



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS45 Daily Gazette Wednesday - 09 November
2022.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 - 10 November 2022.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 - 10 November 2022.pdf.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

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Vacancies

Vacancy VN-0714760

Australian Electoral Commission

Closing Date: Sunday 27 November 2022

Electoral Integrity and Operations
Victoria State Office

Job Title	Assistant Director, VIC Operations
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	\$106,255 - \$119,739
Classification	Executive Level 1
Position Number	2022-193 10501
Agency Website	https://www.aec.gov.au/

Job Description

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

You will join a high performing team of leaders across the country that facilitates the readiness of the agency and the proper conduct of the election, upholding the Electoral Integrity Framework. You will be based out of our Victorian State Office in the Melbourne CBD but manage and support a diverse and geographically dispersed network, working closely with our National Office and the other States and Territories.

Our leaders are committed to learning and self-development, and responsible for building the technical capability and fostering the career development of their employees. They value collaboration and working together to ensure delivery of seamless electoral services.

Duties

We are looking for a strong leader who is agile, self-motivated and results-driven to manage state election planning, delivery and evaluation.

You will be responsible for focusing strategically on the agency objectives to facilitate the adoption of best practice across the broader leadership network, while also leading your team in project management, financial, procurement and logistics to enhance both business as usual and election planning activities.

Prior to and during election time you will also be responsible for assisting with the mobilisation of over 80,000 temporary election workforce staff, including using your excellent leadership skills to support your staff to manage the significant number of employees in this surge workforce.

You will contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives, including setting priorities for the work area, maintaining team cohesion, and ensuring quality of outputs for the work area.

Suitable applicants may be considered for future opportunities with the AEC in Victoria. Roles available will be dependent on the

changing business needs and requirements of the AEC. Future opportunities may be filled on an ongoing or non-ongoing basis.

To excel you'll have:

- Proven leadership and people management skills preferably during major logistical events. A positive attitude and demonstrated ability to respond quickly to change and achieve objectives with quality outcomes.
- Adhering to key principles and values, always demonstrating integrity in upholding ethics and values to support the AEC's strategic direction and best practices.
- Confidence and ability to effectively communicate, collaborate and lead negotiations with team members, colleagues, business areas and external stakeholders; and
- Demonstrated ability to work autonomously and a strong commitment to facilitating and driving working collaboratively within a team to achieve positive results and support the AEC's strategic direction.

Desirable skills and experiences:

- A demonstrated ability to work under own direction while taking responsibility for actions, projects and people and make quick, clear decisions considering risks.
- Ability to make a strong personal impression to build effective internal and external networks, promoting ideas and expressing opinions, information and key points clearly and responding quickly to stakeholders needs.
- A demonstrated ability to apply specialist and technical expertise and share knowledge with others with a commitment to continual professional development.
- Ability to rapidly learn new tasks and demonstrate understanding of newly presented information encouraging and role modelling an organisational learning approach.
- Ability to consistently deliver results and achieve project goals, working in a systematic, methodical, and orderly way while monitoring and maintaining high quality standards.
- Ability to examine own performance and develop strategies needed to achieve career goals with a strong commitment to tackling demanding goals and putting in longer hours, working collaboratively to achieve a nationally led, consistent approach to delivery.

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.
- Applicants may be required to undertake psychometric testing as part of this recruitment process.

Notes

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

About the Australian Electoral Commission

The Australian Electoral Commission (AEC) is at the heart of Australian democracy. The AEC is responsible for conducting federal elections and referendums, maintaining the Commonwealth electoral roll and making sure the Australian public is informed about all electoral matters. Our goal is to see that all eligible Australians have a voice 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 is committed to political neutrality, so that all Australians have confidence in the fairness and integrity of our electoral system. A person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, is therefore not eligible for employment with the AEC.

