov.au/about/careers>

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

NOPSEMA also administers the functions of the Offshore Infrastructure Regulator (OIR), for the offshore renewables industry. This includes the regulation of work health and safety, infrastructure integrity, and environmental management for offshore renewable energy infrastructure activities.

NOPSEMA's Director of Strategic Engagement and Regulatory Reform is a newly established role that will provide direction on highly complex and sensitive projects and engagement activities. It will work across NOPSEMA's executive, management and regulatory teams to advise, inform and contribute to regulatory policies and processes.

Why work for NOPSEMA?

As a highly skilled, agile and competent regulator, our people are our number one asset. NOPSEMA offers highly competitive remuneration packages, five weeks annual leave, 15 personal leave days per annum, 15.4% superannuation contribution and flexible working arrangements.

Guided by our values of professionalism, ethics, independence and leadership the decisions we make and the actions we take affect individuals, businesses, communities and the environment. Our people can make a difference. Grow your career in the offshore energy sector. Be a part of Australia's future and apply today.

NOPSEMA is committed to a fair, flexible, safe and rewarding workplace which allows for diversity amongst all its employees. Applicants who are First Nations people, come from a diverse cultural or linguistic background or have a disability are encouraged to apply.

If you are an experienced strategic engagement professional, apply now and take the next step in your career with this exciting opportunity.

Applications must be submitted by the closing date. Any applications received beyond the closing date will not be considered.

Please note this recruitment process will be valid for a period of 18 months and may be used to fill ongoing and non-ongoing positions within the Australian Public Service at this level or similar that arise over the 18 month period.

Duties

The role will provide strategic advice and guidance to government on key policy, legislative and regulatory matters and manages key strategic relationships and coordinates high level liaison with external parties including minister's offices, government agencies, industry, representatives of First Nations, environmental and community groups.

To be successful in this role you will be experienced in leading the development of regulatory policies and guidance on emerging issues, such as First Nations cultural heritage and consultation and other associated matters.

You will communicate, engage and influence a range of stakeholders relevant to NOPSEMA's regulatory responsibilities. This will include contribute to First Nations cultural heritage and engagement policies, legislation, issues and practices, and leading staff supporting that work.

Eligibility

You will be required to pass a pre-employment medical and maintain medical fitness.

You must pass and maintain a security clearance to a level appropriate for the position.

Prior to any offer of employment, the recommended applicant will be required to undertake pre-employment checks, including national police clearance and declaration of conflict of interest.

NOPSEMA staff are prohibited from trading in oil and gas resources and/or offshore renewable electricity sector shares.

This position is open to Australian citizens only.

Notes

About the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

NOPSEMA is Australia's independent regulator for health and safety, well integrity and environmental management for offshore petroleum and greenhouse gas storage activities in Commonwealth waters (comprising the first three nautical miles of the territorial sea) and in coastal waters where regulatory powers and functions have been conferred. For more information see nopsema.gov.au

To Apply

Position Contact	Human Resources Adviser, 08 6188 8853
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Agriculture, Water and the Environment

Vacancy VN-0732905

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

Closing Date: Wednesday 22 November 2023

Portfolio Strategy
National Security and International Coordination International Strategy Section

Job Title	Administrative Support Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	\$78,548 - \$86,168
Classification	APS Level 5
Position Number	2023/3908
Agency Website	https://www.dcceew.gov.au/

Job Description <https://dcceewjobs.nga.net.au/?jati=B73E695E-CB4A-AC26-8BB2-D22FE3A516A7>

Who we are

The Portfolio Strategy Division provides enabling services to deliver the Department's objectives across the climate change, energy and environment portfolio. We support Cabinet, Ministerial and Executive processes, lead on organisational governance and corporate functions, and shape strategic cross-cutting policies and agendas for the portfolio.

The role of the National Security and International Coordination Branch is to influence Australia's national security agenda on issues relevant to DCCEEW and establish a strategic and cohesive approach to international engagement including leading on Ministerial overseas travel.

- Build DCCEEW's capability and influence to shape Australia's national security and foreign policy agendas.
- Ensuring DCCEEW has a strategic and joined up approach to international engagement.

- Delivery of international Ministerial engagement and DCCEEW's overseas Counsellor network.

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

The section supports international ministerial travel, overseas counsellors and executive's international engagement on whole of portfolio issues. We are responsible for developing and maintaining an International Practitioners Network, SES international forum, and capability uplift through development and promotion of training and development materials and facilitating linkages across the portfolio.

The Job

Overseas Counsellors:

- Liaising with Global Service Delivery and overseas posts in DFAT.
- Understanding overseas conditions of service.
- Service offerings for ICT, Security and Office Management offered by DFAT under the Head Agreement for partner agencies of which the department is a signatory.
- Organising appropriate financial approvals, manage and work with counsellors to develop yearly budgets and work with DFAT on financial acquittals.
- Support SES to represent the department at the Global Service Delivery board meetings.

Ministerial International Travel:

- Working closely with Minister's offices, line areas and DFAT's overseas posts to ensure all logistical aspects of each international engagement are considered and actioned.
- Continual improvement to processes and approach in consultation with relevant stakeholders.

Duties

What we are looking for

Knowledge and experience

The APS 5 Administrative Support Officer will have the ability to support both the overseas counsellor and ministerial international travel teams, with limited direction, by:

- Administering policies/procedures within the overseas counsellor and international ministerial travel teams.
- Liaising with internal and external stakeholders.
- Meeting tight timeframes.
- Working on multiple priorities.
- Have a willingness to work in a geographically dispersed team.

Skills and capabilities

The ability to:

- Communicate clearly and succinctly.
- Excellent attention to detail.
- Ability to work in a team or individually.
- Excellent time management skills.

- Logistics and planning skills.

Eligibility

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

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

Notes

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

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

To Apply

Position Contact	Michael Hall, 0439 590 474
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=B73E695E-CB4A-AC26-8BB2-D22FE3A516A7

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Agriculture, Water and the Environment

Vacancy VN-0733036

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

Closing Date: Wednesday 22 November 2023

Australian Antarctic
Operations & Logistics Supply Chain Operations

Job Title	Import Export Officer
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$72,002 - \$78,386
Classification	APS Level 4
Position Number	2023/4556
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://dcceewjobs.nga.net.au/?jati=1D8B1186-D99E-9371-F2A3-D22FE559612D>

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Climate Change, Energy, the Environment and Water. As the primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are to:

- Maintain the Antarctic Treaty System and enhance Australia's influence within it.
- Protect the Antarctic environment.
- Understand the role of Antarctica in the global climate system.
- Undertake scientific work of practical, economic and national significance.

The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard and McDonald Islands.

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

The Supply Chain Operations Section is a key element of the branch's three logistics arms (the others being aviation and shipping) and carries responsibility for the effective planning, coordination, management and delivery of a range of cargo and supply chain services in support of

seasonal operations within the Antarctic, sub-Antarctic and the Southern Ocean. **Duties**

The Job

Working under guidance from the Senior Import Export Officer, the role is based at the Cargo Biosecurity Centre at Macquarie Wharf 2, Hobart and is responsible for:

- Preparing and submitting documentation associated with the import and export of all south or north bound cargo within the Australian Antarctic Program (AAP) including the production and quality assurance of manifests using the AAD's electronic cargo management system (eCon) to meet specific deadlines.
- Coordinating with the Australian Border Force and State or Commonwealth biosecurity personnel for all cargo related reporting, inspection and clearance activities to ensure compliance with relevant State and Commonwealth government customs and biosecurity requirements.

- Maintaining records in relation to the operation of a Customs Bond Store and Biosecurity Approved Facility.
- Providing quality assurance of declarations for the movement of dangerous goods by road, sea or air transport.
- Providing advice and guidance to AAD cargo consignees on the requirements for the import/export of cargo, including special permit requirements and other customs and biosecurity related matters.
- Assisting in the coordination of packing, processing and despatch of cargo by intermodal transport.
- Assisting in the supervision of personnel and activities for the preparation of facilities, plant and equipment in advance of seasonal operations.
- Promoting a safe working environment at all AAD cargo handling and warehousing facilities.
- Actively supporting the implementation of best-practice biosecurity procedures.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated experience in the administration of Australian customs requirements for the import/export of goods.
- Demonstrated experience in the administration and application of biosecurity measures and requirements for the import/export of goods.
- Experience in the Integrated Cargo System or similar software interface for the tracking of cargo under ABF control.
- Experience working in warehousing/inventory management roles, containerised cargo handling or comparable cargo handling positions.
- A level of familiarity with the employment and manipulation of cargo or inventory management data within cargo or resource tracking/management systems.
- Experience performing as a member of a professional team within an operationally focussed supply chain environment, including supporting a harmonious work environment.
- Familiarity with the requirements for preparing dangerous goods for transport by air and/or sea in compliance with relevant Australian and International standards (e.g., the IMDG code).
- An awareness of the importance of a strong safety culture and the need for compliance with relevant Work Health & Safety standards.

Skills and capabilities

- Strong analytical skills and attention to detail.
- Proven ability to effectively prioritise, coordinate and control workflow.
- Strong computer literacy including working with cargo tracking software, inventory management and Microsoft Office (e.g., Word, Excel).
- Well-developed communication skills and the ability to liaise effectively with a range of stakeholders.
- A proven capability to manage, mentor and train small teams.
- The nature of the work, timings and scheduling will have a high degree of unpredictability at times therefore applicants need to be flexible, resilient and have the ability to adapt and refocus in response to changing priorities.

Eligibility and other requirements

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

Please note that this position may require the successful candidate to be available outside of standard work hours and participate in an on-call roster. An appropriate restriction allowance will be paid where applicable.

Please also note that this position will require the successful candidate to wear appropriate protective personal equipment and clothing to comply with departmental Work Health and Safety policies and procedures.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Kyle Travers, 0439 595 315
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=1D8B1186-D99E-9371-F2A3-D22FE559612D

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Attorney-General's

Vacancy VN-0733041

Australian Federal Police

Closing Date: Tuesday 21 November 2023

SEC - SECURITY COMMAND SEC - COMMANDER SECURITY COMMAND

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$121,628 - \$132,391
Classification	Executive Level 1;Executive Level 2
Position Number	12191
Agency Website	https://careers.afp.gov.au

Job Description

<https://careers.afp.gov.au/job-invite/12191/>

Did you know?

The mission of the Australian Federal Police is to provide dynamic and effective law enforcement to the people of Australia. It provides policing throughout Australia in relation to the prevention and detection of crimes against the Commonwealth, its laws and integrity, and community police services to the Community of the ACT.

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

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

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

Duties

Applications are sought from suitably qualified applicants wishing to be considered for the role of Senior Team Leader, Security Command.

Security Command is responsible for ensuring the security of the AFP's people, information and assets. This is achieved through the development of a strong enterprise wide security culture and building capabilities to ensure security risks are appropriately identified and mitigated.

As Senior Team Leader you will lead a number security teams consisting of skilled and agile multi-discipline professionals to deliver enterprise wide security services. You will be responsible for driving, implementing and delivering strategies, policies and practices in support of the AFP based on high level decision-making and judgement. You will have the capacity to think strategically, operationalise strategic direction and develop an agile approach to deliver security services across the enterprise.

As a Senior Team Leader you also play a pivotal role in developing people, managing change and influencing behaviours that lead to a supportive culture that respects the perspectives, talents and value of each individual. Consistent with the AFP values and Code of Conduct, leadership philosophy, organisational reform agendas, and your Performance Development Agreement, the expectation is you will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

As a Senior Team Leader, you are responsible for overseeing and managing the day-to-day operations of multiple security teams involved in the delivery of physical and personnel security, education and security advice. In doing this, you will effectively and efficiently manage resources to meet the unique challenges and priorities of the Security Command.

Your responsibilities may include the following:

- Operationalising the strategic direction of the Security Command, including ensuring business plan key deliverables and priorities are met;
- Undertake and oversight a range of activities and collaborate with internal stakeholders in the identification and mitigation of security risks and enhancement of security controls;
- Building an operating environment that fosters security intelligence capability to triage, assess, analyse, innovate and enhance capability;
- Oversight the dissemination of security information, intelligence and threat reporting;
- Direct the provision of security related education and general security advice across the enterprise pertaining to physical and personal security and security best practice;
- Apply contemporary business improvement and change management knowledge, to drive innovation, enhance service delivery outcomes and facilitate effective change;
- Make informed strategic business decisions relating to budget, priorities, governance, risks, and resource management; ensuring minimal impact and pressure on the Command;
- Develop work practices and policies and ensure alignment with up to date policy and governance frameworks;
- Build and maintain strong relationships with internal and external stakeholders and actively pursue opportunities for cooperation, strategic alliances, and information sharing;
- Lead and mentor to drive team performance, supported through clear direction, goal setting, health and wellbeing of individuals, and career development; and
- Model critical behaviours to promote a workplace culture that aligns with AFP strategy, leadership philosophy and core values.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Demonstrated and contemporary experience and/or qualifications in Australian Government protective security investigations.
- Experience in production of written security products, assessments and risk assessments.
- The ability to prioritise tasks and meet tight timeframes, with minimal supervision, while delivering high level outputs and contributing to the outcome of the Security Command.
- Ability to undertake domestic and international travel, sometimes at short notice.

Desirable Requirements

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

- Experience in threat intelligence collation and assessment;
- Experience in leading an intelligence workforce;
- Well-developed analytical skills working with different systems and technologies;
- Qualifications Security Risk Management; and
- Qualifications in Security Investigation.

Notes

This position is an AFP Band Level 8.

This advertisement is to fill current vacancies and create a merit pool for future ongoing or non-ongoing vacancies arising over the next 12 months.

The current vacancies are located in the ACT. Successful applicants must be willing to relocate to the ACT at their own expense.

National or International travel may be required.

COVID - 19 Mandate

AFP employees are required to have received a minimum of two COVID-19 vaccinations (or one dose if the Janssen vaccine was used). Satisfactory proof of vaccination status will be required at the time an offer of employment is made. Please contact the Recruitment Team if you wish to discuss the COVID-19 vaccine requirements further.

Commitment to Diversity & Inclusion

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

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

About the Australian Federal Police

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

To Apply

Position Contact	Chris Kuhn, 02 5126 1908
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/12191/

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Defence

Vacancy VN-0732759

Department of Defence

Closing Date: Wednesday 22 November 2023

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Assistant Director Business Services
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	CASG/09736/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=45801926-CDE4-3D07-CE51-D22F6CDD2DB4>

Duties

The Role

As Assistant Director – Business Services you will lead a small multi-discipline team to deliver administration and corporate performance outcomes for the Wide Area and Space Surveillance Systems Program Office (WASS SPO). You will set clear direction for your work area, and operate to a cyclic yearly work-plan.

You will provide administrative support across the unit to enable the delivery of world-leading Defence capability. No two days would be the same – you will adeptly transition between functions, serving as the central hub connecting executive stakeholders and delivering agile problem-solving solutions.

You will be the driving force behind our administrative, communications, security and facilities management functions, ensuring operational excellence through your leadership. You will develop processes, implement work plans, set performance indicators, and review individual, team and business performance, identifying opportunities for continuous improvement.

You will be responsible for nurturing an inclusive and respectful work environment by developing and managing crucial stakeholder relationships within our integrated workforce. You will develop and implement a comprehensive communication strategy for internal and external stakeholders, including content creation and consultation.

About our Team

WASS SPO is an exciting environment to work in, offering rewarding opportunities in world leading Defence capabilities. WASS SPO acquires and sustains Space Domain Awareness and High Frequency Radar capabilities for the Australian Defence Force.

The Program Support Office (PSO) is the key enabling business unit within WASS SPO. We operate at a fast-pace to deliver outcomes to our acquisition, sustainment and export teams, as well as Defence senior leadership. The PSO is responsible for establishing and implementing whole of SPO business processes and governance frameworks in the functional areas of Corporate Performance, Quality Assurance, Workplace Health & Safety, Security, workforce, Facilities and Risk.

As an Australian Public Servant in Defence, you will be supported in balancing work and family priorities and the remuneration package includes a generous superannuation contribution (15.4%). Further information on Defence employees' working conditions can be sourced from the 'Employment Agreement' section of this information pack.

Our Ideal Candidate

We are seeking a high-performing leader, capable of managing competing priorities in a fast-paced environment. You will possess excellent planning, communication and stakeholder management skills. You will exemplify One Defence Leadership Behaviours and prioritise the development and wellbeing of your team. You will have corporate performance and administration experience, preferably in a Defence environment.

You will have experience leading a multi-function team to deliver corporate performance outcomes. You will preferably have an understanding of the Defence operating environment including policies and procedures applicable within the Capability Acquisition and Sustainment Group. Our ideal candidate displays emotional intelligence and key social competencies to operate in an integrated work place.

Eligibility

Security Clearance:

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

Notes

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

About the Department of Defence

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To Apply

Position Contact	Kristen Malatesta, 08 7375 4326
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=45801926-CDE4-3D07-CE51-D22F6CDD2DB4

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Defence

Vacancy VN-0732772

Department of Defence

Closing Date: Wednesday 22 November 2023

Associate Secretary Group
Defence Integrity

Job Title	Director Fraud Investigations
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	ASG/10964/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3B20892C-68BB-6808-E950-D22F6DF447EB>

Duties

Your Role

The EL2 Director Fraud Investigations provides leadership and direction to deliver the Defence fraud investigation function, achieving timely investigative outcomes that manage risk to Defence and the Australian Public Service. You will lead and manage a team of investigators, setting clear performance and behavioural standards, managing performance and guiding and developing people. You will be accountable for leading the receipt, assessment and investigation of allegations of fraud and corruption in accordance with relevant legislation, policies and procedures. You will need to build and sustain effective working relationships with Defence Groups and Services, other Defence Investigative Authorities and key stakeholders including federal, state and territory law enforcement, the Commonwealth Director of Public Prosecutions and the National Anti-Corruption Commission. You will advise the Principal Integrity Officer and Groups and Services on the outcomes of complex investigations and enable improvement of controls for fraud, corruption and serious misconduct.

Our Team

The Directorate of Investigations in the Fraud Investigations and Public Interest Disclosure Branch delivers Defence's fraud investigations capability. The Directorate works closely with other Defence Investigative Authorities to support the organisation's response to integrity risks. Fraud investigations are a critical element of Defence's system of control for preventing, detecting and dealing with fraud, enabling Defence's compliance with the Commonwealth Fraud Control Framework 2017 and *Public Governance Performance and Accountability Rule 2014*.

Through effective and timely responses to alleged fraud and corruption including investigations resulting in successful prosecution of fraud and corruption offences, the Directorate has key role in preventing and dealing with fraud in Defence. The work of the Directorate contributes to mitigating risk of fraud against Defence and the Commonwealth more broadly, which is critical to ensuring funds are available for their intended purpose and maintaining public confidence in the Government.

Our Ideal Candidate

We are looking for a leader who brings great energy and a track record in achieving strong performance and outcomes through their people. You will work with considerable independence and be accountable to deliver complex fraud investigation work in a very large organisation and across a workforce comprising Australian Defence Force, Australian Public Service and Reservists. You will ideally have extensive knowledge of relevant legislative frameworks, government decision-making and Defence's mission and experience in government investigations. We want to hear from leaders who inspire a sense of purpose in their team and lead them to achieve outcomes that strengthen the integrity of their organisation.