To Apply

Position Contact	Danielle Paterson, (03) 9285 7102
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0714802

Australian Electoral Commission

Closing Date: Sunday 27 November 2022

Enabling and Regulation Group
Disclosure, Party Registration & Redistribution Branch Disclosure and Compliance

Job Title	Senior Financial Compliance Officer, Disclosure and Compliance
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,083 - \$95,362
Classification	APS Level 6
Position Number	2022-194 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The AEC Disclosure and Compliance team assists in administering the Commonwealth funding and disclosure scheme under the Commonwealth Electoral Act 1918.

You will join a high performing team with an objective to ensure transparency of the financial dealings of registered political parties, candidates and others involved in the electoral process, playing an integral role in the democratic process.

This is an exciting opportunity to explore your potential or gain further skills in compliance matters.

Duties

The AEC is seeking a dynamic, collaborative, self-motivated and results driven Senior Financial Compliance Officer. This is an exciting opportunity for a talented financial professional to support the management of compliance functions in the Disclosure and Compliance Team.

The team's objective is to ensure transparency of the financial dealings of registered political parties, candidates and others involved in the electoral process, playing an integral role in the democratic process.

The role will involve undertaking reviews of financial disclosure returns of various actors in the political system, claims for election funding following an electoral event and other investigations as required to assess compliance with Part XX of the Commonwealth Electoral Act 1918.

You will be responsible for supervising a small team and building technical capability and fostering career development. When an election event occurs, you will also assist with the payment of election funding to eligible political parties and candidates.

To excel you'll have:

- Relevant tertiary qualifications in accounting.
- Experience in conducting financial audits and/or analysing complex information providing concise and accurate advice and support on compliance.
- Experience communicating and collaborating effectively with team members, business areas and external stakeholders at all levels of seniority.
- A demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.

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

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To Apply

Position Contact	Shalan Ahmed, (02) 6271 4625
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0714685

Australian Government Solicitor

Closing Date: Wednesday 23 November 2022

Australian Government Solicitor
AGS Business Services

Job Title	Assistant - Business Services
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	-
Classification	APS Level 3
Position Number	TBC
Agency Website	

Job Description

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

Duties

Business Services Assistant

- Business Services Assistant
- Sydney
- 12 month non-ongoing with possibility of extension
- Full time opportunity

An opportunity exists for a highly organised individual to join our busy Business Services team in Sydney.

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 650 staff, including 400 lawyers, we work in more than 40 different areas of law related to government.

About the role

The Business Services team is responsible for supporting AGS in range of client focused and operational tasks in the areas of Reception, Mailroom, Records Management, Events and Facilities. The Business Services team work collaboratively with AGS staff and a range of external stakeholders to provide high quality support in a fast-paced client service driven environment.

In this role you will:

- provide exceptional customer service as the first point of contact for our clients in the office and over the phone
- manage incoming and outgoing mail and deliveries
- assist in the organising of functions, catering, meetings and other events
- attend rounds at local Courts, Tribunals and other locations as required
- undertake stationery and stock management including processing invoices
- liaise with contractors and suppliers ensuring that office equipment is well maintained
- aid lawyers and legal support teams in areas of peak times
- undertake records management activities and other administrative support as required for the office.

About you

To be a strong contender for this role you will ideally have:

- demonstrated experience in a front-of-house, Reception, Office support or a Records Management role in a professional environment
- a strong client focus with previous professional customer service experience and a flexible and positive "can do" attitude
- strong problem solving and time management skills
- excellent interpersonal, communication and collaborative working skills
- high level organisational skills and great attention to detail.

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

You will have the opportunity to 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 competitive remuneration packages, including 15.4% superannuation.

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.

Eligibility

To apply

To apply you must be an Australian Citizen and be willing to obtain and maintain a security clearance at the appropriate level. To apply, please click the 'Apply' button. Applications close at 11.59pm (AEDT) on Wednesday, 23 November 2022.

Your CV should be accompanied by a covering letter of no more than 2 pages highlighting your relevant experience and skills for the role.

Further enquiries

Further information can be obtained by contacting Adam Murray, Business Services Manager on 02 9581 7571.