You will be confident in setting goals aligned with strategic objectives, building team capability and driving continuous improvement. You will also be able to establish and maintain strong relationships with internal and external stakeholders, recognise shared agendas and work with others toward mutually beneficial outcomes.

Eligibility

Security Clearance

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

Notes

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

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To Apply

Position Contact	Belinda Gill, 0481 909 108
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3B20892C-68BB-6808-E950-D22F6DF447EB

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Defence

Vacancy VN-0732798

Department of Defence

Closing Date: Wednesday 22 November 2023

Defence People Group
Military Personnel Division

Job Title	Family Liaison Officer - Puckapunyal
Job Type	Full-Time, Ongoing
Location	Puckapunyal VIC
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	DPG/11088/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=8A4C8ED4-B48D-FA04-1E98-D22FA5AC5329>

Duties

The Role

As a Family Liaison Officer, you will be an integral part of the dynamic and multidisciplinary Defence Member and Family Support Branch (DMFS) Puckapunyal Military Area (PMA) and at the forefront of helping Defence families connect and engage with both the wider community and other Defence families. The Family Liaison role includes:

- Strong engagement with Defence families, key stakeholders and the wider community
- Organising and facilitating a range of events, activities and social functions to promote networking amongst Defence families and the wider community
- Providing support to Defence families to manage challenging aspects of the Defence lifestyle
- Using innovation and creative ways to promote DMFS programs and events
- Providing information and advice about community services and resources
- Participating in Command and Unit facilitated events and functions for Defence members and families
- Developing relationships and providing education to service providers about the needs of Defence families

There is an expectation that the successful applicant will be able to work from Defence Plaza Melbourne one day a week and work on weekends and out of hours to attend community events in collaboration with multidisciplinary team members.

About our Team

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

The Family Liaison Officer Puckapunyal/Melbourne works within a multidisciplinary team, with the Defence Social Workers and Military Support Officers, and supported by Education Support Officer, Business Support Officer and Area Manager.

Our Ideal Candidate

Our ideal candidate is an energetic and friendly team player with strong organisational skills who

can use their initiative to provide innovative ways to engage with Defence families to help connect them with the local community. Excellent verbal and written communication and strong stakeholder engagement skills are a priority, as is the ability to plan, promote and participate in Defence family events. The candidate must be able to coordinate functions, prioritise tasks, work independently and demonstrate an understanding of confidentiality.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Samantha Black, 0408 622 388
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8A4C8ED4-B48D-FA04-1E98-D22FA5AC5329

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Defence

Vacancy VN-0732807

Department of Defence

Closing Date: Wednesday 22 November 2023

Joint Capabilities Group
Joint Logistics Command

Job Title	Chief Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,391 - \$155,309
Classification	Executive Level 2
Position Number	JCG/10548/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=A641B71E-AE76-A831-0BAE-D22FA6A50E95>

Duties

The Role

The Directorate of Ordnance Safety has vacancies for senior leadership roles for energetic materials and explosives systems engineering, leading and managing a diverse team of highly qualified and motivated people who are subject matter experts in their own fields. The team is comprised of ADF and APS people. You will lead and work with other professionals to shape the development and improvement of explosives safety for the Australian Defence Organisation.

You will spend your days:

- Developing Defence policy and guidance for explosives safety, in particular the Explosives Safety Regulatory Framework, and the Safety and Suitability for Service of explosive ordnance
- Classifying dangerous goods for their suitability for transport
- Influencing the development of NATO standards
- Representing Australia on NATO and partner nation safety management groups
- Shaping the competency of the Defence explosives workforce through mentoring and panelling senior and chief engineer delegations
- Briefing senior explosives safety boards and committees, verbally and with agendum papers
- Directly supporting the Defence Explosive Ordnance Safety Regulator through the provision of expert advice

About our Team

The Explosives Safety Regulatory Framework (ESRF) is an outcome focused, principle based framework, which aligns with Commonwealth Work Health and Safety (WHS) legislation for managing the risks that Explosive Ordnance presents. The ESRF integrates with and supports Defence work health and safety policy and other related Defence regulatory systems that enable Defence Capability.

The Directorate of Ordnance Safety (DOS) administers the ESRF for Defence, maintaining the knowledge necessary to inform the management of critical explosives safety risks within the Defence Enterprise. This provides exciting opportunities to build upon your existing engineering experience, developing specialist explosives and engineering skillsets, and advising innovative and novel Defence projects.

Our Ideal Candidate

Our ideal candidates are engineers or scientists with:

- A suitable tertiary qualification in engineering or science
- Experience in dangerous goods, preferably explosives
- Commitment to on-going professional development and extension of knowledge and experience in explosives and military technologies

You also have:

- A proven ability to lead a diverse team of highly qualified and motivated subject matter experts
- Excellent written, oral and interpersonal communication skills and experience in drafting briefs and reports on complex and highly technical issues to senior executive boards and committees
- A proven ability to work independently and as part of a team
- A proven ability to cultivate strong relationships with a diverse range of stakeholders, communicating with influence, including with international partners
- A deep level understanding of materiel safety and associated standards and codes of practice
- A deep level understanding of munition lifecycles, and associated hazards arising from exposure to lifecycle environments

Eligibility

Security Clearance:

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

Mandatory qualifications:

The position requires a Bachelor of Engineering or Bachelor of Science in a relevant field from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer or Royal Australian Chemical Institute's requirements for Chartered Chemist.

The position requires the individual to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Chartered Chemist of the Royal Australian Chemical Institute; or demonstrate the ability to obtain such status within 12 months.

Notes

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

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To Apply

Position Contact	GPCAPT Matt Grant, 02 6155 9062
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A641B71E-AE76-A831-0BAE-D22FA6A50E95

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Defence

Vacancy VN-0732822

Department of Defence

Closing Date: Wednesday 22 November 2023

Defence Digital Group
Military Systems

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$111,441 - \$125,705
Classification	Executive Level 1
Position Number	CIOG/10798/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=B4A38A16-6517-52ED-D6B5-D22FA775A663>

Duties

The Role

Military Platform Integration (MPI) currently have two Contract Manager positions available that will manage and provide direction, assistance and services relating to procurement, commercial and financial management in order to support contract management outcomes. The Contract Managers will be required to undertake duties including, but not limited to;

- Developing, implementing and reviewing policies and procedures contractual, commercial and/or financial.
- Monitoring and managing contract administration, vendor performance and commercial and delivery risks.

- Engaging, negotiating and persuading clients and stakeholders when responding to financial enquiries and contract management issues.
- Managing financial management activities including the coordination and development of estimates reviews and budget plans, financial project reporting and analysis, and exercising financial delegation.

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

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

About our Team

Military Platform Integration (MPI) manages a program approach to the delivery of ICT capability for major capital works such as those defined in the Integrated Investment Plan (IIP).

Our Ideal Candidate

The Contract Managers will;

- Be experienced in the coordination and management of specialist advice including procurement, commercial and/or financial
- Build and sustain productive relationships with internal and external stakeholders
- Exercise sound decision making and judgement

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Military Systems, 02 4723 1561
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B4A38A16-6517-52ED-D6B5-D22FA775A663

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Defence

Vacancy VN-0732832

Department of Defence

Closing Date: Wednesday 22 November 2023

Australian Defence Force HeadQuarters
AIRTF Headquarters

Job Title	Finance Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	ADFHQ/11138/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=15E62C27-EA36-EC28-E197-D22FA8702CFB>

Duties

The Role

The APS 6 Financial Manager will ensure all financial support activities are carried out efficiently and effectively to allow operations within the AIRTf to function properly. As the APS 6 Financial Manager, you will be supported in your work to continuously develop your finance and personnel management skills.

Key duties of this role are:

- Prepare and provide advice on complex accounting and financial reporting policy to AIRTf Executives.
- APS Workforce management.

- Build and sustain effective relationships with Executives and team members and actively participate in team work and group activities.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.
- Work collaboratively and persuasively with Executives and team members to produce financial reports, briefs and submissions to achieve AIRTF outcomes.
- Run reports in ROMAN.
- Purchasing requests and financial delegations.
- Travel approvals and delegations

About our Team

On 6 November 2020, the Chief of the Defence Force received the Afghanistan Inquiry report from the Inspector-General of the Australian Defence Force (IGADF) and announced the findings and recommendations on 19 November 2020. The AIRTF organisation comprises of staff drawn from Navy, Army, Air Force and the Australian Public Service. The Financial Manager will work collaboratively with the AIRTF Headquarters Team comprising a Chief of Staff, Business Manager and Information Manager.

The Finance Manager is responsible for providing advice and support to the Task Force primarily on budget management and APS workforce. Our culture is closely aligned to the organisation's mission; working in this role you will be empowered by the AIRTF's long-term objectives.

Our Ideal Candidate

The APS 6 Financial Manager will play a key role in coordinating the day-to-day financial administrative responsibilities of the AIRTF including maintaining and updating databases to ensure compliance.

The APS 6 Financial Manager will ensure all financial support activities are carried out efficiently and effectively to allow the other operations within the AIRTF to function properly. Our ideal candidate will have demonstrated experience in managing financial business activities.

The ideal candidate will be able to demonstrate the following:

- Experience with Defence financial management systems including ROMAN.
- Experience in APS workforce management and recruitment.
- Have a keen eye for detail.
- Be capable of working with a wide variety of customers and stakeholders.
- Have excellent communication, time management, leadership and employee development skills.
- Be able to manage the priorities and needs of the customers to meet and exceed their expectations.
- Be able to work in a fluid environment by remaining flexible, agile and adaptable.
- Have a good level of computer literacy.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Alison Kaine, 02 5108 7116
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=15E62C27-EA36-EC28-E197-D22FA8702CFB

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Defence

Vacancy VN-0732839

Department of Defence

Closing Date:Wednesday 22 November 2023

Defence People Group
Military Personnel Division

Job Title	Transition Centre Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Darwin NT
Salary	\$80,487 - \$86,211
Classification	APS Level 5
Position Number	DPG/11126/23
Agency Website	

Job Description

<https://defencecareers.nga.net.au/?jati=2AC92FB3-115C-435E-B4E8-D22FA89DABF7>

Duties

The Role

Joint Transition Authority (JTA) Transition Coaching and Support (TCS) is seeking two Transition Centre Managers at the APS 5 level based in Canberra, ACT and Darwin, NT. The Transition Centre Manager oversees the delivery of the needs based Defence Force Transition Program in the ACT and NT. The Transition Centre Manager will be responsible for leading a team of APS, ADF and contracted staff in NT and ACT to provide transition and career coaching services to transitioning ADF members.

Responsibilities include staff management and conducting transition coaching sessions, inclusive of complex cases. Liaison with key stakeholders including Command, ADF members and families is a key role of the position. The Transition Centre Manager will work with the Seminar Team to coordinate delivery of local ADF Member and Family Transition Seminars (face to face) and coordinate contribution to the virtual offerings. The position reports to the TCS Regional Leads.

About our Team

JTA TCS delivers the Defence Force Transition Program, designed to support members and their families plan for civilian life after leaving Defence. Participation in the transition process is mandatory for all ADF members regardless of the reason for leaving. The Defence Force Transition Program provides access to specialist advice, paid leave and training to support members and their families in their transition to civilian life. Access to the needs based program is supported by a Transition Coach.

Our Ideal Candidate

The ideal candidate for this role would possess:

- Demonstrated experience in leading teams.
- Experience in case management, life/career coaching or similar.
- A proven ability to effectively communicate in writing and verbally, both in person and using digital platforms.
- Willingness to undertake further training as required.
- Have experience or knowledge regarding JTA TCS programs and services.

Ex-Military personnel with a minimum of 4 years of service (with the last day of service being no more than 5 years prior) who have training and/or experience in building and leading teams and organisational skills are also encouraged to apply.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Vivien Lawrence, 08 8288 4154
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2AC92FB3-115C-435E-B4E8-D22FA89DABF7

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Defence

Vacancy VN-0732850

Department of Defence

Closing Date: Wednesday 22 November 2023

Security and Estate Group
Service Delivery Division

Job Title	Defence Ranger
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT, Nowra NSW
Salary	\$73,343 - \$80,071
Classification	APS Level 4
Position Number	SEG/10049/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=0D2F4C7D-CB79-77D7-926F-D22FA935698E>

Duties

The Role

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

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

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

About our Team

DOTAM's three main functions are:

- The operation and management of 39 military Training Areas and Ranges across Australia,
- Delivery of Bushfire Mitigation activities across the entire Defence Estate, and
- The coordination of the Security & Estate Group support to major military exercises and facilitation of Defence domestic operations within Australia. This includes the full range of Joint Operations Support Staff (JOSS) services comprising the coordination of Defence Assistance to the Civil Community, Defence Force Aid to the Civil Authority and ceremonial requests.

The Directorate works closely with the Services, aiming to provide quality military exercise areas and facilities to ensure Defence and partnered countries can operate safely on modern and sustainable training areas. The development of these areas ultimately ensures forces can enhance Defence capability and readiness, helping protect our nation. DOTAM HQ is currently based in Campbell Park Canberra and the team works in an integrated (civilian and military) environment.

The organisation consists of a team of approximately 220 Defence personnel (ADF, APS, Reserve) plus contracted personnel located nationally across five regions. The Defence Rangers are a small team whose principal role is managing public access including public safety and environmental compliance. They identify safety related maintenance, respond to issues arising from public areas us, such as campgrounds, beaches and the lighthouse precinct, and they take charge of public visitors in the event of an emergency incident, such as bush fire.

The team is the face of Defence to visitors and the local community accessing the Beecroft Peninsula Public Area. The team works collaboratively with internal & external contractors and stakeholders to provide Defence Capability, protection of environment and cultural heritage values within the Beecroft Peninsula.

Our Ideal Candidate

The ideal candidate for this role will:

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

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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	Adrian Brandt, 0418 125 371
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=0D2F4C7D-CB79-77D7-926F-D22FA935698E

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Defence

Vacancy VN-0732860

Department of Defence

Closing Date: Wednesday 29 November 2023

Capability Acquisition and Sustainment Group
Joint Systems

Job Title	Project Support Officer (JP9347)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$88,175 - \$100,724
Classification	APS Level 6
Position Number	CASG/10517/23
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=5365D50C-1437-50B7-E690-D22FA9B2B98C>

Duties

The Role

We are currently seeking a Project Support Officer to join our team within the Joint Command and Control Systems Program Office (JC2 SPO). Your key responsibilities will include, but are not limited to:

- Perform and achieve complex project management work within an integrated workforce.

You will need to have knowledge of and compliance with, legislative frameworks, government decision-making, and Defence's mission and policy requirements. Manage a range of project activities and inputs in accordance with organisational practices and standards appropriate to the complexity of the project. Facilitate administrative and coordination requirements, engage and coordinate resources, meet governance and reporting requirements; and support business planning and related activities.

The right person for this role will show the flexibility to respond to the changing context and shifting priorities of the Defence environment, and the agility to realign resourcing to meet new demands. We are seeking candidates with a diverse range of experiences and backgrounds in project management, finance, administration, procurement and/or contracting.

About our Team

The Joint Command and Control Systems Program Office (JC2SPO) is responsible for the acquisition, integration and sustainment of command, and control warfare systems for the Australian Defence Force across the country and in operational theatres overseas. These capabilities include computer applications that support planning and conduct of operations, including IT infrastructure and command and control systems for deployed military forces across the five Domains. JC2SPO acquires and sustains joint-information warfare capabilities that are mission critical to all three services of the Australian Defence Force.

Our Ideal Candidate

Our ideal candidate will be able to demonstrate:

- High-level organisational skills, self-drive and initiative, with the ability to influence others to achieve tasks and business objectives.

- Ability to establish clear plans and timeframes, and respond positively to change and uncertainty.
- Innovative and adaptive thinking, and readiness to take accountability while taking a risk-based and flexible approach to delivering outcomes.
- High-level written and oral communication, agility and flexibility, adeptness at collaboration, and ability to effectively manage within an integrated team environment.
- Sound commercial and business acumen and a demonstrated understanding of the Defence Industry sector in Australia.

Eligibility

Security Clearance:

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

Notes

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

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To Apply

Position Contact	Malcom White, 02 5109 5455
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5365D50C-1437-50B7-E690-D22FA9B2B98C

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Education, Skills and Employment

Vacancy VN-0733054

National Gallery of Australia

Closing Date: Tuesday 21 November 2023

Building Services and Infrastructure
Building Services

Job Title	Manager Building Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	Executive Level 1
Position Number	SUP 349
Agency Website	https://nga.gov.au

Job Description

<https://nga.gov.au/about-us/jobs/>

The Building Services and Infrastructure Portfolio brings together a highly experienced team of technical and professional experts to plan for, manage and upgrade the National Gallery of Australia facilities. The portfolio has responsibility for:

- Strategic Asset Management Planning
- Strategic Projects
- Capital Works
- Facility Management,
- Security Services,

and is committed to meeting the National Gallery's targets against our:

- Reconciliation Action Plan
- Disability Inclusion Action Plan,
- Gender Equity Action Plan, and
- Environmental Sustainability Action Plan for which the portfolio is the lead in delivery.

The Manager, Building Services will work with a small inhouse dedicated team with the support of specialist contractors that will enable the organisation to achieve its core goals of displaying, preserving and protecting the national collection, along with providing a safe and welcoming environment for both our staff and visitor.

The role requires an experienced, and motivated Building Manager who has proven ability to inspire a team and promote a culture of continuous improvement. Reporting to the Head of Estate Management the position is responsible for the day-to-day management of facilities, maintenance and property management of the Gallery building, facilities and grounds. The Building Manager may also oversee small building-related projects and provide technical and logistics support to other teams across the National Gallery.

The Manager, Building Services is responsible for the strategic asset planning, and day-to-day management and operation of the National Gallery's building services team. Building services include heating, ventilation and air conditioning, electrical services, maintenance of plant and equipment and building fabric, site maintenance including plumbing, cleaning and utilities.

The primary focus of the Building Services team is the creation and maintenance of a healthy and safe environment for visitors and employees and for the display and storage of the national collection of works of art.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12

months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

This position reports to the Head of Estate Management and in a non-ongoing full-time role with the possibility of becoming ongoing.

Duties

In accordance with the APS Executive Level 1 work level standards, you will:

- Lead the development, management and delivery of services to support the Gallery's building operations function.
- Develop and maintain an operational framework to ensure the effective delivery of services within a heritage building to international museum standards.
- Develop cost effective, best practice strategies, policies and procedures to ensure the ongoing safety, compliance and functionality of Gallery facilities.
- Manage contracts, prepare and report on budgets, projects and other administrative activities.
- Develop, implement, and monitor programs for the effective and efficient maintenance and management of the Gallery's buildings, and building related assets and services.
- Oversee the Gallery's building management system (BMS) and strategic asset managing planning.
- Undertake WHS and risk management activities, manage and/or contribute to projects and conduct investigations and reviews as required.