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 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 650 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Kim Da Pozzo, 02 62537272
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0714761

Australian Signals Directorate

Closing Date: Wednesday 23 November 2022

Signals Intelligence & Effects Operations Group
Access & Effects Operations

Job Title	EL1- Operational and Technical Managers
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Perth WA, Brisbane QLD
Salary	\$113,648 - \$146,684
Classification	Executive Level 1
Position Number	ASD/07762/22
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Access and Effects Operations Division plays a vital role in shaping Australia's strategic cyber landscape. These teams are front and centre of ASD's cyber capability and consistently deliver world class outcomes for the Australian Government and community.

These teams collaborate across ASD to find innovative solutions in a fast paced and high energy environment.

About the Role

ASD is seeking candidates to fill a number of mission and technical leadership roles across Access and Effects Operations Division.

Operations and Technical Managers - Executive Level 1

The Division is seeking a number of Assistant Director Roles which support the Mission leadership. These roles are available in the following fields:

- Operations
- Analysis
- Engineering (Technical Specialist)

Duties

Our Ideal Candidate

Assistant Directors play an important role in shaping the direction of their team and advancing mission outcomes. Our candidates will:

- Be energetic, motivated and thorough when conducting your work, and be agile when supporting ASD's overall mission
- Drive and lead operational activities, including leading a mission team to deliver operational outcomes
- Demonstrate ability to inspire, collaborate and communicate with influence
- Write and communicate effectively, with a focus on conveying technical concepts to a non-technical audience
- Prioritise competing tasks and manage time appropriately

- Plan work milestones to achieve long-term goals
- Produce quality work in situations where guidance is limited
- Work collaboratively within a large team, and across all parts of ASD.

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

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process to attain POSITIVE VETTING clearance. The preferred applicant **MUST** be willing to disclose all relevant and required information.

Location – ASD is seeking applicants for positions in Canberra, Perth and Brisbane. While these positions require a POSITIVE VETTING clearance, ASD may offer successful applicants positions in ASD that can commence with a Baseline or Negative Vetting clearance or the opportunity to commence an ASD position in Canberra with support to relocate to Perth or Brisbane at a later agreed date.

Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0714782

Australian Signals Directorate

Closing Date: Wednesday 23 November 2022

Signals Intelligence & Effects Operations Group
Access & Effects Operations

Job Title	EL2 - Operational and Technical Directors
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD, Perth WA
Salary	\$131,953 - \$242,632
Classification	Executive Level 2
Position Number	ASD/07969/22
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

Access and Effects Operations Division plays a vital role in shaping Australia's strategic cyber landscape. These teams are front and centre of ASD's cyber capability and consistently deliver world class outcomes for the Australian Government and community.

These teams collaborate across ASD to find innovative solutions in a fast paced and high energy environment.

ASD is seeking candidates to fill a number of mission and technical leadership roles across Access and Effects Operations Division.

About the Role

Technical Mission Directors - Executive Level 2

The Division's Technical Mission Directors provide specialist expertise to find solutions to complex technical problems. This position will provide technical guidance, mentoring, advice and assistance to staff across the Division in their area of expertise.

Technical Mission Directors leverage their broad and/or deep technical knowledge to provide technical leadership across the organisation and shape the technical direction of their section or branch.

A Technical Mission Director, leveraging the breadth of their technical knowledge, will have a proven ability to operate across a range of different technical areas bringing value to ASD's business and usefully transferring experience from one area to the next. They will have consistently identified opportunities outside of their current role to deliver wider business benefit.

A Technical Mission Director focused on depth will have the ability to tackle increasingly challenging problems with a focus on a specific field or area of ASD's business. They will be building their skills and expertise to deliver business impact within a specific domain.

Operational Mission Directors- Executive Level 2

These positions lead multidisciplinary teams to deliver ASD's mission priorities. These positions translate operational requests and requirements from Government and ASD leadership into strategic and tactical outcomes.

Mission Directors will rely on their professional expertise to lead a multi-disciplinary team and to deliver strategic and operational advice to senior managers, external partners and internal stakeholders.

Duties

Our Ideal Candidate

We are looking for people with:

- Demonstrated experience in leading others in the delivery of complex work programs including the ability to provide advice that influences strategic direction.
- Strong communication, engagement and stakeholder management skills.
- Demonstrated ability to deliver on outcomes.