Eligibility

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - To be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications certification and/or registrations include:

- a white card
- asbestos awareness certificate
- class C license

Notes

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

To Apply

Position Contact	Greg Ible, +61 2 6240 6527
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education, Skills and Employment

Vacancy VN-0733069

National Gallery of Australia

Closing Date: Tuesday 21 November 2023

Chief Operating Officer
Information Services

Job Title	Assistant Manager, Cloud Services
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Parkes ACT
Salary	-
Classification	APS Level 6
Position Number	3042
Agency Website	https://nga.gov.au

Job Description

<https://nga.gov.au/about-us/jobs/>

The Assistant Manager Cloud Services position is part of the Information Technology (IT) Section within the Information Services Department. The section provides the full suite of ICT services to enable all Gallery staff to access our IT network. This includes the applications we manage both on-premises and in cloud environments, and to enable reliable and safe devices for all staff to increase productivity and mobility. As a small team, all staff manage multiple capabilities and responsibilities, providing you with the experience across all facets of vendor management, ICT procurement, budgets and costings, IT Service Management, infrastructure, end user computing, IT and digital projects.

The IT Team supports the Gallery both in the office and when staff are away from the office. In addition to the standard IT service offering, the team further supports the Gallery in projects and initiatives that have an IT component from concept to implementation.

The IT section operates in a high-pressure environment delivering high quality outcomes and cost-effective services for the NGA. The role requires someone who has high technical and organisational skills, and strong understanding of end user computing and problem and issue management.

This position reports to the IT Manager and is focused on management and enhancement of our Microsoft 365 environment and other cloud service. This role is instrumental in ensuring the efficient and optimized use of M365 and other cloud services, focusing on improving performance, reducing costs, and enhancing the overall user experience. The role includes procurement, contracting, engaging with internal subject matter experts, vendors and external managed service providers.

This role is within the Service Management stream and also supports projects that are related to end-user computing, mobile devices, support systems and other client services.

This role may also contribute to the IT service management on-call roster for weekends and public holidays.

The position needs someone with the ability to adapt to challenges, works well within a team under pressure, has strong work ethic and self-motivation to learn and stay current with industry skills. They will also need to have a versatile, flexible and creative approach to cultivating productive working relationships, and building strong relationships between audiences, partners and other stakeholders.

An order of merit may be established from this selection process and may be used to fill future identical vacancies over the next 12 months. Selection may be based on application and referee reports only.

If you do not wish to be added to an order of merit, please notify us in your application.

Duties

In accordance with the APS 6 work level standards, you will:

- Under limited direction, work with vendors/service providers to:
 - administer and maintain the organization's Microsoft 365 and Azure environments.
 - analyse the performance of M365 services and recommend configurations or changes to improve efficiency and user experience.
 - maintain security settings within the M365 environment in line with company policies.
- Monitor MS365 and other software licensing, ensuring that the organization is using the most cost-effective and suitable licenses for its needs. Recommend cost-saving initiatives without compromising on service quality or security.
- Regularly monitor and report on service health, identifying any potential issues or outages.
- Continuously monitor service usage patterns and adjust resources as necessary.
- Assist the IT Service Management team in resolving more advanced M365-related issues and other IT service management enquiries.
- Undertake procurement activities, contract management, budgeting and financial activities including processing of invoices and accruals.
- Prepare and maintain procedural or technical manuals, guidelines and knowledge articles.
- Lead IT Service Management projects which may include those of a technical and specialised nature.
- Provide high level advice to a range of internal and external stakeholders on IT issues.
- Manage relationships with stakeholders to achieve work area and National Gallery objectives.
- This role may also contribute to the IT service management on-call roster for weekends and public holidays.

Eligibility

ELIGIBILITY:

Citizenship - To be eligible for employment with the Gallery, you must be an Australian citizen.

Police Check - To be eligible for this role you must complete a police check.

Security Assessment - The successful applicant will be required to obtain and maintain a Baseline security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

Qualifications, Certifications and Registrations

Role specific qualifications certification and/or registrations include:

- Relevant qualifications in IT, ICT or other relevant fields is desirable.

Notes

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in

the ‘Who are we looking for?’ section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

As part of your application process, we ask that you also complete the [personal particulars form](#) as well.

To apply for this role please forward your application to recruitment@nga.gov.au.

About the National Gallery of Australia

The National Gallery is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

To Apply

Position Contact	Jade Carson, +61 2 6240 6580
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Environment and Energy

Vacancy VN-0732998

Clean Energy Regulator

Closing Date: Thursday 30 November 2023

Scheme Support
Digital Services

Job Title	Chief Information Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	CER 127/23
Agency Website	http://www.cleanenergyregulator.gov.au/About/About-the-Clean-Energy-Regulator

Job Description

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

About the Division

The Scheme Support Division supports the agency and our Scheme Operations Division as part of our progression as a modern, efficient, and effective regulator.

Our key functions include assessing potential participants in our schemes, upholding the integrity of Australia's national emissions units registry and REC registry systems, delivering the agency's compliance, monitoring and audit functions, leading policy design and implementation, resolving complex issues, and sharing scheme market and data analysis.

Across the division our operating philosophy is based on building trust by making realistic promises and being accountable for consistently delivering on them.

About the Branch

The Digital Services Branch (DSB) provides digital leadership, expertise, governance, and technology in response to the Clean Energy Regulator's strategic priorities and regulatory obligations. DSB continues to lead the agency's digital evolution while managing the agency's digital products and services, cloud infrastructure, cyber security, and application hosting. Agile and lean mindsets are ingrained in the DSB culture, which ensures flexibility, transparency, quality, and continuous improvement. DSB actively seeks feedback on the products & services it delivers, to ensure alignment between our understanding of our customer's expectations and what is important to them.

Duties

Role Responsibilities and Duties

The Role

Reporting to the Executive General Manager of Scheme Support Division, the Chief Information Officer (CIO) role is complex and diverse, requiring a high degree of vision, leadership, and business management skills. Driving a high performing culture founded on empowerment, growth mindset, collaboration, and participation; you will lead the CER's digital vision as well as the day-to-day operations of the information and communication technology (ICT) services through the development of strategic direction, decision making, and governance that support the Clean Energy Regulator to achieve its immediate objectives and future ambition.

Responsibilities

As a key member of the agency business leadership team, the CIO is responsible for the development and delivery of the Clean Energy Regulator's digital vision and strategic plan. The CIO is also responsible for championing the agile way of working and delivery of ICT investment priorities across the agency and ensuring maximum organisation value aligned with priorities for cost effective service delivery and good business practice.

The CIO is responsible for:

- Championing the maturation and adoption of agile ways of working.
- Leading the agency's digital and cyber security posture and participate as a leader on the Security Governance Committee as the Chief Information Security Officer (CISO).
- Developing and maintaining the agency's privacy, knowledge, and information management strategies with the Chief Information Governance Office (CIGO).

- Developing solutions to complex business problems that require innovation and ingenuity.
- Identifying best practices throughout the organisation and communicate/implement these practices on an enterprise level.
- Drive the development of enterprise technology standards to ensure compatibility and integration.
- Advising the Minister and Senior Executive on issues affecting the delivery of ICT capability for the agency.
- Developing and providing appropriate strategic advice to address issues in a whole-of-government manner and achieve stakeholder support.
- Representing the agency in high-level consultations, meetings and conferences in government and non-government forums.
- Maintaining awareness of new technologies and platforms and developing potential options from the opportunities these present.
- Leading expected behaviours and guiding and supporting staff to ensure a high performing culture of collaboration and participation across the branch.
- Ensuring required work health and safety, diversity, APS values and behaviours are demonstrated.
- Promoting and maintaining capabilities and good governance to properly manage and use data assets within your area of business responsibility in accordance with the agency's data governance framework.

Knowledge, Skills and Abilities

To be successful in this role you will be a strong leader with an inclusive and collaborative leadership style with the passion and commitment to drive change. You are outcomes focussed and will excel in working in complex and challenging environments, have impressive strategic perspective and employ an innovative approach to problem solving. You have a track record of delivering improved business outcomes through the effective sourcing and deployment of ICT in a complex business environment.

Your exceptional interpersonal and representational skills, high level of communication and influencing skills, deep respect for colleagues and strong ethics and values will be at the core of your leadership ethos. A thorough understanding of public sector administration and a track record of delivering ICT services in government as well as demonstrated achievements in process innovation, organisational development and risk management is required.

This understanding will include demonstrable experience in contemporary ICT and digital environments and ways of working, and an appreciation of emerging ICT trends and developments and how these can be deployed within a diverse and commercially focused environment.

You will have experience in delivering strategic outcomes by employing superior leadership and effective contract and vendor management skills, while managing day-to-day operations.

Qualifications/Experience

The following qualifications and experience are required of the position:

- Tertiary Qualifications in ICT and/or relevant fields.
- Relevant knowledge and experience in managing multi-disciplinary enterprise ICT functions.
- Experience in leading and managing teams in a service delivery organisation, with a focus on agile methodology.
- Proven experience in major new system build will be a bonus.

For more information on the position and how to apply, please click '**Apply**'. **Eligibility**

The *Public Service Act 1999* requires all people joining the Australian Public Service to be Australian citizens.

We will conduct a number of pre-employment checks before we offer you employment.

It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance. This position is designated to hold a Negative Vetting 1 clearance level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

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

To Apply

Position Contact	Brent Crapp - please quote reference 5529, 02 6126 4500
Agency Recruitment Site	https://cleanenergyregulatorcareers.nga.net.au/cp/index.cfm

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Health

Vacancy VN-0733023

Australian Digital Health Agency

Closing Date: Sunday 19 November 2023

Digital Solutions Division
Customer Experience and Products Branch

Job Title	Product Owner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	-
Classification	APS Level 6
Position Number	TBA
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

As Product Owner, you will be responsible for ensuring business requirements are met, design is applied, and the solution is implemented as part of the core design team. You will be instrumental in collaborating and contributing to evaluating customer feedback, facilitating design and concept sessions, presenting product demonstrations, and collaborating with internal and cross functional teams to inform the development of new products and enhancements to existing offerings. In addition, the Product Owner will monitor, report, and improve on product performance, and assist in prioritising the build of product features.

Duties

This role combines the elements of a Business Analyst and Product Owner and requires a wide range of skills covering product development, business analysis and stakeholder engagement skills. Reporting to the Product Manager, it will be essential for you to contribute to the design and specification of custom solutions which meet the customer's needs recognising the value they will provide.

Skills and Experience

- Strong analytical skills to assess new ideas and custom features for products.
- Experience with agile methodology and digital product experience.
- Demonstrated experience as either a Business Analyst or a Product Owner.
- Ability to undertake work that is complex in nature, under the direction of an experienced Product Manager.
- Ability to work cross-functionally.
- Sound presentation and communication skills.

Qualifications

- Bachelor's Degree in computer science or related field is highly desirable, but not essential.
- Minimum of 2 years' experience in a Product Owner role or 5+ years' experience in a Business Analyst role.

For all queries relating to the responsibilities of the position, please contact Julie Serrano on (02) 8298-2640.

Eligibility

- Australian Citizenship is a condition of eligibility.

- Ability to obtain and maintain national police check.
- 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 Agency is committed to a diverse and inclusive work environment. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, members of the LGBTQIA+ community, mature aged employees, and carers.

To support our diverse workforce, the Agency is pleased to offer flexible working options to our team members, which includes opportunities for an agreed amount of work performed at home and varied work hours.

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

Depending on the Agency's operational requirements, successful applicants may be employed either under the Public Service Act or pursuant to s64(3) of the Public Governance Performance and Accountability (Establishing the Australian Digital Health Agency) Rule 2016.

The position maybe filled in Brisbane, Canberra or Sydney. To apply, submit your resume and a cover letter outlining your relevant experience within the context of the five relevant duties as outlined in the position description: Leadership and Accountability, Management Diversity and Span, Job Context and Environment, Independency and Decision-making, and Stakeholder Management.

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

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	Julie Serrano, (02) 8298 2640
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Australian Institute of Health and Welfare

Closing Date: Tuesday 21 November 2023

Housing and Specialised Services Group Various Units

Job Title	APS4/5 Project Officers/Data Analysts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$72,379 - \$86,430
Classification	APS Level 4;APS Level 5
Position Number	#117_11/23
Agency Website	

Job Description

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

The Housing and Specialised Services Group (HSSG) collects and analyses data to support reporting and policy decisions on the health and welfare of, and provision of services to, a range of Australians. This includes:

- People experiencing homelessness or needing assistance with housing.
- The use of alcohol, tobacco and other drugs, and alcohol and other drug treatment services.
- Children placed for adoption and their families, and children and young people in contact with the child protection system.
- Young people experiencing the youth justice system.
- The health and welfare of people who are in prison.
- The experience of teachers through the Australian Teacher Workforce Dataset, and other education projects.

HSSG is looking for project officers and data analysts to fill multiple positions in the following Units:

Child Welfare Unit – Project Officer, Adoptions and Linkage Team, and Data Analyst, National Child Protection Reporting Team

The Child Welfare Unit (CWU) is looking for project officers and data analysts. CWU collects and analyses data to support reporting and policy decisions on children who have been adopted as well as children and young people in contact with the child protection system.

The CWU work program involves:

- Management of the National Adoptions Collection, including annual reporting.
- Analysis and reporting from linked data assets.
- Management of the Child Protection National Minimum Data Set.
- Data development activities relating to Closing the Gap, Safe and Supported: the National Framework for Protecting Australia's Children and National strategy to Prevent and Respond to Child Sexual Abuse.
- Annual reporting including Report on Government Services (RoGS) and production of Child Protection Australia.

To support the CWU deliver this work program the Unit is seeking talented and enthusiastic team members to undertake data governance activities, project scoping and data analysis. In these roles, you will be responsible for preparing governance materials, and undertaking research, analysis and interpretation. You will also be required to assist with engagement with external stakeholders including jurisdictions and members of relevant working groups.

Justice and Education Unit – Project Officer, Australian Teacher Workforce Data project

The Australian Teacher Workforce Data (ATWD) project links data on initial teacher education and the teacher workforce to build a national picture of Australia's teaching profession. The Justice and Education Unit works closely with the Australian Institute for Teaching and School Leadership to deliver the Australian Teacher Workforce Data project.

Under general direction, as project officer you will work in a small team to manage the ATWD project, including:

- Working with state and territory teacher regulatory authorities on the collection and validation of data through AIHW's Validata system.
- Liaising with the AIHW Data Linkage Unit to progress the linkage of commonwealth, state and survey datasets.
- Developing metadata for the ATWD collection.
- Overseeing data access in a secure research environment, including managing a new process for data access requests.

Tobacco, Alcohol and Other Drugs Unit – Data Analyst

The Tobacco, Alcohol and Other Drugs Unit (TAODU) is responsible for the collection, validation, analysis, and reporting on the prevalence of tobacco, alcohol and other drug use and alcohol and drug treatment services.

The Unit's work program includes reporting against several national data collections including the Alcohol and Other Drug Treatment Services National Minimum Data Set, the National Opioid Pharmacotherapy Statistics Annual Data Collection, Apparent Consumption of Alcohol, and the triennial National Drug Strategy Household Survey. The Unit works closely with the Australian Government Department of Health and Aged Care, state and territory health departments and other experts in alcohol, tobacco and other drug issues.

The TAODU is seeking a talented and enthusiastic data analyst to undertake data analysis, technical and non-technical written work and provide research project support to the Unit. In this role, you will be responsible for undertaking data collection and data management processes, analysis and interpretation including preparation of reports. You will also be required to liaise and negotiate with external stakeholders including jurisdictions and members of relevant working groups.

Housing and Homelessness Collection Processing Unit – Project Officer / Data Analyst

The Housing and Homelessness Collection Processing Unit (HHCPU) undertakes a variety of data processing, data sharing and data release activities focused on AIHW-managed housing and homelessness data collections. We also manage a number of related data improvement activities and the National Social Housing Survey.

The Unit works closely with the Housing and Homelessness Reporting and Development Unit and the Housing and Homelessness Collection Operations Unit to deliver a national housing and homelessness work program overseen by Commonwealth and state and territory government departments with responsibility for housing and homelessness.

The HHCPU is looking for a project officer to play a key role in the collection and validation of housing data through AIHW's Validata system and a data analyst to assist in the transformation and analysis of homelessness data, to inform this important policy area. The successful candidates will work in a fast-paced environment shaped by stakeholder feedback. **Duties**

HSSG are looking for applicants who can perform some or all of the following:

- Undertake a range of research, analysis planning, project management, governance and data development tasks.
- Assist with commissioned research and consultation projects to deliver results.
- Undertake the collection, statistical analysis and interpretation of data and/or research activities in the child welfare field, alcohol, tobacco and other drugs field, or housing and homelessness fields.
- Contribute to publications, analytical reports, technical and non-technical submissions and agenda papers.
- Assist with the ATWD, alcohol and other drug treatment collections, or housing aspects of the AIHW's online validation system.
- Support other government agencies, state and local authorities, business or community organisations to prepare housing assistance data submissions.
- Represent the Institute at meetings as appropriate to the responsibilities above.

To be successful in these roles, you will have well-developed skills in, or aptitude for, data development and research project work, strong verbal and written communication skills and sound organisational skills. Experience in data linkage and/or analysis of linked data is desirable.

Eligibility

Our ideal candidate will have most or all of the following skills and knowledge:

1. Well-developed conceptual and analytical skills including the ability to investigate and interrogate data.
2. Demonstrated experience in data management, data governance or data development skills.
3. Well-developed research and writing skills, including the ability to synthesise information from a range of sources to produce high quality written work in a range of formats (e.g. print, web and data visualisations).
4. Good communication skills including the ability to communicate and liaise with a range of internal and external stakeholders.
5. Demonstrated organisational skills including the ability to prioritise one's workload, adapt to changing priorities, and escalate issues when required.
6. Experience in providing project support including coordinating meetings with project teams, taking minutes, and preparing project plans.

Tertiary qualifications in a relevant discipline, or previous experience involving data development, collation, linkage and/or research analysis and reporting 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 Australian Institute of Health and Welfare

To Apply

Position Contact	Kindalin Masters, 02 6244 1006
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0732572

Department of Health and Aged Care

Closing Date: Sunday 26 November 2023

Service Delivery Division
Queensland and Northern Territory Branch Alice Springs Office

Job Title	APS Level 6 - Departmental Officer, Alice Springs Office
Job Type	Full-Time, Ongoing
Location	Alice Springs NT
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-SDDIV-21012
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 for enthusiastic and high performing team members to fill a number of APS6 roles in a newly formed Alice Springs Office.

As departmental officers in the Alice Springs Office, you will work collaboratively to perform a range of functions including stakeholder engagement, program assurance and stewardship of the aged care system, as well as supporting connection between health and aged care programs in Central Australia.

The successful candidates will be motivated, have strong stakeholder engagement experience and be able to manage productive working relationships with internal and external service providers and stakeholders.

Duties

- Contribute to the development of Alice Springs Office and Northern Territory section planning, managing priorities and workloads.
- Represent the department at engagement activities with community, aged care, and health stakeholders throughout Central Australia.
- Maintain a robust working knowledge of relevant legislation and policy, reform activities, and priorities in aged care, First Nations health, mental health, and primary health programs.