These roles:

- Provide high-level advice to Director-General ASD and Senior Executives on complex matters relating to strategy, policy or key partnerships.
- Lead strategic planning, implementation and evaluation of initiatives and programs aimed at achieving broad agency objectives.
- Anticipate and assess the impact of changes in Government and/or international policy and strategy, and initiate and contribute to appropriate responses.
- Promote and manage key strategic relationships with Government, industry and/or international partners, to achieve organisational outcomes.
- Provide leadership, mentoring, coaching, clear direction and management to a diverse team, to deliver high-quality products and advice.

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

Security Clearance - The preferred applicant will be required to successfully undergo the security clearance vetting process to attain POSITIVE VETTING clearance. The preferred applicant **MUST** be willing to disclose all relevant and required information.

Location – ASD is seeking applicants for positions in Canberra, Perth and Brisbane. While these positions require a POSITIVE VETTING clearance, ASD may offer successful applicants positions in ASD that can commence with a Baseline or Negative Vetting clearance or the opportunity to commence an ASD position in Canberra with support to relocate to Perth or Brisbane at a later agreed date.

Notes

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

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asd.recruitment@defence.gov.au
Agency Recruitment Site	https://www.asd.gov.au/careers

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Vacancy VN-0714751

Defence Housing Australia

Closing Date: Tuesday 22 November 2022

Service Delivery
Service Operations Maintenance Contract Manager

Job Title	Maintenance Contract Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Newcastle NSW, Adelaide SA
Salary	-
Classification	Executive Level 1
Position Number	492826
Agency Website	https://www.dha.gov.au/

Job Description

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

Maintenance, Planning and Compliance (MPC) is responsible for ensuring all activities related to property repairs, maintenance and asset management are planned, co-ordinated and standardised. The team is responsible for maintaining the strategic oversight of national maintenance operations, reporting and managing risk and compliance relating to maintenance and asset management and contractor management.

MPC is made up of two teams; Quality Assurance and Contractor Management (CMT). CMT is responsible for contract management and administration of DHAs national panel of repairs and maintenance contractors. The team provides advice and support to Regional Service Operations and the Maintenance Contact Centre by monitoring and reporting on contractor KPIs; ensuring compliance and value for money objectives are met; and the provision suitably skilled Residential Maintenance Services contractors.

Duties

In this role, you will lead a team monitoring and managing the performance of national panels including Residential Maintenance Services Panel (RMS). You will be responsible for the delivery of major tendering activity and providing high level contract management and administration of a national panel of repairs and maintenance contractors. This includes providing effective leadership to a team to engaging contractors, monitoring RMS contractor performance, ensuring compliance and supporting Service Delivery teams. You will lead RMS contractor provisioning, report and monitor contractor performance and contribute to the development of long-term asset management/maintenance strategies.

Residential repairs and maintenance services are delivered in all locations where DHA manages properties. DHA's RMS contractors are critical to the success of DHA's contracted maintenance services that underpin DHA's property management service offering.

Eligibility

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

Notes

Open to multiple locations (Adelaide, Newcastle & Brisbane)

Benefits for working at DHA include:

- 15.4% superannuation
- Work-life balance and flexible working options
- Generous leave entitlements

[For further information on the role please refer to the Position Description within Defence Housing Australia's careers site.](#)

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

About the Defence Housing Australia

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

To Apply

Position Contact	George Artemiou, 03 9947 8107
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0714839

Department of Finance

Closing Date: Wednesday 23 November 2022

Productivity and Business Improvement
Productivity Improvement

Job Title	Communication Support Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$71,856 - \$82,012
Classification	APS Level 4
Position Number	2022/256
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Productivity Improvement Branch aims to help agencies deliver their grants programs more efficiently and effectively through policies and frameworks.

The branch is responsible for developing and implementing whole-of-government policy advice on the Commonwealth Grants Rules and Guidelines (CGRGs), and has policy oversight of the whole-of-government grants administration arrangements. The team provides timely and accurate assistance and advice to the Government, entities and other stakeholders.

The branch also reviews New Policy Proposals and Cabinet Submissions that relate to grants, and prepares advice for the Finance Minister to release program guidelines. There are also a number of reform projects that the team is involved in, such as the development of whole-of-government tools and guidance to assist entities with improving grants administration.

Duties

ABOUT THE OPPORTUNITY

We are looking for a team member who wants to work in a dynamic area to achieve policy outcomes through engaging with entities

across the Commonwealth.

The Communication Support Officer provides support across the branch to help deliver the following outcomes:

- Developing and delivering communication products and stakeholder engagement activities, including drafting articles and coordinating stakeholder engagement events
- Developing presentations for high level stakeholder engagement forums and maintaining an online community using Microsoft Teams
- Drafting briefings and documents for the Minister, Executive and other governance bodies, including coordinating the team's routine Estimates briefings
- Providing business support to the team and Assistant Secretary, including coordinating external stakeholder meetings and conducting simple procurements.

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. The role 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 up to 18 months. Specified term vacancies may be extended up to a maximum period of three years.

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 and Financial Reporting - Business Enabling Services - Commercial and Government Services - Governance and Resource Management

To Apply

Position Contact	Kate Potter, (02) 6215 2666
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0714847

Department of Finance

Closing Date: Wednesday 23 November 2022

Productivity and Business Improvement
Productivity Improvement

Job Title	Policy Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$80,131 - \$107,593
Classification	APS Level 5;APS Level 6
Position Number	2022/257
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Productivity Improvement Branch aims to help agencies deliver their grants programs more efficiently and effectively through policies and frameworks.

The branch is responsible for developing and implementing whole-of-government policy advice on the Commonwealth Grants Rules and Guidelines (CGRGs), and has policy oversight of the whole-of-government grants administration arrangements. The team provides timely and accurate assistance and advice to the Government, entities and other stakeholders.

The branch also reviews New Policy Proposals and Cabinet Submissions that relate to grants, and prepares advice for the Finance Minister to release program guidelines. There are also a number of reform projects that the team is involved in, such as the development of whole-of-government tools and guidance to assist entities with improving grants administration.

Duties

ABOUT THE OPPORTUNITY

We're looking for team members who want to work in a dynamic area to achieve policy outcomes through engaging with entities

across the Commonwealth.

As an **APS6 Policy Officer**, you will:

- Support the Assistant Director with strategic stakeholder liaison, including:
 - Interpreting legislation to develop and provide policy advice to entities
 - Reviewing grants proposals and providing advice to internal and external stakeholders
- Draft policy briefings and documents for Ministers, Executives, stakeholder agencies and other governance bodies
- Represent Finance at departmental forums.

As an **APS5 Policy Officer**, you will:

- Assist the branch to provide policy advice to entities through:
 - Interpreting legislation
- Reviewing grants proposals
- Assist with the coordination of policy briefings and documents for Ministers, Executives, stakeholder agencies and other governance bodies.
- Manage Ministerial reporting.

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. The role 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 up to 18 months. Specified term vacancies may be extended up to a maximum period of three years.

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 and Financial Reporting - Business Enabling Services - Commercial and Government Services - Governance and Resource Management

To Apply

Position Contact	Laura Granger, (02) 6215 1338
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0714852

Department of Finance

Closing Date:Wednesday 23 November 2022

Productivity and Business Improvement
Productivity Improvement

Job Title	Assistant Director, Productivity Improvement Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$114,115 - \$138,191
Classification	Executive Level 1
Position Number	2022/258
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH

The Productivity Improvement Branch aims to help agencies deliver their grants programs more efficiently and effectively through policies and frameworks.

The branch is responsible for developing and implementing whole-of-government policy advice on the Commonwealth Grants Rules and Guidelines (CGRGs), and has policy oversight of the whole-of-government grants administration arrangements. The team provides timely and accurate assistance and advice to the Government, entities and other stakeholders.