- Support providers and stakeholders by responding to program, policy, and technical queries and connecting to appropriate resources.
- Work in partnership with key stakeholders to support local solution brokerage and delivery of program outcomes.
- Undertake stewardship activities to enhance the governance of health and aged care and support better outcomes for Territorians.
- Support emergency response where required.

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

Notes

Applications close 11:30PM AEDT

Applicants should quote reference number **23-SDDIV-21012** to assist when making an enquiry.

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

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

About the Department of Health and Aged Care

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	Maya Murphy, 0407970588
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0732745

Department of Health and Aged Care

Closing Date: Wednesday 22 November 2023

Job Title	Data/Information Management Officer (APS6)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Adelaide SA, Hobart TAS, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-TAADIV-20842
Agency Website	

Job Description

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

The PBS Analytics and Strategic Insight Section (PASIS) is seeking to fill several roles at the APS6 level. The roles include working in a small team to support a range of modelling and projects, with clear outputs and deliverables.

These roles would suit individuals who have skills and experience in a health-related science (e.g. pharmaceutical/clinical, medicine, nursing, pharmacy, biochemistry etc.) and programming, data analysis (e.g. MS Excel, SAS, R, Python and SQL etc.), data visualisation tools (e.g. Tableau, Qlik, etc.), or advanced knowledge and experience in time series forecast, microsimulation models, budget estimates and relevant costing models.

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

Duties

Plan and monitor your workload to ensure the timely achievement of short- and long-term activities.

- Work with minimal supervision in a multidisciplinary team.
- Provide leadership, coaching and mentoring to staff within the team.
- Liaise with internal and external stakeholders and develop and maintain productive and effective working relationships.
- Use research, judgement, and problem-solving skills to critically examine diverse data sources and synthesise the critical information for decision makers.
- Use analytical, planning, and organisational skills, to meet deadlines with competing priorities and deliver work to a high standard with good attention to detail.
- Undertake a range of modelling and projects to meet clear outputs and deliverables.
- Prepare, contribute to and quality assure a range of written material including policy papers, reports, briefs, agenda papers, correspondence and enquires.

Eligibility

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

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

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

Notes

- Applications close 11:30pm AEDT
- Applicants should quote reference number 23-TAADIV-20842 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care (DoHAC) offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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	Bronwyn Bailey, 02 6289 6601
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Department of Health and Aged Care

Closing Date: Wednesday 22 November 2023

People, Communication and Parliamentary Division
Communication and Change Branch Corporate Communication Section

Job Title	Graphic Designer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Woden ACT, Surry Hills NSW, Melbourne VIC
Salary	\$91,092 - \$102,765
Classification	APS Level 6
Position Number	23-PCPDIV-20954
Agency Website	

Job Description

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

Do you have a flair for creating engaging visual content that commands attention across digital and print? We are seeking a highly skilled and creative senior graphic designer to help us communicate our vision, programs and initiatives through compelling visual materials. If you enjoy a creative, positive, dynamic culture and you thrive on challenge and a high-paced environment, this could be the job for you.

Duties

We are looking for a senior graphic design to join our team with an understanding of government communication who can deliver professional, high-quality graphic design products and advice for both traditional and digital media. You will have the technical ability and excellent project and client management skills. Working to the graphic design studio manager, our ideal senior designer will have a strong portfolio showcasing their design expertise and a passion for delivering impactful visuals that resonate with our diverse audience.

The successful candidates will be able to:

- Conceptualise, design and produce a wide range of print and digital materials, including brochures, reports, infographics, presentations, logos and more.
- Translate complex ideas and data into visually engaging and easily digestible graphics.
- Collaborate with internal teams to understand project requirements and objectives.
- Ensure all design materials adhere to branding guidelines, and maintain a consistent visual identity for the organisation.
- Make documents accessible for the web by following best practices for web accessibility (WCAG guidelines) to ensure that all users, including those with disabilities, can access and understand the content.
- Manage multiple projects simultaneously, meet deadlines, and communicate progress effectively.
- Contribute positively to the team, encouraging junior designers to develop.

Eligibility

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

- An applicant’s suitability for employment with Health and Aged Care will also be assessed through a variety of pre-employment check processes, such as:
 - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
 - Completion of a medical declaration and pre-employment medical (where required),
 - Providing evidence of qualifications (where required), and
 - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance, or hold a current security clearance at an appropriate level.

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 23-PCPDIV-20954 to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, our policy requires a minimum of one day a week in the office. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of 6-12 months with the possibility of being extended.

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

About the Department of Health and Aged Care

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To Apply

Position Contact	Rosa Dacic, (02) 6289 7553
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0733015

Department of Health and Aged Care

Closing Date: Tuesday 21 November 2023

People Communication and Parliamentary Division
People Branch People Management Section

Job Title	Director, People Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Melbourne VIC, Brisbane QLD
Salary	-
Classification	Executive Level 2
Position Number	23-PCPDIV-21224
Agency Website	

Job Description

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

The People Communication and Parliamentary Division provides efficient and effective parliamentary, human resources, change management, market research and communication services that are responsive to the department's priorities. In doing so we seek to ensure our customers have confidence in our capability to respond to their needs and find it easy to access the information and services they need.

Duties

- Develop and lead a high performing team, through clear and consistent communication, strong performance and behavioural standards, delegating responsibility whilst guiding and developing people.
- Provide coaching, advice and support to managers and employees in all aspects of people management, with a focus on conduct and performance matters
- Using critical thinking and judgement to identify and engage appropriate resources to ensure compliance with relevant employment legislation.
- Drive productive outcomes and facilitate workforce conversations with Senior Executives.
- Establish and maintain productive working relationships with internal and external clients, service providers and stakeholders.
- Promote a positive, safe, inclusive and diverse culture in the department.

Eligibility

- To be eligible for employment with the Department of Health and Aged Care, **applicants must be an Australian citizen** at the time an offer of employment is made.
- An applicant's suitability for employment with Health and Aged Care will also be assessed through a **variety of pre-employment check processes**, such as:

- Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
 - Completion of a medical declaration and pre-employment medical (where required),
 - Providing evidence of qualifications (where required), and
 - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a **Baseline security clearance**, or hold a current security clearance at an appropriate level.

Notes

- Applications close **11:30pm AEDT**.
- Applicants are asked to quote reference number **23-PCPDIC-21224** to assist when making an enquiry.
- Employees perform their duties at one of the Department of Health and Aged Care offices, in the locations specified in this advertisement. Remote working is possible and is negotiated with your manager on commencement. While most of our employees work 2-3 days in the office, **our policy requires a minimum of one day a week in the office**. The negotiation with a manager seeks to balance your personal and professional needs with the needs of your role and business area.

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

About the Department of Health and Aged Care

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

To Apply

Position Contact	Lily Kupa, (02) 6289 4095
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0732906

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 22 November 2023

Chief Operating Officer
Legal Space, Corporate, Information Law & Legislation

Job Title	Manager - Legislation Liaison Unit
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$136,550 - \$147,019
Classification	Executive Level 2
Position Number	0372_10/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The Department of Industry, Science and Resources Legal Branch advises all areas of the department on a broad range of legislative and legal issues affecting a diverse portfolio that supports Australia's economic growth and job creation. We advise on nationally and internationally significant, complex and innovative policies and programs from inception to implementation.

The Legislation Liaison Unit (LLU) in the Legal Branch supports implementation of the department's policy objectives by coordinating the preparation and passage of legislation. LLU provides specialist advice on bids, drafting and parliamentary process (including introduction and passage of bills and disallowance of legislative instruments), and registration of legislative instruments.

Our ideal candidate

Our ideal candidate:

- operates under broad direction and exercises a significant degree of independence;
- anticipates and establishes priorities, and ensures the team delivers a high-quality service in a timely manner;
- possesses excellent communication skills including experience in preparing a range of written briefs to senior leadership and Ministerial offices with excellent attention to detail and the ability to communicate simply and concisely on technical legislative and other matters;
- builds and maintains key strategic relationships within the department and with other government stakeholders (such as other departments or Ministers' offices);
- maintains strategic awareness and exercises exceptional judgement in managing competing priorities;
- is experienced in providing strategic advice, problem solving and issues management for internal and external stakeholders in relation to complex and potentially controversial matters;
- communicates and makes balanced decisions using professional judgement, evaluating ambiguous and incomplete information, factoring in risks and being sensitive to context;
- implements and promotes continuous improvement in the team;
- develops the capabilities of team members;
- embraces the department's values: we are collaborative, innovative, respectful and we strive for excellence; and
- has experience working in or can demonstrate ability to succeed in fast paced environments in the areas of Commonwealth legislative and parliamentary process, coordination, and stakeholder management.

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

The successful candidate will:

- lead a multi-disciplinary team of legislation liaison officers;
- provide advice to Minister's Offices, and to SES officers across the department, on procedures relating to primary and subordinate legislation processes;
- provide strategic advice, problem solving and issues management for internal and external stakeholders in relation to complex and potentially controversial matters;
- anticipate and establish priorities, monitor progress and work to deliver required corporate outcomes, specific agency functions or other Branch outcomes, and keep Branch Executive Leadership informed of these matters;
- have extensive knowledge of and compliance with legislative frameworks, government decision-making and agency guidelines and regulations;
- oversee, manage and lead a team to achieve high quality outputs including in relation to:
 - managing and coordinating primary and tied-subordinate legislation bids;
 - facilitating the introduction and passage of legislation through Parliament and the making of subordinate instruments, ensuring adherence to whole-of-government processes and providing quality assurance of documents;
 - coordinating and managing program, policy and other stakeholder inputs to achieve the team's outcomes in an effective and efficient manner; and
 - preparing a range of written material including Ministerial and agency briefs, and corporate documentation;

- coordinate input across relevant policy areas on legislative matters affecting the department as a whole, including legislative reforms led by other agencies and departmental initiatives such as legislative compliance processes;
- monitor and implement improvements to ensure processes related to the creation of legislation meets whole-of-government standards in a timely manner;
- supervise, mentor and develop staff;
- provide training and presentations on the legislation process to Minister's Offices and legal and policy areas;
- provide strategic advice, problem solving and issues management for internal and external stakeholders in relation to complex and potentially controversial matters;
- anticipate and establish priorities, monitor progress and work to deliver required corporate outcomes, specific agency functions or a program within an area of responsibility; and
- participates in Branch and other DISR-related meetings and supports the Branch Executive Leadership as required.

Eligibility

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

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

Notes

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

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

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

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	Steph Robbie, 02 61113 7761
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0732945

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 22 November 2023

Chief Operating Officer
Communications Branding, Visual Design & Internal Comms

Job Title	Content Designer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	0207_10/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

We're a team of communications and content experts passionate about getting the best results for users of the content we produce. We develop content in line with our intranet playbook, governance framework and Australian Government Style Manual. Our content workstreams include major upgrades, BAU maintenance and user research.

The Communications Branch provides quality, full-service support for the department and ministers' offices. This includes media and speechwriting, strategic external and internal communications, digital engagement, branding, and visual design.

The opportunity

The Internal Communications Team is seeking talented content designer with significant experience designing user-centred content. You will coordinate, design, write and publish organisation-wide messages on the department's intranet platforms.

Our ideal candidate

Our ideal candidate will:

- be passionate about creating user-centred content
- be willing to help staff easily find and use the information they need to do their jobs
- be self-motivated
- happy working in an agile setting

Duties

In the Content Designer role, you will:

- Work collaboratively with subject matter experts to develop content in line with user needs while balancing business goals.
- Manage the end-to-end workflow to update old content and create new content.
- Refresh and develop and publish new content that meets digital best practice, accessibility and readability and content management standards.
- Advocate for user needs to internal stakeholders, drawing on data-driven insights about content performance.
- Use a range of technologies to manage your work: Azure DevOps, readability tool, SharePoint Online and Service Now.
- Make an active contribution to team planning and meetings.
- Communicate constructive and innovative suggestions on how we use content to meet business goals.
- Other duties as required to assist in the effective functioning of the digital content in the team.
- Plan content projects, identify user needs, create prototypes, draft, edit, pair write and coordinate clearances (essential).
- Map content across intranet sites, identify potential gaps and offer solutions. Understand UX design.
- Work well with stakeholders and content colleagues across the process and to reach quality outcomes in agreed timelines. (essential).
- Write user stories, map journeys, pair write, use analytics, conduct/support user research.
- Use plain English, digital writing and editing skills. Translate complex terminology into clear and engaging user-focused content (essential).

- Manage content activities and workflows effectively, adopting and supporting team tools and processes (essential).

Eligibility

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

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

Notes

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

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

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

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	Lenore McGregor, 02 6243 7187
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0732950

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 29 November 2023

Minerals & Resources
Critical Minerals Office Rare Earth Element Magnets

Job Title	Science Policy Officers
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - NT NT, Various locations - TAS TAS, Various locations - WA WA
Salary	\$80,250 - \$120,249
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	0424_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

Critical minerals are the building blocks of clean energy technologies and therefore are integral to our climate objectives. These minerals are essential in global supply chains for clean energy, defence, communication, transport and medical technologies. Australia holds some of the richest deposits of critical minerals reserves in the world, with the potential to make a significant contribution to the global transition to net zero.

The Critical Minerals Office (CMO) drives the whole of government agenda to grow Australia's critical minerals sector. We work across Commonwealth, state and territory governments, the

private sector, research community and with key international partners like the US, EU member states, India, Japan, Korea and the UK. The CMO leads policy development, coordinates across agencies, works with industry, and delivers programs to help grow Australia's critical minerals sector.

As a team member, and consistent with your position level and individual career aspirations, we will support you to:

- work at the nexus of policy development and science, technology, engineering and mathematics (STEM)
- engage with representatives from industry, other Commonwealth agencies, foreign governments, state and territory governments and the scientific community
- develop expertise in critical minerals value chains, particularly for technologies critical to global decarbonisation efforts such as lithium-ion batteries, rare earth permanent magnets, high-performance alloys and semiconductors
- write briefs, draft Cabinet submissions, provide concise policy advice to senior executives and represent the government in meetings
- influence and inform aspects of industry policy from trade facilitation, project financing, investment promotion, grant design, research and development collaborations, and international engagement.

Our ideal candidate

We are looking for motivated, dynamic people, who are looking to apply their STEM expertise to an emerging policy priority for government.

The roles are across the APS 5, 6 and EL1 levels, and are fast paced, exciting and fluid. You will get to work closely with industry stakeholders, foreign governments and other Commonwealth agencies on real projects that have an impact on the ground. We need your enthusiasm, know-how and creativity to help make a genuine difference.

Our ideal candidates have:

- qualifications and experience in STEM fields, preferably with direct links to the critical minerals sector, including (but not limited to):
- geology and geoscience
- chemistry and chemical engineering
- mineral processing and metallurgy
- mining equipment, technology and services (METS) sector.
- an ability to think creatively and work constructively under limited supervision
- complex problem-solving skills and capabilities strong analytical and communication skills (written and verbal)
- ability to distil complex information and think strategically
- excellent stakeholder engagement abilities (in particular with industry stakeholders)
- sound judgement and initiative.

We are looking for excellent people who can work in a challenging, fun and supportive environment to help us deliver high priority initiatives, like:

- working directly with critical minerals proponents and supporting them to develop mining, processing and manufacturing projects all around the country
- liaising with foreign governments on policy matters and to deliver projects, and with major foreign corporations to encourage partnerships with Australian projects

- designing and targeting policies to help strategically important critical minerals projects overcome market barriers
- engaging with stakeholders to inform critical minerals policy development
- working with Commonwealth science agencies (CSIRO, ANSTO and Geoscience Australia) on priorities and projects
- tackling challenging policy issues like foreign investment in strategic projects, and developing project financing frameworks.

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

The global focus on ensuring diverse, resilient and sustainable supplies of these minerals has rapidly increased in recent years – particularly in the context of helping the world transition to net zero. Critical minerals are increasingly a key element of global geopolitical, strategic and economic discussions.

The CMO leads policy development, coordinates across agencies, liaises with state and territory governments, works with industry, delivers programs and engages with international partners to help grow Australia's critical minerals sector.

In these roles you will work in a challenging, fun and supportive environment help us deliver high priority initiatives.

In addition to the above, at the APS 5 Level, you will:

- take responsibility for delivering outcomes, seeking opportunities to improve by identifying problems and presenting solutions
- undertake work that may be complex in nature (such as analysing research and preparing briefs) and operate under limited direction
- be accountable for making independent, evidence-based decisions, and providing advice within your area of specialisation.

In addition to the above, at the APS 6 Level, you will:

- contribute to the development and implementation of policy supporting the goals of the CMO
- research, interpret and draft documents, policy advice and briefings that cover complex and nuanced subject matter, under limited direction and with autonomy and accountability
- exercise judgement in the interpretation of policy and in the application of practices and procedures
- actively build and maintain effective networks of internal and external stakeholders to support informed policy-making
- have contact in relation to contentious issues with a range of internal and external stakeholders.

In addition to the above, at the Executive Level 1, you will:

- develop and implement policy relating to a program or activity supporting the goals of the CMO and the Australian Government's critical minerals agenda
- undertake work that is complex or sensitive and operate under broad direction
- exercise a considerable degree of independence and perform a leadership role, including supervising staff, contributing to team planning and the achievement of outcomes
- produce high-level communications and policy advice
- actively manage key internal and external stakeholder relationships on sensitive and difficult issues in a representational role.

Eligibility

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

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is flexible, remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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To Apply

Position Contact	Michael Neimanis, 0484 065 692
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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

Closing Date: Wednesday 06 December 2023

Chief Operating Officer
Communications Branding, Visual Design & Internal Comms

Job Title	AV Producer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$72,967 - \$78,763
Classification	APS Level 4
Position Number	0363_10/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The Audio-Visual team play a key role in enabling the digital delivery of the Department's communication and digital strategies. Our team connects across the department as part of the Internal Communication and Creative Services section within the Communications Branch. We collaborate closely with design and branding teams to produce cohesive departmental content, ensuring a unified and visually appealing representation of our key priorities within the Industry, Science and Resources sector.

Our team is a diverse and talented group of individuals who bring a wide range of video production skills and expertise to the department.

We work collaboratively to achieve our goals, and we're passionate about what we do. Our team values open communication, mutual support, and a shared commitment to excellence.

Our ideal candidate

Our ideal candidate will have the following skills and experience:

- Experience in delivering a wide range of digital content.
- Experience in digital content creation, pre to post productions and live events.
- Experience in operating video and lighting equipment.
- Experience in prioritising workloads
- Developed troubleshooting skills in a live production environment.
- Developed people skills, bringing a positive and collaborative approach to both client and team interactions.
- Highly developed written and oral communication skills.
- Awareness of government accessibility standards
- 3+ years' experience in the video production and have a bachelor's degree or equivalent technical credentials in the media industry.