The branch also reviews New Policy Proposals and Cabinet Submissions that relate to grants, and prepares advice for the Finance Minister to release program guidelines. There are also a number of reform projects that the team is involved in, such as the development of whole-of-government tools and guidance to assist entities with improving grants administration.

Duties

ABOUT THE OPPORTUNITY

We are looking for team members who want to work in a dynamic area to achieve policy outcomes through engaging with entities across the Commonwealth.

As an Assistant Director, you will be responsible for:

- Maintaining and interpreting the Commonwealth grants policy framework, whole of government grants administration arrangements and resource management legislation to lead and develop policy analysis and review
- Leading projects to support grants policy innovation and continuous improvement
- Strategic stakeholder liaison, such as providing advice:
 - to external agencies on grants policy and administration matters, including in relation to the operation of the CGRGs and reviewing grant guidelines.
 - on New Policy Proposals and Cabinet Submissions that involve grants, and inform Finance's agreement to risk ratings for grant opportunities prior to public release.
 - to GrantConnect administrators to support legislative and policy compliance in relation to grants reporting requirements.
- Delivering policy briefings and documents for Ministers, Executives, stakeholder agencies and other governance bodies
- Delivering stakeholder engagement activities
- Supporting the Assistant Secretary and Director to manage team and branch priorities.

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

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About the Department of Finance

As a central agency of the Australian Government, the Department of Finance (Finance) plays an important role in assisting government across a wide range of policy areas to ensure its outcomes are met. Finance supports the government's ongoing priorities through the Budget process and fosters leading practice through the public sector resource management, governance and

accountability frameworks. Finance plays a leading role in advising the government on many of its strategic priorities. We do this through our professional and considered approach to providing advice, developing policy, delivering services and engaging with our clients and stakeholders. Finance's key areas of focus are: - Budget and Financial Reporting - Business Enabling Services - Commercial and Government Services - Governance and Resource Management

To Apply

Position Contact	Roxy Dovers, (02) 6215 2728
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0714907

Department of Finance

Closing Date: Wednesday 23 November 2022

Corporate Services
Parliamentary and Corporate Engagement

Job Title	Communication and Media Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$80,131 - \$89,912
Classification	APS Level 5
Position Number	2022/262
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH & SECTION

The Parliamentary and Corporate Engagement Branch provides advice and support to our ministers, the Department and portfolio entities, manages Cabinet and parliamentary briefings and coordinates implementation of the Enhanced Commonwealth Performance Framework.

The Corporate Engagement Section provides strategic communication advice and services for internal and external audiences, manages media related functions, provides web services including maintaining www.finance.gov.au, ministerial websites and the Finance intranet and is also responsible for corporate events in the Department.

Duties

ABOUT THE OPPORTUNITY

Working with a team of communication and web professionals, Finance's communication officers are responsible for delivering high-quality communication advice, materials and events that achieve branch and departmental outcomes and connect and inform staff.

The Communication Officer will be required to develop and implement communication strategies to strengthen our ability to support a positive culture, foster genuine collaboration between staff and enhance our understanding of the work that we do. This position plays a key role in engaging our own staff and external audiences through a range of communication tools and channels.

In this role, you will also have the opportunity to assist in media related duties including media enquiries and media monitoring related duties through the Streem media platform.

You'll work across the department on various communications projects that engage staff and the public alike and help to plan and activate different events throughout the year.

We're looking for someone with skills across the board and/or someone who is keen to learn more in the communications space.

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

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About the Department of Finance

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

To Apply

Position Contact	Ilona Purcell, (02) 6215 3416
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0714908

Department of Finance

Closing Date: Wednesday 23 November 2022

Corporate Services
Parliamentary and Corporate Engagement

Job Title	Senior Communication Officer (Multiple Positions)
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$88,157 - \$107,593
Classification	APS Level 6
Position Number	2022/261
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE BRANCH & SECTION

The Parliamentary and Corporate Engagement Branch provides advice and support to our ministers, the Department and portfolio entities, manages Cabinet and parliamentary briefings and coordinates implementation of the Enhanced Commonwealth Performance Framework.