The successful candidate will need proficient skills in:

- Operating digital video, photography and lighting equipment.
- Video editing programs such as Premier Pro, After Effects and the Adobe suite to design graphics and other software for animation development
- Provide support and guidance on audio visual processes, procedures, tools and techniques to staff across the department.
- Understand and apply digital technologies, Government accessibility standards and industry principles to deliver high-quality multimedia solutions.
- Respond positively in a high paced environment and manage priorities to meet tight timeframes.
- Working independently, exercising sound judgment in decision making and task execution

Duties

As the APS4 Video Producer, you will:

- work collaboratively as part of the Audio-Visual team to deliver audience-focused rich content (including video, stills and audio) and support live production and video conferencing.
- apply your technical and planning skills to operate and maintain equipment and optimise the use of the department's production spaces.
- look for innovative ways to develop digital production; to this end, a working knowledge of drone technologies and other interactive technologies is advantageous.
- work closely with staff and stakeholders to produce quality content which aligns with the department's strategic initiatives.
- provide support to the Production Manager and teams throughout the Department by providing advice, information and demonstrations to support digital literacy.
- contribute positively to the team's culture, guiding and mentoring junior staff and supporting the Production Manager in building team capability and setting team members up for success.

Working consistently with the expectations for an APS4 in the APS Work Level Standards, the AV Producer is responsible for the effective management of Department's digital assets and infrastructure. This includes AV networking systems, specialised camera technologies, video conferencing and streaming technologies, post-production infrastructure maintenance and digital media distribution outputs. **Eligibility**

The successful applicant will hold or obtain a current registration issued under the Working With Vulnerable People (Background Checking) Act 2011 and maintain this registration for the duration of employment.

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

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

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

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To Apply

Position Contact	Aiden Lynch, 02 6102 9335
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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

Closing Date: Wednesday 22 November 2023

AusIndustry
Business Outreach & Engagement Business Outreach North

Job Title	Business Outreach Support Assistant
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - SA SA, various locations in VIC VIC, Various locations - TAS TAS, Various locations - ACT ACT, Various locations - NSW NSW
Salary	\$72,967 - \$78,763
Classification	APS Level 4
Position Number	0444_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

About the team

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

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

Our business insights inform and improve policy and programs across government. We aim to enable economic growth with productive, innovative, and sustainable Australian businesses.

The AusIndustry Business Outreach network section is the department's front-line, face-to-face national service offering. AusIndustry provides a network of 30 Regional Managers across the country who are connected to regions, communities and industries and is your local business

connection.

The Business Outreach Support Team is a high performing team providing administrative, media and communication support to the AusIndustry Business Outreach network section, and are based in Brisbane, Canberra, Adelaide, and Melbourne state offices.

Our ideal candidate

Our ideal Business Outreach Support Team candidate is motivated by the opportunity to contribute to improving and growing Australian businesses and will have:

- Good organisational skills including the ability to manage multiple tasks and deliver high quality outcomes on time.
- The ability to adapt and be flexible when circumstances change.
- Have a sound general knowledge of communication-based roles, including content creation and social media writing.
- A collaborative, co-operative approach to working as part of a team.
- Good oral and written communication skills.

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

As a Business Outreach Support Assistant, you will report to the Senior Business Outreach Support Officer, and you will undertake tasks of moderate complexity and work under general direction. You will travel as required to support the Regional Managers as a representative of the Department and the Commonwealth government.

As the successful candidate, you will:

- Provide Business Outreach network administrative support and assistance (e.g., updating phone lists, travel tracker etc).
- Assist in the creation of the Business Outreach network newsletters using Swift Digital.
- Provide support and research analysis for Business Outreach network projects.
- Support Business Outreach network marketing and communication activities.
- Perform basic research and data analysis to enable accurate reporting.
- Assist in the delivery of projects under the direction of higher classification levels.
- Undertake activities to develop knowledge and expertise in relation to the Business Outreach network.
- Prepare documents for review by senior staff.

Eligibility

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

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy can be located in any capital city in Australia, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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To Apply

Position Contact	Penny Weber, 07 3046 4851
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0732963

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 22 November 2023

Chief Finance Officer
Financial & Shared Services Client Engagement

Job Title	Assistant Manager, Client Engagement
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	0423_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

About the team

The Department of Industry, Science and Resources (DISR) Shared Services Hub provides payroll and other financial and system services to 13 Australian Government agencies. The Hub has a Client Engagement team that facilitates communication and engagement with its government client agencies.

The opportunity

Reporting to the Manager, Client Engagement the Assistant Manager, Client Engagement supervises a small team responsible for producing communications products, facilitating a busy schedule of stakeholder meetings and cost-recovery functions including client agency invoicing and quoting.

Our ideal candidate

We are seeking candidates with experience and skills in:

- government stakeholder engagement
- professional communication
- meeting facilitation and process improvement
- document management and service management systems

The successful candidate will be able to demonstrate their ability to engage internal stakeholders to achieve outcomes for client agencies.

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

The successful candidate will:

- Engage and collaborate with the Hub's client agency representatives to identify opportunities, achieve outcomes and facilitate cooperation.
- Manage stakeholders through change, resolving conflict and managing sensitivities.
- Manage a small team to complete communication, stakeholder engagement and finance tasks.
- Promote a culture within the Hub that is focused on service to client agencies.
- Recommend strategic directions for the Hub's client engagement and consider wider agency implications when making decisions.
- Provide a significant contribution to innovation and business improvement strategies in the Hub.
- Work with a level of independence, under broad direction, with a concurrent need to resolve issues and deliver quality outcomes.

Eligibility

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

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Notes

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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	Jonathan Wills, 02 6102 9119
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0732979

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 22 November 2023

Business Grants Hub & Integrity

Job Title	Grants Design Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - NSW NSW, Various locations - QLD QLD, various locations in VIC VIC, Various locations - TAS TAS, Various locations - ACT ACT, Various locations - WA WA, Various locations - SA SA
Salary	\$91,444 - \$99,167
Classification	APS Level 6
Position Number	0454_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The Business Grants Hub and Integrity Division (BGHI) is responsible for establishment and management of granting programs in partnership with other Commonwealth departments. Working closely with policy partners to ensure successful delivery of outcomes across government, BGHI supports streamlining of government grants to improve business interactions and service delivery. We provide an end-to-end grant delivery service using a national network. To support this holistic approach our internal structure includes program delivery as well as core enabling functions.

The BGHI grant design teams work with the Department of Industry, Science and Resources and other Commonwealth agencies to co-design grant opportunities, providing strategic advice and briefings on grants and develop and maintain strong, productive relationships with our stakeholders.

Our ideal candidate

Our ideal candidate will be self-motivated and enjoy applying critical thinking in a fast-paced environment. You do not need a background in the program areas or the APS. We are looking for talented and motivated people who can bring a range of experiences, knowledge, skills and perspectives.

The position will suit someone who works well within a virtual team and enjoys solution-focused collaboration with stakeholders. Good judgement, strong decision making ability and experience in managing multiple projects within a workload is essential. You should be able to work with independence, subject to limited direction against established priorities, practices, and methodologies to deliver quality outcomes.

Suitable applications should demonstrate the following skills, abilities and experience:

- have demonstrated ability to drive and deliver complex and sensitive work programs as part of a positive, results-focused team
- use sound judgment to make timely, well-informed decisions, and have the integrity to adhere to standards and requirements
- be an effective communicator with very strong writing skills and a strong focus on customer service and negotiation
- be accountable for the organisation of your workflow and make independent decisions relating to an area of responsibility
- have a flexible approach to working through change and manage competing demands of multiple priorities
- show initiative and adaptability in seeking improvements to workflows, using collaboration with team members as a driver
- relish opportunities for learning, applying contemporary knowledge and creativity to resolve problems and generate solutions

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

As a member of the BGH grant design teams, your work is varied, detailed and delivered within legislative and regulatory frameworks. Our teams operate across a dispersed geographic network and maintain an inclusive, supportive culture which values professionalism, flexibility and team work. You will support members of the team to develop their capability, contribute to a positive, cohesive and innovative culture, and facilitate the production of high quality work

At the AP6 level you are expected to be responsible for your work with support from your team leader. You will work collaboratively, in a responsive environment to be responsible for the following core functions:

- manage the design of grant programs in line with procedures, performance standards, timelines and frameworks
- establish, manage and maintain strong relationships with stakeholders
- shape, influence and negotiate grant program design and delivery as part of a co-design process
- draft and review a range of complex documentation tailored to individual grant programs
- monitor personal and team workload against key deliverables and agreed schedules
- work with teams across the department to develop and improve shared templates and processes as part of applied continuous improvement
- provide quality program, service and technical advice
- support members of the team to develop their capability, build a positive, cohesive and productive culture, and facilitate the production of high quality work
- in some positions, support staff at lower grades to perform and develop as individuals.

Eligibility

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

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

Notes

The department does currently offer flexible work opportunities for many roles. The vacancies are fulltime, however part-time may be considered accounting for personal and team requirements.

There are several vacancies which are part of virtual teams with members in Adelaide, Brisbane, Canberra, Hobart, Melbourne, Perth or Sydney, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

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

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

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To Apply

Position Contact	Anna West, 0402 785 899
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0732980

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 29 November 2023

National Measurement Institute
Chemical & Biological Metrology Australian Forensic Drugs Lab

Job Title	LIMS Developer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$91,444 - \$120,249
Classification	APS Level 6; Executive Level 1
Position Number	0404_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

- Growing innovative & competitive businesses, industries and regions
- Investing in science and technology

- Strengthening the resources sector.

About the team

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

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

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

The Chemical and Biological Metrology Branch provides measurement standards such as certified reference materials, these include pure chemicals, gas standards, matrix materials and DNA standards. The branch also co-ordinates proficiency testing programs to assist laboratories assess their ongoing quality and performance. The branch houses three of Australia's national testing laboratories for anti-doping, forensic drugs and ultra-trace analysis. The branch delivers services across all of these fields and carries out research and development to enhance our capabilities in line with national and international requirements.

The Analytical Services Branch (ASB) consists of a team of over 100 staff based in Port Melbourne and North Ryde. We are responsible for conducting chemical and biological measurements for sectors including food, health and environment. We perform a diverse range of tests, including but not limited to:

- Microbiological
- Allergen
- Element
- Nutrient
- Contaminants

Providing analytical solutions and technical expertise to the private sector and government agencies to allow them to meet their business, research and regulatory compliance needs.

LIMS Simplification Project

NMI is embarking upon a project to implement a new Laboratory Information Management System (LIMS). The LIMS Simplification Project is a collaborative project involving stakeholders from across different branches of NMI and the Department. The aims of the project are to:

- Provide a unified foundation for NMI's chemical and biological laboratories
- Reduce risks related to the maintenance and security of ICT systems
- Improve process efficiency and service delivery
- Improve client satisfaction

The opportunity

As a LIMS Developer, you will contribute towards the LIMS Simplification Project by developing

new macros, configuring software, testing, troubleshooting, and producing technical documentation. You will work as part of a team of developers and subject matter experts drawn from across NMI and the Department, and liaise with external LIMS consultants where required.

You will also be involved in conducting demonstrations and gathering requirements with key stakeholders.

This position reports to the Senior LIMS Developer.

What's in it for you?

Working at NMI means you are joining one of the world leaders in measurement science. NMI has a diverse range of roles and priorities that will enable you to learn new skills and expand your career in interesting and exciting ways. As part of the department, employees at NMI are covered by the relevant enterprise agreement and benefits include:

- 4% employer superannuation contribution
- 4 weeks annual leave per year
- 18 days paid personal leave per year
- maternity and paternity leave
- flexible working arrangements such as teleworking, part time and job sharing where possible
- salary packaging which allows you to make certain payments using your pre-tax salary
- access to staff counselling services.

Our ideal candidate

Our ideal candidate will have:

- Experience with databases including writing intermediate level SQL queries.
- Demonstrated experience in computer programming and scripting including Visual Basic, SQL, JavaScript and HTML.
- Experience in computer applications relating to data manipulation and laboratory data systems.
- Knowledge of scientific laboratory processes and the Quality Assurance and Quality Systems principles and practices.
- Demonstrated ability to work co-operatively and effectively in a team environment in accordance with equity provisions.

Ideal candidates will have personal drive and integrity in the context of the APS values, NMI values (Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic) and code of conduct.

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

APS 6

- Participate in requirements gathering and solution design workshops with stakeholders and external consultants.
- Provide technical inputs in solution design.

- Work with the NMI development team and LIMS vendor to configure new LIMS system within NMI.
- Code new functionality as part of the new LIMS development.
- Perform testing of new LIMS system as required.
- Conduct technical documentation.
- Maintain best software engineering (coding) practice.
- Provide support for end user training, user acceptance testing and post-go-live support.
- Promote a culture of safety and a safe working environment, ensuring adherence to health and safety protocols.

EL1:

- Participate and lead requirements gathering and solution design workshops with stakeholders and external consultants.
- Provide expert advice in business improvement and process improvement strategies.
- Guide and influence the developers' team for optimal solution design.
- Assist key stakeholders, project managers and lead developer in strategic direction of the LIMS implementation project.
- Lead and mentor developers and Subject Matter Experts from Laboratories in implementing LIMS software.
- Work with the NMI development team and LIMS vendor to configure new LIMS system within NMI.
- Code new functionality as part of the new LIMS development.
- Perform testing of new LIMS system as required.
- Conduct and review technical documentation.
- Maintain and improve best software engineering (coding) practice.
- Provide support for end user training, user acceptance testing and post-go-live support.
- Upskill and share knowledge of proprietary LIMS scripting language with NMI team.
- Promote a culture of safety and a safe working environment, ensuring adherence to health and safety protocols.

Eligibility

Tertiary qualifications in Science or Computer Science.

Demonstrated experience in the use of computer-based data management systems. Experience working in a scientific analytical laboratory or experience with commercial LIMS systems will be looked on favourably.

Demonstrated high level of commitment, self-motivation and initiative, ability to work effectively in a team environment and to exercise sound judgement in a competitive and changing environment. Good organisational skills and ability to prioritise workflows.

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

Appointment at the EL1 level or the APS 6 level will be dependent on the demonstrated depth of relevant skills and experience you bring to the role.

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

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

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

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To Apply

Position Contact	Amit Parmar, 02 9449 0118
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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Industry, Science, Energy and Resources

Vacancy VN-0732993

Department of Industry, Science and Resources (DISR)

Closing Date: Wednesday 22 November 2023

Business Grants Hub & Integrity
External Programs

Job Title	Assistant Manager, Climate Risk
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$113,231 - \$120,249
Classification	Executive Level 1
Position Number	0462_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The integrity branch is part of the Business Grants Hub and Integrity division. The branch is comprised of the Risk and Integrity Strategy, Fraud and Anti-Corruption, Protective Security , and Probity and Integrity Operations sections. The branch is focused on influencing and enhancing the department's integrity culture to ensure the department is trusted by both the Australian public and Government.

The position is in the Risk and Integrity Strategy Section. The team is responsible for building a positive risk and integrity culture across the department. Our two key risk objectives are:

1. Build organisational risk capability (through advice, training, and communication).
2. Implement the risk framework, reporting and associated tools

Our work supports the Secretary to have an appropriate system of risk oversight and internal controls for the management of the department.

Our ideal candidate

Our ideal candidate is someone who is/has:

- An experienced risk practitioner with proven technical expertise
- Knowledge of climate risk management in a government context or demonstrably transferrable skills/experience is essential
- Strong written and verbal communications skills
- Confident presenting information to small and large groups
- High level stakeholder engagement skills and be able to successfully liaise with people at different levels
- Sound judgement and a strong research, analysis and problem solving background
- Organised and able to work independently and as part of a team
- A strategic thinker and able to think pragmatically to achieve objectives
- Is customer focused and able to compromise
- Able to manage continuous improvement processes
- Adaptable and able to manage change
- Experienced in managing staff (not essential, but preferred)

Our ideal candidate is someone who is/has:

- An experienced risk practitioner with proven technical expertise
- Knowledge of climate risk management in a government context or demonstrably transferrable skills/experience is essential
- Strong written and verbal communications skills
- Confident presenting information to small and large groups
- High level stakeholder engagement skills and be able to successfully liaise with people at different levels
- Sound judgement and a strong research, analysis and problem solving background
- Organised and able to work independently and as part of a team
- A strategic thinker and able to think pragmatically to achieve objectives
- Is customer focused and able to compromise
- Able to manage continuous improvement processes
- Adaptable and able to manage change
- Experienced in managing staff (not essential, but preferred)

Duties

This is a new role within the department dedicated to managing climate risk. The role requires the ability to effectively prioritise tasks to deliver climate risk analysis and briefing material in a timely manner. You will need to demonstrate an ability to negotiate persuasively and facilitate climate risk conversations with stakeholders to meet strategic business objectives.

The position will be supporting work on implementing the Climate Risk and Opportunity Management Program (CROMP). This includes providing advice on embedding climate risk in governance structures, enterprise risk frameworks, progressing entity wide climate risk assessment, coordinating CROMP and APS Net Zero disclosure requirements, building climate risk capability in the department. Concurrently, you will be supporting the organisation with day-to-day risk management queries and processes. Being a self-starter you will help to develop and implement departmental risk resources, training and planning tools and contribute to the uplift of risk culture in the department.

Key tasks for this position include:

- Prepare or edit briefs/risk products for the department's Executive Board and Sub Committees.
- Provide advice and assistance to stakeholders on climate risk
- Modify whole of government climate risk guidance processes and tools to be fit for the department
- Develop and deliver internal climate risk training and climate risk capability uplift
- Stakeholder negotiation and coordination with different groups across the department to deliver on CROMP reporting requirements
- Conduct the entity wide climate risk assessment
- Management/mentoring of staff may be 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

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

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

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

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To Apply

Position Contact	Jen McCaffrie, 02 6102 8032
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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

Closing Date: Wednesday 22 November 2023

Industry Growth

Job Title	Policy and Senior Policy Officers
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, various locations in VIC VIC, Various locations - WA WA, Various locations - SA SA
Salary	\$80,250 - \$99,167
Classification	APS Level 5;APS Level 6
Position Number	0391_11/23
Agency Website	https://www.industry.gov.au/

Job Description

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

About the Department

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

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

About the team

The move towards net zero emissions is a significant driver of Australia's evolving economy. Building industry capability and securing supply chains is dependent on our ability to decarbonise.

This transition comes with enormous potential for Australian businesses and communities. It also presents challenges as important, but emissions intensive, industries transform to meet targets and community and market expectations.

Our team is tackling key policy challenges facing industry and specific sectors with large decarbonisation and transformation agendas. We are looking for motivated, dynamic and analytical thinkers to support our work on net zero, climate and energy related issues as they relate to Australian industry and global markets.

This work includes:

- Supporting the transformation of energy-intensive industries, which will be essential to meeting Australia's emissions targets, while maintaining global competitiveness.
- Thinking strategically about how we reach the Government's 2050 emissions targets and respond to support industry in response to net zero policies around the world.
- Analysis and advice on regions and industries impacted by economic change, including the opportunities and impacts of the move to clean energy and a net zero economy on communities, industries and businesses.
- Influencing whole-of-government climate and energy policy issues including energy transition, energy prices, circular economy and the Powering Australia suite of programs.

The opportunity

The Government has established clear targets and priorities to achieve net zero emissions and combat climate change.

The work of the Industry and Manufacturing Division plays a critical role in supporting the objectives set by the Government working closely with Ministers and across Government.