The Corporate Engagement Section provides strategic communication advice and services for internal and external audiences, manages media related functions, provides web services including maintaining www.finance.gov.au, ministerial websites and the Finance intranet and is also responsible for corporate events in the Department.

Duties

ABOUT THE OPPORTUNITY

Working with a team of communication and web professionals, Finance's communication officers are responsible for delivering high-quality communication advice, materials and events that achieve branch and departmental outcomes and connect and inform staff.

The Communication Officer will be required to develop and implement communication strategies to strengthen our ability to support a positive culture, foster genuine collaboration between staff and enhance our understanding of the work that we do. This position plays a key role in engaging our own staff and external audiences through a range of communication tools and channels.

In this role, you will also have the opportunity to assist in media related duties including media enquiries and media monitoring related duties through the Stream media platform.

You'll work across the department on various communications projects that engage staff and the public alike and help to plan and activate different events throughout the year.

We're looking for someone with skills across the board and/or someone who is keen to learn more in the communications space.

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

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About the Department of Finance

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To Apply

Position Contact	Ilona Purcell, (02) 6215 3416
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0714792

Department of Home Affairs

Closing Date: Tuesday 22 November 2022

Intelligence
Intel Services & Threat Discovery Border Watch

Job Title	Border Watch Intelligence Analyst (Assistant Manager)
Job Type	Full-Time;Part-Time, Ongoing
Location	various locations in VIC VIC
Salary	\$75,381 - \$81,196
Classification	APS Level 5
Position Number	125351
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/125351/>

Overview of the Branch and Section:

Intelligence Services and Threat Discovery (ISTD) Branch, within Intelligence Division, brings together the Department and Australian Border Force's (ABF) intelligence discovery functions – focused on identifying threats, including immediate and real-time threats, to Australia's border continuum and all border and migration environments. Further, it provides a range of border-specific intelligence services to support intelligence collection and discover threats and management of operational usage for sensitive intelligence data.

The Border Watch Section manages and develops all aspects of the Department's Border Watch program. Border Watch is the single collection point for the Department and the ABF for community and industry information about activities that threaten Australia's immigration and

citizenship programs and Australia's customs, trade and border protection controls. The Border Watch Section engages with the community and industry, assesses allegations of suspicious, illegal or criminal activities targeting Australia's border, refers allegations to relevant business areas for appropriate action and provides an analytical assessment capability to support operational and program activities to address border threats.

About the role:

Do you enjoy working in fast-paced environment and providing support to others?

The Border Watch Intelligence Analyst (Assistant Manager) reports to the Manager (APS6) and is responsible for the management of 6-8 analysts. An intelligence, border or immigration background is highly desirable for the role. The successful candidate will be self-driven and seek to directly inform and enable the key outcomes of the Branch.

Our ideal candidate:

Border Watch is looking for people who enjoy working in an intelligence environment and providing day to day support to intelligence analysts. With a focus on the Border Watch allegations environment, our ideal candidate will develop have strong skills in identifying and classifying threats and sound judgement to prioritise allegations in queues for allocation. Successful candidates will be self-driven, enjoy working as part of a team and seek to directly influence the key outcomes of the organisation.

Duties

Specific duties/responsibilities:

- Provide support to staff in the processing, analysis, and referral of community allegations
- Deliver ad hoc training and feedback to staff at the APS 4 level
- Identify opportunities for process improvement and undertake quality assurance checks
- Review local operating procedures and update associated documents as required
- Produce statistical reporting and participate in allegation queue management
- Monitor compliance with intelligence collection and storage rules and policies.

Role requirements/qualifications:

Desirable:

- Intelligence, border or immigration background is highly desirable
- Ability to effectively manage staff and record intelligence information
- Problem solving in the border intelligence environment
- Supervision and coaching in an intelligence environment.