In developing strategic advice to Government you will undertake in-depth analysis of industry sectors and individual companies, develop a strong understanding of Government initiatives to achieve net zero, and influence the industry measures to reduce emissions while building the economy.

What's in it for you?

You will have a chance to work on the front-line of Australia's net zero ambition – working across the department, other Government agencies, businesses, and communities to achieve net zero and transform the economy. You will have opportunities to delve into complex and topical issues, work with supportive teams, and contribute to high quality policy analysis and advice.

We are committed to being an inclusive, diverse and positive workplace. We offer flexible work conditions, including part time and flexible arrangements. While most of the team is based in Canberra, we have members located across Australia and welcome applications from candidates in all states and territories.

Our ideal candidate

Our ideal candidates will demonstrate the following skills and attributes:

- Critical thinking and problem solving.
- Strong policy and analytical skills, with the ability to develop and apply research and evidence to work.
- Ability to think creatively and work constructively on complex problems, including under limited supervision.
- Enthusiasm with an eagerness to learn.
- Influencing diverse stakeholders.
- Ability to build and maintain strong relationships with stakeholders.
- Strong written and verbal communication skills.
- Interpersonal and stakeholder engagement skills, with the ability to work across government to influence policy development.
- Teamwork and initiative
- A proven ability to drive work programs under limited direction and work collaboratively as part of a team.
- Ability to manage competing priorities and deadlines in a dynamic and flexible environment.

- Proven ability to draft concise, accessible, evidence-based reports to support policy advice.

We are open to applications from candidates with diverse backgrounds and experience looking for their next challenge.

For some roles, any of the following would be well regarded but is not required:

- Background, understanding or interest in global markets, energy technologies, economic policy, regional development, and/or industry policy
- Capabilities in project management, complex public consultation, governance or data collection and analysis

For Analyst roles:

- ability to undertake data analysis drawing on multiple sources to support an evidence base for advice to government
- ability to communicate complex ideas and data to a non-technical audience, including through visual design
- skills or experience in Power BI, Excel, and/or identifying and accessing data sets

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

We have a range of opportunities in our Division covering multiple skill sets in policy development, data analysis, stakeholder engagement and strategic advice to Government. We want to hear from you your experience, strengths and capabilities in your key area of interest.

Your role will be consistent with standards outlined in the APS Integrated Leadership System. The subject matter will vary from team to team, but team members will work collaboratively across the branch, department and other agencies to deliver economic transformation in a net zero economy.

For APS 5 roles day-to-day duties may include:

- Building and maintaining strong relationships with industry, state and territory governments, and other Commonwealth Government agencies.
- Supporting strong governance and project management arrangements.
- Identifying key data sources and conveying that analysis in a digestible manner to support policy development.

For APS 6 roles, in addition to above, day-to-day duties may include:

- Drafting influential advice to the Government with a strategic and whole of government perspective.
- Implement work plans for the work area including setting tasks and priorities, and managing workflow.
- Supporting your Manager and Executive to deliver priority work and influence strategic direction.
- Working on complex policy issues, undertaking detailed data analysis and interpretation, then preparing evidence-based policy advice.

Eligibility

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

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

Notes

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

We offer flexible work conditions, providing flexibility over when you work, where you work and how your work is structured. The division has members located across Australia and welcome applications from candidates in all states and territories. Please reach out to the contact officer to discuss this further.

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

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

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

To Apply

Position Contact	Robyn Sleigh, 02 6213 7968
Agency Recruitment Site	https://industrycareers.nga.net.au/?AudienceTypeCode=EXT

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**Industry, Science, Energy and
Resources**

Vacancy VN-0732964

IP Australia

Closing Date: Wednesday 22 November 2023

Finance and People Services People Development and Inclusion

Job Title	LXP Lead - Learning Solutions
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - VIC VIC
Salary	\$110,917 - \$124,837
Classification	Executive Level 1
Position Number	494526
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Do you want to further your career and step into an agency leadership position? Do you want to be in a space where you can create, innovate and lead in a high performing team? Then IP Australia has the role for you!

Under broad direction, reporting to the Director of People Development and Inclusion (DPI), the Learning eXperience Platform (LXP) Lead will have demonstrated experience in working collaboratively and actively communicating in order to achieve effective delivery of business outcomes aligned to the People Strategy and relevant HR Policies to build the learning cultural for the agency.

Duties

- Lead and deliver the Learning eXperience Platform (LXP) project through integration, implementation, and evaluation phases for the overarching LXP system. Including functions such as the MLearn Mobile App and Perform exploration.
- Manage all staff deliverables for the learning management system, in addition to associated performance management requirements aligned to project and system outcomes.
- Manage third party provider contracts, budget management and undertake procurement processes. These include contracts such as LXP providers, LinkedIn Learning, and other contracts where required to provide support.
- Undertake mapping and gap analysis activities with key areas across business lines engaging with senior management, understanding their needs and expectations and providing contemporary solutions to build workforce capability.
- Develop and implement communications and change management plans to uplift utilisation of LXP for users to ensure the system is providing a capability uplift to learning and performance for the Agency.
- Assess the changes required to any policies and procedures linked to the LXP system (e.g. Achieve to Perform and underpinning LXP procedures) and act to remedy those in preparation to deliver a new performance management system.
- Actively engage and collaborate with all internal and external stakeholders including Defence as project partner, APSC, other government agencies, LXP vendor and all IPA stakeholders.

- Work with the HR leadership team to identify linkages between LXP and existing HR systems.
- Contribute to HR/FPSG work planning and reporting.

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

Eligibility

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

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

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

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

Notes

This role is being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 18 months. A specified term may be extended up to a maximum period of three years.

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

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

IP Australia embraces flexibility, including hours and location. Most of our roles can be done from anywhere in Australia, as long as you have reliable internet connection and an appropriate office set-up. We have offices in Canberra (Ngunnawal Country) and Melbourne (Naarm Country) for employees who are located within a reasonable distance to the office and most employees work a mixture of days in the office and days from home. Employees who are not located near an office, work completely remotely.

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

About the IP Australia

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

To Apply

Position Contact	Amy Tomalin, 0418 360 641
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0732996

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

Closing Date: Wednesday 22 November 2023

Communications Infrastructure
Broadband Policy

Job Title	APS4 Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$71,600 - \$77,807
Classification	APS Level 4
Position Number	44103
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers/index.aspx>

A little bit about us

About the Communications Infrastructure Division (CID)

Recent natural disasters including COVID-19, have shown how critical Australia's telco sector is to Australia's economy and society. Communications infrastructure like the NBN and 5G have helped Australians use digital tech to work remotely, learn online, and connect with services such as telehealth. CID is at the center of developing policy on telco issues, including leading on advice to the Australian Government on how to make sure all Australians realise the benefits of digital technologies.

But that is just the business as usual role of the division. On any given day, CID staff provide advice to government on satellite and space radiocommunications and submarine cables; brief the Minister on the NBN (including on matters concerning their role as a shareholder minister); contribute to free trade agreement negotiations with other countries; prepare advice on the security implications of the next generation of mobile connectivity or a data breach; explore issues relating to digital inclusion, including in the context of the National Agreement on Closing the Gap for First Nations communities; as well as a range of other interesting and important functions.

The opportunity we have available

Are you ready to take the next step in your career? Are you looking for a policy officer role? The Communications Infrastructure Division is looking for you! We have an APS 4 vacancy within the Broadband Policy Branch within our Division.

- Are you excited to shape the next stage of the nation's broadband?
- Do you enjoy stakeholder engagement and coordination activities?
- Does working with the various aspects of the parliamentary cycle interest you?

Still not sure? Our workdays are dynamic and diverse, and we have a great mix of reactive and exciting tasks, as well as some longer term and innovative thinking. You can expect other opportunities to flex and develop your skill set! Please get in touch with the contact officer for more examples of the work you would be doing in our roles. **Duties**

This APS4 position will involve building relationships including with government stakeholders, such as telecommunications companies, regulators and ombudsmen. Worried you haven't got the qualifications or experience for the role? We've got lots to share and draw upon, so please apply anyway, or reach out to the contact officer to discuss it further.

Who are we looking for?

To be a successful APS4 applicant you should demonstrate knowledge and/or experience in the following areas:

- Common-sense approach to problem solving.
- The ability to communicate and negotiate clearly to achieve a result.
- Being able to manage different and changing priorities.
- Good organisational skills and initiative.
- A constructive and positive team member.
- The ability to develop good working relationships.
- Being responsive to priority work while considering the longer-term goals.

We look forward to hearing from you and are excited to continuing to develop and expand your skills and help progress your future career goals. **Eligibility**

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

Your friendly CID contact officers for this vacancy look forward to your call:

Questions about the advertised opportunity?	Courtney Schmitzer – 02 6271 1775
Questions about the culture, or workplace more generally?	Chloe Briggs – 02 6271 7694

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	Courtney Schmitzer, 02 6271 1775
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733059

National Archives of Australia

Closing Date: Wednesday 22 November 2023

Collection Management National Network Coordination

Job Title	Senior Archival Officer
Job Type	Full-Time, Ongoing
Location	Cannon Hill QLD
Salary	\$79,126 - \$84,878
Classification	APS Level 5
Position Number	30418
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

National Archives of Australia (National Archives) provides leadership in the best practice management of the official record of the Commonwealth and ensures that Australian Government information of enduring significance is secured, preserved and available to government agencies, researchers, and the community. National Archives is committed to being a world-leading archive and strives to strengthen Australia's cultural identity and democracy by taking an audience-centred approach to empower all Australians to connect with their identity and history. This includes strengthening our connection with First Nations peoples to facilitate culturally appropriate access to collections, services and resources. With maturing organisational capability and the Australian Government's focus on the value of arts and culture, National Archives has reached an exciting time.

National Archives is currently seeking an experienced information management professional to fill the position of Senior Archival Officer in our Queensland team. You will support the Assistant Managers and operational staff in providing access to the national archival collection to Australian Government agencies and the Australian community. Your responsibilities also include assisting in maintenance of the physical and intellectual control of the collection, representing the National Archives in Queensland and promoting the collection, assisting with complex inquiries, and revising and developing archival policies and procedures.

Duties

- Assist the Australian community to access the collection by monitoring reference and access workloads and processes, overseeing the operations of the public research centre and responding to public and official requests for copyright permission for items in the collection.
- Assist with the coordination of storage and lending, and preservation activities, relating to the physical and intellectual control of the collection.
- Represent the National Archives in Queensland and promote the collection by researching and delivering seminars and education sessions, and liaising with government agencies, community groups, peer organisations and stakeholder representatives.
- Assist with complex inquiries and problem solving, ensure service standards are met and team members follow current policies and practices.
- Fulfil reporting requirements, revise and develop archival policies and procedures, and exercise delegations under appropriate legislation.
- Apply analytical thinking to provide an innovative approach to improve efficiency and effectiveness in a digital environment, including supporting the National Archives transition to a digital environment by implementing new digital processes.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2030 and Our Values cultural statement.

Eligibility

Applicants must be Australian Citizens. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a Negative Vetting Level 1 security clearance.

Notes

Tertiary qualifications in archives or records and information management and/or membership or eligibility for membership of the Records and Information Management Professionals Australasia or the Australian Society of Archivists are 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 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. The 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. The 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	Eve Terry, (07) 3249 4237
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0733062

National Archives of Australia

Closing Date: Wednesday 22 November 2023

Collection Management National Network Coordination

Job Title	Archival Officer
Job Type	Full-Time, Ongoing
Location	Perth WA
Salary	\$71,767 - \$77,333
Classification	APS Level 4
Position Number	32527
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

The National Archives of Australia (NAA) is an Executive Agency with responsibility to preserve valuable Commonwealth records as part of the archival resources of Australia and make them accessible to present and future generations.

The Collection Management Branch is responsible for transferring, securing, digitising and storing highly significant government archival records from Australian Government Agencies. This work supports the development of the National archival collection so it is preserved and remains accessible for future generations.

In this role you will work individually and as part of a team to assist the Australian community to access the Archives' collection by responding to remote reference inquiries and assisting visitors to the Perth Research and Exhibition Centre and undertake a range of associated tasks such as digitising, data entry, reporting, retrieval and return of records and other duties as directed.

Duties

- Assist the Australian community to access the national archival collection by responding to reference inquiries, and assisting visitors to the Northbridge Research Centre and exhibition area.
- Perform duties associated with managing and providing access to the collection including access examination, digitising and copying, records repackaging, arrangement and description, data entry, basic preservation, and physically retrieving and returning records to the repository.
- Provide administrative support including financial reporting requirements such as asset control, stocktake and disposal, and reception duties.
- Represent the National Archives and liaise with internal and external stakeholders. Assist in the delivery of public engagement activities including exhibitions and public talks to promote an understanding of the National Archives and the collection.
- Work collaboratively to consult and share information with colleagues, 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 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 cultural statement.

Eligibility

Applicants must be Australian Citizens. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a Negative Vetting Level 1 security clearance.

Notes

Relevant tertiary qualifications (or significant progress towards completion) and/or experience working with an archival or cultural heritage collection is desirable. Capacity to meet the inherent physical requirements of the position including retrieving and returning records to the repository.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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. The 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. The 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	Vesna Liso, 08 9470 7531
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Prime Minister and Cabinet

Vacancy VN-0732705

Department of the Prime Minister and Cabinet

Closing Date: Wednesday 22 November 2023

Corporate and Technology
Governance, Performance and Audit Multiple

Job Title	Assistant Directors, Governance, Performance and Audit Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$117,036 - \$133,387
Classification	Executive Level 1
Position Number	PMC/2023/228
Agency Website	

Job Description

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

The Opportunity

We are seeking motivated candidates to fill a range of opportunities across the Governance, Performance and Audit Branch. Working in the branch offers a unique opportunity to gain insights into the work of PM&C by working across the department and provides an opportunity to establish networks across the department.

The branch is responsible for delivering effective and fit-for-purpose services across audit, performance reporting, enterprise risk management, integrity, fraud and corruption control and prevention, complaints handling, legislative compliance, governance secretariat and coordination.

The **Internal Audit team** is responsible for:

- Contributing to the development and delivery of the department's Internal Audit Work Program, including:
 - Undertaking research on internal audit topics.
 - Generating information and insights from datasets for preparation of reports on audit activities to management and executives.
 - Coordinating and supporting business areas during the course of an internal audit activity.
 - Contract administration for audit service providers.
- Providing the Audit and Risk Committee with high level secretariat and administrative support to enable them to perform their functions against their charter, including:
 - Providing excellent customer service and advice to committee members.
 - Implementing and delivering governance arrangements, including maintaining the charter and work plans.
 - Delivering meetings, drafting agendas and papers, minutes, and management of actions arising.
 - Appointment and contract administration for the Audit and Risk Committee members.
- Coordinating and supporting business areas during the course of an external audit activity, including arranging on-boarding process and system access for external auditors.

The **Governance Secretariat team** is responsible for:

- Supporting the department's key governance committees including the Executive Board, Operations Committee and Inclusion and Diversity Committee.
- Driving integration and forward planning across the committees.

- Undertaking and leading high-level administrative tasks and logistics that support business operation including Governance Secretariat inbox management; records management and meeting management.
- Providing the committees with high level secretariat and administrative support to enable them to perform their functions effectively. This includes:
 - Providing excellent customer service and advice to members and support staff.
 - Implementing and delivering governance arrangements, including maintaining terms of reference and forward work plans.
 - Delivering meetings, drafting agendas, papers, minutes, and management of actions arising.

The **Risk and Fraud team** is responsible for:

- Contributing to the design, delivery and ongoing management of the PM&C Risk Management Policy and Framework.
- Raising the profile of risk management within the department by:
 - Supporting the delivery of stakeholder risk workshops with taskforces and other business areas across the department.
 - Providing timely and accurate advice relating to risk and fraud to stakeholders.
- Raising awareness of fraud and corruption prevention through the development, delivery and ongoing management of fraud and corruption control activities and documents, including:
 - The PM&C Fraud and Corruption Control Plan.
 - Fraud and corruption risk assessments.
 - Managing the fraud inbox.
 - Managing the complaints inbox.

The **Performance Reporting team** is responsible for:

- Performance Reporting Framework including the delivery of the Corporate Plan, Annual Report and Annual Performance Statement, and division business planning and reporting.
- Coordinating the implementation of APS Net Zero 2030 and emissions reporting.
- Legislative compliance reporting.

A merit pool may be established and used to fill the same or similar vacancies for 18 months from the date of advertising. **Duties**

Our Ideal Candidate

Our ideal candidates will bring to the role a clear understanding of government and its processes and how effective governance arrangements contributes to the success of PM&C in achieving its strategic objectives and priorities.

Our ideal candidate will have:

- Exemplary levels of professionalism, integrity, accountability and discretion.
- Strong leadership skills and experience in building and maintaining a respectful and inclusive work culture, and the ability to support and motivate high performing teams to deliver high quality governance services and products.
- Demonstrated ability to exercise sound judgement, critical thinking, and initiative to identify emerging issues and risks and the capability to identify solutions to problems with a good understanding of the broader operating context.
- Excellent communication and interpersonal skills, and ability to work collaboratively, cultivate and maintain productive working relationships, including with senior executive staff and external stakeholders and tailor communications to a diverse range of audiences.

- Demonstrated ability to work under pressure with high level organisation skills to manage multiple priorities to meet deadlines, and respond flexibly in a dynamic working environment.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At PM&C to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

The successful candidate must be able to obtain and maintain a Baseline Vetting (Protected) level security clearance, or hold a current security clearance of an appropriate level.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check, and will normally be subject to a six-month probation period if new to the APS or has not yet completed their probation period elsewhere in the APS.

Notes

Ongoing & Non-ongoing (for a period up to 18 months)

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the PM&C delegate.

Where a non-ongoing specified term is offered, this would be for an initial period of up to 18 months, with possibility of extension up to a maximum period of three years.

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

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

About the Department of the Prime Minister and Cabinet

The Department of the Prime Minister and Cabinet (PM&C) advances Australia's national interests through high quality support to the Prime Minister and the operations of Cabinet. PM&C supports the Prime Minister as leader of the Government and of Cabinet and as leader of the country. This positions us both to provide visibility of Government priorities and influence outcomes across all Commonwealth portfolios, state jurisdictions, the Australian Public Service (APS) as an institution, and on the international stage. Our role is to provide fresh thinking and creative advice to government as stewards for the APS. We contribute ideas on the many and varied issues facing Australia, taking into consideration the views and opinions of a range of stakeholders across the private, public, not-for-profit and community sectors. The PM&C team provides pragmatic advice and finds solutions to problems so that Government policies can be effectively designed and implemented. We give particular weight to issues that are important to the Prime Minister. Our focus, put in its simplest terms, is to find new ways to improve the lives of all Australians.

To Apply

Position Contact	Liz Caelli, (02) 6271 5565
Agency Recruitment Site	https://dpmc.nga.net.au/cp/?AudienceTypeCode=EXT

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Prime Minister and Cabinet

Vacancy VN-0733002

Digital Transformation Agency (DTA)

Closing Date: Monday 20 November 2023

NA
Chief Technology Officer Digital Insights and Analytics

Job Title	Observatory Data Manager
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Sydney NSW, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC
Salary	\$88,746 - \$104,229
Classification	APS Level 6
Position Number	306_10/23
Agency Website	https://www.dta.gov.au/

Job Description

<https://www.dta.gov.au/join-our-team>

About us

The Digital Transformation Agency (DTA) offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. The DTA is the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA leads the development, delivery and monitoring of whole-of-government strategies, policies, and standards.

The Observatory supports government entities to understand how people interact with government websites through our google analytics service. The DTA plays an important role as administrator of the service providing licensing, training and administration support.

We encourage applications from all candidates, including Aboriginal and Torres Strait Islander peoples, people with disability and people from other diverse backgrounds. We are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

About the position

The Observatory Data Manager is accountable for the administration of the Australian Government Google Analytics Subscription Service as part of the Chief Technology Officer Branch.

Duties

- Independently managing the breadth of responsibilities of the Observatory.
- Maintain an awareness of government initiatives that may have an interrelationship or impact the Observatory.
- Lead analysis of website and analytics products, services and data and provide strategic advice to executives.

Contract Management

- Undertake procurement activities to engage Google Marketing Platform and Cloud Services Sales Partners.
- Manage contractual arrangements including budgets, work orders, execution of extensions, invoicing and payment of services.
- Lead engagements with Sales Partners and provide assurance of deliverables against work order.

Subscription Management

- Ensure effective governance practices are in place to administer the arrangement and provide assurance that data is secure.
- Clearly and transparently communicate the Observatory Terms of Service, subscription process and Memorandums of Understanding.
- Establish the fee for service pricing model, ensuring full cost-recovery of expenses.
- Lead engagement with government entities to subscribe and onboard to the Observatory, including providing actual and forecasted usage.
- Monitor government entity usage in accordance with the pricing model and cost-recovery of expenses.

Technical support

- Deliver broad, high quality, technical and administration support to subscribed government entities including account, properties and user governance and auditing, metrics, reporting, product changes and integration advice.
- Coordinate escalations for complex technical enquiries to Sales Partner and Google, as required.
- Provide monthly training support, including content development, Eventbrite management and co-facilitation.

Communications

- Prepare and contribute to the development of a range of documentation including executive briefs, strategies, program management and process documentation, architecture mapping and solution design.
- Manage Observatory website content, including uploading guidance and training content, and provide monthly communications to subscribed government entities.

Capabilities

- Experience in providing Google Marketing Platform and Cloud Services technical support in a complex environment with website development knowledge.
- Demonstrated ability to influence, negotiate and communicate to build and maintain collaborative internal and external relationships.
- Highly developed written and oral communication skills with demonstrated ability to communicate information coherently and concisely to audiences.

- Advanced management capabilities, delivering quality results, within budget, tight timeframes and across multiple stakeholders.
- Demonstrated resilience, composure, and a positive outlook in an environment of potential uncertainty and ambiguity.
- Ability to manage subscription budgets, finances and contractual arrangements.
- Continuous improvement, learning and growth mindset.

Eligibility

- Security Clearance level required: Baseline (or ability to obtain and maintain).
- To be eligible for employment with the DTA applicants must be an Australian citizen.
- An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.
- The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

- The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.
- A merit pool may be established and used to fill future non-ongoing vacancies within the next 18 months consistent with Section 25 of the APS Commissioner's Directions.
- For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 Digital Transformation Agency (DTA)

The DTA offers interesting and challenging work that is at the forefront of the Government's digital policy agenda. From 1 July 2021, the DTA became the Government's chief digital advisor, responsible for providing strategic and policy leadership on whole-of-government and shared information and communications technology (ICT) investments and digital service delivery. The DTA will lead the development, delivery and monitoring of whole-of-government strategies, policies and standards.

To Apply

Position Contact	Paula Pekkanen, 0408 759 057
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

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Prime Minister and Cabinet

Vacancy VN-0733047

National Indigenous Australians Agency

Closing Date: Sunday 26 November 2023

Enabling Services

Job Title	Chief Information Officer, ICT, Data and Systems Branch (SES Band 1)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$217,538 - \$253,443
Classification	Senior Executive Service Band 1
Position Number	NIAA/SES/2023/243
Agency Website	https://www.niaa.gov.au/

Job Description

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

The NIAA is looking for an experienced and inspiring leader with well-developed organisational Information and Communications Technology (ICT) management skills to join the NIAA as our Chief Information Officer (CIO). This SES Band 1 officer leads the ICT, Data and Systems Branch which oversees the implementation of ICT and data strategies and functions required to support the Agency's operations. Priorities include system databases and data management, content management systems, open access and digital resources for the organisation.

You will be responsible for leading the delivery of ICT and data commitments including the NIAA record management system, data management solutions, reporting solutions, supporting the grants lifecycle, continual improvement and NIAA information technology priorities. Key to overseeing the Agency's ICT function is the management of the shared services ICT arrangements and relationships to ensure the ICT services the Agency is receiving continually meet the Agency's requirements. The Department of the Prime Minister and Cabinet provides ICT services to the NIAA through a shared services arrangement.

As a CIO, you will contribute to the broader information functions of the Agency. You will work collaboratively to identify opportunities to streamline services and deliver increased efficiency. You will have excellent interpersonal skills with the ability to communicate technical information clearly to various audiences and with influence.

You will be responsible for assisting in developing and implementing ongoing technical operations. You will consider better practice methodologies and technology evolution to create positive change.

You will provide leadership support and advice to NIAA ICT and data projects and clients across all phases of the commercial lifecycle. Your contribution will support key NIAA business outcomes, positioning the branch as the primary delivery service for ICT and data services and products within the NIAA. You will drive transformation in line with the [National Agreement on Closing the Gap Priority Reforms](#), particularly PR3 and PR4.

The CIO reports directly to the Grants and Finance Group Manager, regularly presenting to the ICT Governance Committee and the Executive Board and works collaboratively with business areas and staff located across Australia, including metropolitan, regional and remote areas.

In addition to filling an immediate vacancy, a merit pool may be established from this selection process, where applicants in the merit pool may be considered for similar opportunities that arise within 18 months from the date of advertising.

Duties

You will be an energetic leader with excellent analytical skills, and have a record of working on complex ICT and data issues and governance. Our ideal candidate will have demonstrated skills in communicating and managing relationships between technology assets and business operations.

You will need the ability to think strategically, provide leadership support, and forward-looking with strong personal drive and integrity. You will have demonstrated experience in implementing IT strategies and operations.

You will be responsible for ensuring that the NIAA is safe from online threats and develop and implement strategies that target the growing importance on online communications in an ever changing environment. Additionally, you will be responsible for providing accurate and timely data and reporting.

You will have demonstrated commitment to and practice of values based leadership that inspires, empowers, and drives positive change. You will have experience in leading teams in developing innovative strategies and approaches, and will play a key role in the Data and Information Stream of the NIAA's transformation program, Galambany.

Role Responsibilities

As the Agency's CIO you are required to:

- Provide high level strategic leadership, management, advice and guidance across a diverse range of ICT and data systems and services.
- Manage the provision of ICT and data services and projects by NIAA staff, contracted service providers, and shared services to provide a seamless, high performing service to all users.
- Provide high quality specialist advice on ICT strategy, data strategy, ICT solutions, operations, and governance.
- Manage organisational ICT and data risks and ensure governance frameworks and reporting systems are in place to deliver ICT and data services and projects within budget, on-time and are governed in an appropriate manner.
- Ensure the effective performance of all agency ICT and data services in an environment of continued transformation.
- Leading the implementation of the NIAA One Network project through to completion in April 2024.
- Oversee the collection, storage, management, quality, and protection of data.
- Implement data privacy policies and comply with data protection regulations.
- Work in collaboration with internal and external stakeholders to deliver ICT and data solutions that efficiently and effectively enhance agency capability.
- Ensure compliance with the APS Values and Code of Conduct and other APS and NIAA policies including security, privacy, accessibility, grants and procurement.

The [Secretaries' Charter of Leadership Behaviours](#) sets out the behaviours expected from SES across the APS and apply to senior leadership at the NIAA. The behaviours build on the [Integrated Leadership System](#) and [APS Leadership Capability Framework](#). You will demonstrate stewardship by ensuring high performance and sustainability of the Australian Public Service, harnessing experience, diversity and resources to deliver common objectives.

As part of your application you should consider how you can live up to these behaviours in relevance to the role:

- Be Dynamic
- Be Respectful
- Have Integrity
- Value others
- Empower people

WHS Advice:

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

Delegation Advice:

Occupants would be required to exercise the appropriate powers, authority, delegations and discretions under the relevant legislation including the *Public Service Act 1999* and the *Public Governance, Performance and Accountability Act 2013*. **Eligibility**

You'll need to be an Australian Citizen to work for NIAA.

You'll need to agree to pre-employment screening checks to work for NIAA. You will be required to obtain and maintain a Security clearance at Negative Vetting Level 1. We may also conduct further integrity checks during the course of your employment.

This position is Identified which signifies that the role has a strong involvement in issues relating to Aboriginal and Torres Strait Islander people.

This position is required to liaise with First Nations people, communities and service providers. You will require cultural competency, including:

- understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples
- demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples
- demonstrated capability and commitment to continue to develop cultural competency.

Notes

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

About the 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	NIAA SES Unit, (02) 6215 1000
Agency Recruitment Site	https://niaa.nga.net.au/cp/

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National Indigenous Australians Agency

Closing Date: Sunday 26 November 2023

Enabling Services
Corporate

Job Title	Chief Information Officer, ICT, Data and Systems Branch Affirmative Measures Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$217,538 - \$253,443
Classification	Senior Executive Service Band 1
Position Number	NIAA SES 2023/244
Agency Website	https://www.niaa.gov.au/

Job Description

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

The NIAA is looking for an experienced and inspiring leader with well-developed organisational Information and Communications Technology (ICT) management skills to join the NIAA as our Chief Information Officer (CIO). This SES Band 1 officer leads the ICT, Data and Systems Branch which oversees the implementation of ICT and data strategies and functions required to support the Agency's operations. Priorities include system databases and data management, content management systems, open access and digital resources for the organisation.

You will be responsible for leading the delivery of ICT and data commitments including the NIAA record management system, data management solutions, reporting solutions, supporting the grants lifecycle, continual improvement and NIAA information technology priorities. Key to overseeing the Agency's ICT function is the management of the shared services ICT arrangements and relationships to ensure the ICT services the Agency is receiving continually meet the Agency's requirements. The Department of the Prime Minister and Cabinet provides ICT services to the NIAA through a shared services arrangement.

As a CIO, you will contribute to the broader information functions of the Agency. You will work collaboratively to identify opportunities to streamline services and deliver increased efficiency. You will have excellent interpersonal skills with the ability to communicate technical information clearly to various audiences and with influence.

You will be responsible for assisting in developing and implementing ongoing technical operations. You will consider better practice methodologies and technology evolution to create positive change.

You will provide leadership support and advice to NIAA ICT and data projects and clients across all phases of the commercial lifecycle. Your contribution will support key NIAA business outcomes, positioning the branch as the primary delivery service for ICT and data services and products within the NIAA. You will drive transformation in line with the National Agreement on Closing the Gap Priority Reforms, particularly PR3 and PR4.

The CIO reports directly to the Grants and Finance Group Manager, regularly presenting to the ICT Governance Committee and the Executive Board, and works collaboratively with business areas and staff located across Australia, including metropolitan, regional and remote areas.

In addition to filling an immediate vacancy, a merit pool may be established from this selection process, where applicants in the merit pool may be considered for similar opportunities that arise within 18 months from the date of advertising.

Duties

You will be an energetic leader with excellent analytical skills, and have a record of working on complex ICT and data issues and governance. Our ideal candidate will have demonstrated skills in communicating and managing relationships between technology assets and business operations.

You will need the ability to think strategically, provide leadership support, and forward-looking with strong personal drive and integrity. You will have demonstrated experience in implementing IT strategies and operations.

You will be responsible for ensuring that the NIAA is safe from online threats and develop and implement strategies that target the growing importance on online communications in an ever changing environment. Additionally, you will be responsible for providing accurate and timely data and reporting.

You will have demonstrated commitment to and practice of values based leadership that inspires, empowers, and drives positive change. You will have experience in leading teams in developing innovative strategies and approaches, and will play a key role in the Data and Information Stream of the NIAA's transformation program, Galambany.

Role Responsibilities

As the Agency's CIO you are required to:

- Provide high level strategic leadership, management, advice and guidance across a diverse range of ICT and data systems and services.
- Manage the provision of ICT and data services and projects by NIAA staff, contracted service providers, and shared services to provide a seamless, high performing service to all users.
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- Leading the implementation of the NIAA One Network project through to completion in April 2024.
- Oversee the collection, storage, management, quality, and protection of data.
- Implement data privacy policies and comply with data protection regulations.
- Work in collaboration with internal and external stakeholders to deliver ICT and data solutions that efficiently and effectively enhance agency capability.
- Ensure compliance with the APS Values and Code of Conduct and other APS and NIAA policies including security, privacy, accessibility, grants and procurement.

The [Secretaries' Charter of Leadership Behaviours](#) sets out the behaviours expected from SES across the APS and apply to senior leadership at the NIAA. The behaviours build on the [Integrated Leadership System](#) and [APS Leadership Capability Framework](#). You will demonstrate stewardship by ensuring high performance and sustainability of the Australian Public Service, harnessing experience, diversity and resources to deliver common objectives.

As part of your application you should consider how you can live up to these behaviours in relevance to the role:

- Be Dynamic
- Be Respectful
- Have Integrity
- Value others
- Empower people

WHS Advice:

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

Delegation Advice:

Occupants would be required to exercise the appropriate powers, authority, delegations and discretions under the relevant legislation including the Public Service Act 1999 and the Public

Governance, Performance and Accountability Act 2013. oples

- demonstrated high level capability and commitment to continue to develop cultural competency

Eligibility

The filling of this vacancy is intended to constitute an Affirmative Measure — Indigenous position under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people who:

- are of Aboriginal and/or Torres Strait Islander descent; and
- identify as Aboriginal and/or Torres Strait Islander; and
- are accepted by their community as being Aboriginal and/or Torres Strait Islander.

To meet eligibility requirements, applicants will need to provide the following evidence:

- a letter signed and executed by the Chairperson of an incorporated Indigenous organisation confirming that you are recognised as an Aboriginal and/or Torres Strait Islander person; or
- a confirmation of Aboriginal and/or Torres Strait Islander descent form executed by an Indigenous organisation; or
- a statutory declaration made by you or a member of an Indigenous Service Provider confirming that you are recognised and an Aboriginal and/or Torres Strait Islander person.

You'll need to be an Australian Citizen to work for NIAA.

You'll need to agree to pre-employment screening checks to work for NIAA. This role also requires a Negative Vetting Level 1 (Secret, Confidential, Highly Protected) Security clearance. We may also conduct further integrity checks during the course of your employment.

Identified & Affirmative Measure Position

This position constitutes an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975 and is open only to Aboriginal and/or Torres Strait Islander candidates.

This position is also Identified which signifies that the role has strong involvement in matters relating to Aboriginal and Torres Strait Islander people.

This position has direct engagement with Aboriginal and/or Torres Strait Islander people, communities and service providers, or is involved in the development of programmes and policy. You will require a high level of cultural competency, including:

- demonstrated understanding of the matters impacting Aboriginal and/or Torres Strait Islander peoples
- demonstrated high level ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander peoples
- demonstrated high level capability and commitment to continue to develop cultural competency

Notes

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

About the 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	SES Unit, 02 6215 1000
Agency Recruitment Site	https://niaa.nga.net.au/cp/

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Social Services

Vacancy VN-0732796

Department of Social Services

Closing Date:Wednesday 22 November 2023

Families
Children's Policy

Job Title	APS 6 - Senior Policy Officer - Children's Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$91,145 - \$102,448
Classification	APS Level 6
Position Number	EXT-2023-1163
Agency Website	https://www.dss.gov.au/

Job Description

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

This selection process will be used to fill a number of vacancies across the Children's Policy Branch.

The Branch is seeking energetic, motivated and experienced employees. These roles suit people with very strong communication skills, the ability to think strategically and creatively and manage risk, and to work under pressure in high profile and fast paced environments.

Under limited supervision, Senior Policy Officers will be expected to develop expertise in their key areas of responsibility, and deliver activities in policy design or implementation to support vulnerable families and children.

Duties

- support the implementation of Safe and Supported: the National Framework for Protecting Australia's Children 2021-2031 (Safe and Supported) and its action plans, including an Aboriginal and Torres Strait Islander-specific plan
- prepare briefs, submissions, advice and reports on relevant activities or milestones for presentation to Senior Executive, Ministers and key stakeholders, including briefings and presentations for a range of audiences
- deliver high quality evidence-based innovative policy solutions to multi-faceted problems, including through accurate written and spoken communication
- build and maintain positive relationships using collaborative skills with a wide range of both internal and external stakeholders, including state and territory jurisdiction and Aboriginal and Torres Strait Islander partners to anticipate and respond to stakeholder needs and expectations
- assist in grant and program management, procurement, cabinet submissions and coordination activities, including developing project plans and tracking delivery
- be a supportive member of the team and lead the team to come together and excel to achieve strategic organisational objectives
- demonstrate agility and adaptability to enable you to effectively shift priorities as the demand arises
- consults and shares information and ensures others are kept informed of issues.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services (DSS) develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. Our people are critical in

delivering the key priorities of DSS. We are seeking candidates that reflect our cultural values of curious, contestability, courage and collaboration.

To Apply

Position Contact	Adrian Banton, (02) 6146 2539
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0732859

Department of Social Services

Closing Date: Wednesday 29 November 2023

Redress
Redress Service Delivery

Job Title	APS 4 - Redress Support Officer - Service Delivery Branch - National Redress Scheme
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Hobart TAS, Wagga Wagga NSW, Wollongong NSW
Salary	\$75,770 - \$81,442
Classification	APS Level 4
Position Number	EXT-2023-1185
Agency Website	https://www.dss.gov.au/

Job Description

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

This role is responsible for managing aspects of the end-to-end process for applications under the National Redress Scheme. As a Redress Support Officer, you will undertake a range of administrative duties and operate under limited direction.

You will be accountable for organising your workflow and escalating risks and issues when needed.

You will have exposure to sensitive material and may have exposure to difficult issues that could require liaising with a range of internal stakeholders.

Additional information regarding positions within Redress Group

Staff within the Group may have direct or indirect contact with details of child sexual abuse in applications or over the phone. Candidates should consider their capacity to manage the risks associated with working with this content on a day-to-day basis.

As part of working on the Scheme, you will be required to declare any conflicts of interest in relation to the Scheme, upon commencement and then regular reviews while working on the Scheme.

The Group is committed to the wellbeing of staff. Due to the sensitive nature of the content, a dedicated wellbeing program is available to all staff. Participation in training and wellbeing programs may be compulsory for some roles.

Duties

- complete administrative functions to support the work of the team including ensuring compliance with policy and processes
- assist with monitoring group mailboxes
- develop and maintain stakeholder relationships
- ensure the timely progression of applications to support trauma informed best practice
- demonstrate self-awareness and ability to self-manage in a complex, changing environment whilst in a diverse team with high workload in a high risk environment.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

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

To Apply

Position Contact	Michelle Hodge, 02 6146 1489
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0732870

Department of Social Services

Closing Date:Wednesday 29 November 2023

Redress
Redress Service Delivery

Job Title	APS 4 - Redress Support Officer - Service Delivery Branch - National Redress Scheme - Affirmative Measure - Indigenous
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Wollongong NSW, Wagga Wagga NSW, Hobart TAS, Canberra ACT
Salary	\$75,770 - \$81,442
Classification	APS Level 4
Position Number	EXT-2023-1187
Agency Website	https://www.dss.gov.au/

Job Description

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

This role is responsible for managing aspects of the end-to-end process for applications under the National Redress Scheme. As a Redress Support Officer, you will undertake a range of administrative duties and operate under limited direction.

You will be accountable for organising your workflow and escalating risks and issues when needed.

You will have exposure to sensitive material and may have exposure to difficult issues that could require liaising with a range of internal stakeholders.

Additional information regarding positions within Redress Group

Staff within Redress may have direct or indirect contact with details of child sexual abuse in applications or over the phone. Candidates should consider their capacity to manage the risks associated with working with this content on a day-to-day basis.

As part of working on the Scheme, you will be required to declare any conflicts of interest in relation to the Scheme, upon commencement and then regular reviews while working on the Scheme.

The Group is committed to the wellbeing of staff. Due to the sensitive nature of the content, a dedicated wellbeing program is available to all staff. Participation in training and wellbeing programs may be compulsory for some roles.

Duties

- complete administrative functions to support the work of the team including ensuring compliance with policy and processes
- assist with monitoring group mailboxes
- develop and maintain stakeholder relationships
- ensure the timely progression of applications to support trauma informed best practice
- demonstrate self-awareness and ability to self-manage in a complex, changing environment whilst in a diverse team with high workload in a high risk environment.

You must be Aboriginal and/or Torres Strait Islander to apply.

Please review the job pack for further details. **Eligibility**

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

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

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 18 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

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

About the Department of 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	Michelle Hodge, 02 6146 1489
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0732933

Department of Social Services

Closing Date: Wednesday 22 November 2023

Corporate Group
Corporate Communication and Media Relations

Job Title	Videographer / Photographer - Production and Design
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Greenway ACT
Salary	\$75,770 - \$88,865
Classification	APS Level 5
Position Number	EXT-2023-1175
Agency Website	https://www.dss.gov.au/

Job Description

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

The Production and Design Team operates within Corporate Communication and Media Relations Branch to deliver video production and graphic design services to the Department of Social Services. The team produces engaging content, ensuring the content is accessible and aligned to our visual brand and corporate narrative.

Working closely with a team of creative professionals, you will be responsible for photography, management of the photo library, consent forms, scripting, booking and managing shoots, filming, editing, and full post-production of videos.

As a technical expert with experience with live broadcast production, camera operation and photography, you will possess a natural ability to get the best performance when working with talent and crew. When things go wrong, you know how to troubleshoot and have contingency plans ready to action if needed.

The Videographer / Photographer will work under the direction of the Production Manager to deliver engaging content for internal and external audiences for the Department of Social Services. You will create content and provide advice on video, photography, and multimedia products.

Please review the job pack for the full position description.

Please note you will be required to submit an application and in addition, email links to a show reel of your video work and relevant photography work, by the closing date, to the contact officer.

Duties

- shoot and edit high-quality video, photographs and motion graphics that are consistent with our visual brand and corporate narrative
- end-to-end management of video and photography projects
- provide technical advice and contribute to the delivery of video and photography projects
- work closely with media and account managers to deliver Ministerial videos
- generate and provide ideas for potential videos, source additional footage, music and animations as required
- remain abreast of new multimedia technologies, learn and apply them to videos and photography where appropriate
- ensure that production equipment is maintained and review and report as needed to the Production Manager
- ensure all material used meets copyright, licencing and accessibility requirements.
- provide accurate and timely professional advice about video production and photography
- proactively engage with colleagues to support collaboration, coordination
- model professional excellence and expertise, demonstrating a commitment to effective communications and championing best practice
- contribute to developing standard operating procedures.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

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To Apply

Position Contact	Mike Juntanamalaga, 02 6146 0416
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0733029

Department of Social Services

Closing Date:Wednesday 22 November 2023

Corporate
People Services

Job Title	Psychosocial Risk Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT
Salary	\$91,145 - \$102,448
Classification	APS Level 6
Position Number	EXT-2023-1196
Agency Website	https://www.dss.gov.au/

Job Description

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

The Department of Social Services is seeking applications from experienced persons to fill a Psychosocial Risk Advisor role within our Health and Safety section in People Services Branch.

The Psychosocial Risk Advisor will report directly to the Assistant Director, Mental Health Projects. The Mental Health Projects team is a small dynamic team who operate within the larger Health and Safety section.

The Psychosocial Risk Advisor will be a key conduit between the section and business areas, and will proactively seek opportunities to provide advice on a range on psychosocial hazards, and designing appropriate controls. The successful candidate will work closely with colleagues across the section to design and plan their engagement activities.

The successful candidate will provide advice to managers to prepare for challenging conversations regarding employee mental

health concerns and impacts, to ensure these types of conversations are conducted in a psychologically safe manner.

You will also present to work areas and leaders from across the department on psychosocial safety and you will be responsible for designing, reviewing and promoting tools available for managing these risks.

Duties

- provide advice on a range on psychosocial hazards
- design appropriate controls to mitigate psychosocial risk
- present to work areas and leaders from across the department on psychosocial safety
- design, review and promote tools available for managing psychosocial risks.

Please review the job pack for the full position description. **Eligibility**

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

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To Apply

Position Contact	Hayley Cameron, 02 6146 6125
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Treasury

Vacancy VN-0733048

Australian Securities and Investments Commission

Closing Date: Tuesday 21 November 2023

Job Title	Contract Management Specialist
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Traralgon VIC
Salary	-
Classification	Executive Level 1
Position Number	1753921
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

- ASIC is seeking a full time Contract Management Specialist to join their Enterprise Portfolio and Performance Office Team
- Temporary (6 months) position with a possibility of an extension based in Melbourne, Sydney or Traralgon
- Salary starting from \$114,351 (plus 15.4% superannuation) depending on experience

A future with ASIC means that your work will contribute to ASIC's vision for a fair, strong and efficient financial system for all Australians. We value what you will bring. We value those with sharp, analytical minds and are open to challenging the way things are done.

The team

ePPO provides a wide range of enterprise support services to ASIC. In addition, we also provide the governance, reporting and methodology required to deliver these initiatives.

The ePPO Business Office is responsible for the efficient financial and contracts management of ICT Services in partnership with Senior Management and the ASIC Finance team. The team is responsible for effective and compliant ICT procurement and ongoing contract management.

This role is dedicated to Registry Connect project to support procurement and contract management specialist support ensuring stakeholders follow legislative requirements and the Commonwealth Procurement Rules (CPRs) in all contract management and procurement activity.

The role

As the Contract Management Specialist, you will be required to:

- Work with ASIC's Registry Connect and technology managers and Senior Executive Leaders to deliver contract management & procurement solutions
- Provide end-to-end delivery of low value/simple procurements as well as high value/complex procurements.
- Assess and report on procurement risks, managing tender evaluations, and driving project delivery within tight timeframes.
- Conduct procurement and contract management activities utilising Australian Whole of Government Arrangements and Federal Government Panels such as Digital Marketplace, Software Marketplace, and Hardware Marketplace.
- Manage transactional procurements for low value purchases of software and hardware.
- Provide Probity advice and assistance throughout the procurement process.
- Assist in the negotiation of terms and conditions and pricing with external suppliers and legal representatives in conjunction with internal and external legal partners.
- Manage relationships with key internal stakeholders.
- Provide specialist advice to stakeholders on the model of contract to be used including considered advice on associated legal and business issues.
- Provide advice and guidance to enable the business to establish the correct level of Indemnity and insurance in contracts via risk assessment methodology.
- Build and maintain relationships with peers from other government agencies to influence the implementation of government procurement policies/mandates; and
- Provide support to the IT Contracts Manager as required.

Duties

About you

- Relevant tertiary qualification is desirable.
- Experience in leading, managing and monitoring procurement related activities.
- Experience in using Government Panels and their associated portals such as Digital Marketplace, Software Marketplace, and Hardware Marketplace
- Proven track record in the interpretation and application of the Commonwealth Procurement Rules (CPR) framework, and the PGPA legislation.
- Substantial experience of procurement in an Information Technology environment.
- Experience interpreting and applying complex data, business requirements and legal issues to ensure appropriate contract negotiations for major IT or complex contracts relating to Services, Software, and Hardware.
- Excellent written, presentation and verbal communication skills, including the ability to communicate and simplify complex concepts and influence decision-makers
- Experience in resolving complex client and stakeholder related queries.

About ASIC

ASIC is Australia's corporate, markets, financial services and consumer credit regulator. Our vision is for a fair, strong and efficient financial system for all Australians.

A future with ASIC means that your work will contribute to achieving ASIC's vision.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander decent are encouraged to apply.

To work with us, you need to be an Australian citizen, and be prepared to complete an ASIC Suitability and Baseline Assessment which is issued ASIC's Security team.

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

Applications for this role will close at 11:59pm on Tuesday 21 November 2023

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, 0478967668
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_organid=16529&in_jobDate=All

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Treasury

Vacancy VN-0733056

Royal Australian Mint

Closing Date:Sunday 19 November 2023

Job Title	Human Resources Project Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$91,841 - \$100,348
Classification	APS Level 6
Position Number	1217
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

The Human Resources Project Officer is responsible for a range of administrative tasks and projects associated with human resource activities including implementation of the workforce plan and other human resource initiatives, policy review, learning and development, reporting and administration of HR systems.

The Human Resources Project Officer contributes to the continuous improvement of operational human resource functions. They work closely with managers and others on the delivery of services and projects. They are client focussed and work with managers to ensure that policies, procedures and initiatives are implemented well and correctly.

The Human Resources Project Officer will have an opportunity to learn and participate in all aspects of human resource activities broadening their skills and abilities.

Duties

1. Assisting in the development and implementation of human resource projects related to the Mint's workforce plan.
2. Contributing to the development, interpretation, consultation and application of human resource related policies, procedures and guidance material.
3. Supporting the continuous improvement of operational human resource functions and services.
4. Managing small human resource projects.
5. Providing specialist information to managers and employees on a broad range of operational human resource matters.
6. Preparing reports, analysing the data and providing it in an appropriate, user friendly manner including data from the Australian Public Service Census.
7. Delivering training and coordinating the delivery of outsourced learning and development activities.
8. Procuring human resource-related support services from external suppliers in accordance with the Commonwealth Procurement Rules and the Mint's procurement policies and procedures.
9. Supporting employee engagement activities.

Eligibility

Security clearance

This position requires a baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Qualification

A relevant degree.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (<https://ramint.gov.au/careers-mint>)

Please submit your application by **11:30pm** on **Sunday, 19 November 2023**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.
- A copy of your relevant degree.

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Anthony Szell, (02) 6202 6994
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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Employment and Workplace Relations

Vacancy VN-0732847

**Department of Employment and Workplace Relations
(DEWR)**

Closing Date: Wednesday 22 November 2023

Finance and Budget
External Budgets, Strategy and Performance Various

Job Title	Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$115,996 - \$128,200
Classification	Executive Level 1
Position Number	23/3186
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The External Budgets, Strategy and Performance Branch supports and delivers strategic policy thinking, budget priorities, corporate planning and performance. As trusted advisers we engage across DEWR, the APS and our ministers to support government decision-making, maintaining strategic awareness and developing positions on emerging and complex policy issues.

The Branch works collaboratively with central agencies, portfolio entities and internal and external stakeholders on strategic policy, Budget and performance and accountability matters and plays a key role in the provision of advice to our Ministers and the Executive. We do this by ensuring a connected and portfolio-wide approach in our products, services and advice.

Reporting to your Director, the Assistant Director is responsible for:

- Working closely with key internal and external stakeholders including central agencies and portfolio entities.
- Facilitating and advising on the development and delivery of costings, costing justifications and new policy proposals.
- Supporting the delivery of key budget publications.
- Coordinating and supporting the management of the portfolio's budget estimates, including maintaining timely and accurate estimates in Budget systems (CBMS-R and TM1).

This is an identified position. An **Identified position** refers to the job role. Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and proven culturally appropriate engagement and communication skills. These roles usually involve developing policies or programs for Aboriginal and Torres Strait Islander peoples, or direct interaction with Aboriginal and/or Torres Strait Islander communities. Vacancies for these jobs are **open to everyone. Duties**

Responsibilities of the Assistant Director may include:

- Facilitate the development and costing of proposals, including providing advice and support to business areas on the development of NPPs, costings and detailed costing justifications.
- Coordinate and support the management of the portfolio's budget estimates, including analysing, reviewing and managing program estimate and costing models to support preparing the department's forward estimates, including maintaining timely and accurate estimates in Budget systems (CBMS-R and TM1).
- Develop input and provide both strategic and technical advice on complex and sensitive matters including the Budget Process Operational Rules, Commonwealth Resource Management Framework, Ministerial submissions and briefs.

- Maintain strong relationships with internal stakeholders, portfolio entities and key Commonwealth agencies.
- Contribute to the preparation of Budget publications including the Portfolio Budget Statements and Additional Estimates Statements.
- Supervise staff as required.

Eligibility

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

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

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 Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Lil Rundle, 6240 9358
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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**Department of Employment and Workplace Relations
(DEWR)**

Closing Date: Wednesday 22 November 2023

Finance and Budget
External Budgets, Strategy and Performance Budget and Strategic Policy

Job Title	Assistant Director, Strategic Policy
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$115,996 - \$128,200
Classification	Executive Level 1
Position Number	23/3219
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The External Budgets, Strategy and Performance Branch supports and delivers strategic policy thinking, budget priorities, corporate planning and performance. As trusted advisers we engage across DEWR, the APS and our ministers to support government decision-making, maintaining strategic awareness and developing positions on emerging and complex policy issues.

The Branch works collaboratively with central agencies, portfolio entities and internal and external stakeholders on strategic policy, Budget and performance and accountability matters and plays a key role in the provision of advice to our Ministers and the Executive. We do this by ensuring a connected and portfolio-wide approach in our products, services and advice.

Reporting to your Director, the Assistant Director is responsible for:

- Working closely with key internal and external stakeholders including central agencies and Minister's Office.
- Formulating and providing strategic advice and support in relation to budget matters including whole-of-government policy priorities.
- Coordinating and supporting the delivery of key budget publications including the Portfolio Budget Statements (PBS) and Portfolio Additional Estimates Statements (PAES).
- Coordinating development of DEWR portfolio budget submissions.

This is an identified position. An **Identified position** refers to the job role. Candidates must have an understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and proven culturally appropriate engagement and communication skills. These roles usually involve developing policies or programs for Aboriginal and Torres Strait Islander peoples, or direct interaction with Aboriginal and/or Torres Strait Islander communities. Vacancies for these jobs are **open to everyone. Duties**

Responsibilities of the Assistant Director may include:

- Provide effective briefing and policy advice on budget matters and whole-of-government policy priorities.

- Maintain strong relationships with internal stakeholders including the senior executive, Ministers office and policy areas.
- Develop input and provide both strategic and technical advice on complex and sensitive matters including the budget process operational rules, commonwealth resource management framework, ministerial submissions and briefs.
- Develop briefing packs and drafting correspondence and submissions relating to the budget process.
- Supervise staff as required.

Eligibility

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To Apply

Position Contact	Lil Rundle, 6240 9358
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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Employment and Workplace Relations

Vacancy VN-0732858

Department of Employment and Workplace Relations (DEWR)

Closing Date: Wednesday 22 November 2023

Industry Engagement and Quality Division
Industry Skills Policy and Performance Branch; Industry Skills Education and
Engagement Branch Digital, Finance and Business Team; Transport and
Public Team

Job Title	Director, Jobs and Skills Council Program
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Adelaide SA, Hobart TAS, Darwin NT, Perth WA, Melbourne VIC
Salary	\$136,498 - \$163,848
Classification	Executive Level 2
Position Number	23/3121
Agency Website	https://www.dewr.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR>

The Industry Engagement and Quality Division is looking for enthusiastic leaders with a passion for working with across industry and government to identify and solve skills, training and workforce challenges.

Vacancies current exist at the EL2 level in both the Digital, Finance and Business Team, as well as the Transport and Public Team. Directors for these teams are responsible for providing strategic advice to government on workforce and skills/training issues relevant to their respective industry sectors (i.e. finance, digital, business, transport and the public sector).

The successful candidates will also work directly with industry leaders, other Commonwealth departments as well as states and territories, to identify and help address workforce, skills and training needs across relevant industry sectors. A key responsibility will be to work in partnership with the new Jobs and Skills Councils (particularly at the CEO and General Manager Level) to ensure the provision of expert workforce analysis and advice to government, and the design and delivery of high-quality skills and training solutions to complex workforce issues.

You will have a unique opportunity to work closely with senior external stakeholders, developing your understanding of critical sectors for the Australian economy. You will also have the opportunity to develop skills in workforce analysis, grants management and working across the Commonwealth and with states and territories to develop joined-up solutions to current and emerging labour market challenges.

In line with the Department's commitment to supporting flexible work, applications from candidates located outside of Canberra are welcome.

Duties

Responsibilities of the Director may include:

- Managing the relationship and performance of the relevant Jobs and Skills Council (including responsibility for managing performance under a grant agreement)

- Developing a deep understanding of the relevant industry policy context, including labour force dynamics and identifying system level barriers and opportunities to support skill reform objectives.
- Facilitating relationships and partnership opportunities between the Jobs and Skills Council and other government and non-government stakeholders
- Providing strategic advice to government on workforce and skills and training issues relevant to the digital, finance, business, transport and public sectors.

Eligibility

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

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

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

Notes

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

About the Department of Employment and Workplace Relations (DEWR)

The Department of Employment and Workplace Relations enables access to quality skills, training and employment to support Australians find secure work in fair, productive and safe workplaces – supporting individuals and our nation to prosper. Secure jobs are vital for our nation to prosper—driving future economic growth and providing people with the certainty to achieve their life goals. In the midst of fast-paced, social, economic and global changes, we focus on equipping Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment to achieve their aspirations in life. We work actively to fill skill gaps fundamental to Australia's economic growth by to identify industries with skill shortages and emerging industries fundamental to the prosperity of individuals, businesses, and our nation. We support a world leading vocational education and training sector offering apprenticeships, cadetships, and traineeships to connect people to alternative pathways to employment while helping to address future skill demands such as engineering, nursing, technology and teaching—driving better outcomes through an agile skills sector in tune with market demands. This work leads to local, stable, and secure employment, strengthened by work health and safety, and a safety net and conditions that help to define workplace rights and responsibilities that both employers and employees can have confidence in. Together, we contribute to a safe, secure and responsive employment sector where workers are assured of continued employment and employers retain a productive, reliable and skilled workforce to achieve long term goals—sustaining the future prosperity of our nation.

To Apply

Position Contact	Natasha Platts, (02) 6240 9450
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-DEWR

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

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