Eligibility

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

- Be an Australian Citizen

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role. Mandatory (and where applicable, role specific) screening questions are used within the application to ensure all successful applicants meet these minimum requirements of the Department. **Notes**

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

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

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

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

About the Department of Home Affairs

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic and national security arrangements, law enforcement, emergency management, counter-terrorism, social cohesion, the protection of our sovereignty, the integrity of our border and the resilience of our national infrastructure. The Australian Border Force, an operationally independent body within the Department of Home Affairs, is Australia's frontline border law enforcement agency and Australia's customs service. The Australian Border Force delivers critical border protection and national security outcomes while facilitating the movement of people and goods across the border. The Australian Border Force's mission is to protect Australia's border and enable legitimate travel and trade. Our people are integral to achieving our mission to protect Australia's border and manage the movement of people and goods across it. We offer challenging and diverse careers that touch upon many parts of Australian life – industry and commerce, trade and travel, our national security, the protection of our community and the security of our offshore maritime resources and environment. Our success depends largely on our ability to foster the innovation, efforts and diverse skills of our people. We strive to create a motivating and rewarding working environment in which we value performance, our people, integrity, service and standards. 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 The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the Workplace Determination at www.homeaffairs.gov.au/about-us/careers/working-with-us

To Apply

Position Contact	Karen Till, 08 7421 7720
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/125351/

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Vacancy VN-0714808

Department of Home Affairs

Closing Date: Tuesday 22 November 2022

Cyber & Infrastructure Security Ops
Risk Assessment & Modelling Various

Job Title	Policy Officer - Cyber and Infrastructure Security Centre
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - QLD QLD
Salary	\$69,127 - \$74,562
Classification	APS Level 4
Position Number	JR 124960
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/124960/>

Overview of the Branch and Section:

The Cyber and Infrastructure Security Centre was established on 1 September 2021 to drive an all hazards regime of critical infrastructure protection enabled by a stronger focus on cyber security.

The Cyber and Infrastructure Security Centre delivers a best practice, industry-focused, active and engaged regulatory and partnership function that works with the owners and operators of Critical Infrastructure, and relevant government entities to ensure Australia's critical infrastructure protection. There are a number of APS4 vacancies across the Cyber and Infrastructure Security Centre.

The Risk Assessment Branch sits within the Centre's Operations Division and is responsible for telecommunications security and national security risks in the energy, water, transport, food and grocery, telecommunications, health, government, and banking and finance sectors. The Branch

administers the Telecommunications Sector Security Reforms, is a consult partner on national security risk for applications under the Foreign Acquisitions and Takeovers Act 1975 (FATA), and provides infrastructure related risk assessments, including strategic-level, all-hazards risk assessments.

The Branch consists of the following sections;

- Energy, Water and Food Security Risk
- Telecommunications Security Risk
- Transport Security Risk
- Strategic Investment Assessment and Data Security Risk Section
- Strategic Critical Infrastructure Assessments

About the role:

Recent cyber, trusted insider, supply chain and physical attacks demonstrate that there is a continual threat to Australia's critical infrastructure and essential services. Critical Infrastructure Cyber incidents in particular are placing pressure on Australia's security (for example, ransomware attacks, deliberative denial of service attacks, phishing campaigns). Building the security and resilience of Australian critical infrastructure requires a collaborative partnership between governments, industry and non-government partners.

APS4's in the Cyber and Infrastructure Security Centre contribute to activities across the full spectrum of critical infrastructure sectors, ranging from airports and ports in the transport sector, to logistics in the food and grocery sector, to the networks supporting the communications and finance sector, and even as far as technology in the space sector. APS4 officers contribute to the security and resilience of Australia's economy and critical infrastructure by developing intelligence-led and risk-based modelling of Australia's critical infrastructure assets to ensure appropriate security is in place.

With such a wide variety of jobs, you can do almost anything within the Cyber and Infrastructure Security Centre.

Our ideal candidate:

The Cyber and Infrastructure Security Centre is looking for people who are:

- Forward thinking
- Problem solvers
- Independent team players
- Eager learners; and
- Strong communicators.

Our ideal candidate will enjoy working in a rapidly evolving and forward thinking environment. The centre operates in a complex regulatory and policy space and needs officers capable of matching big, complex and long-term problems with effective solutions. Applicants need to be problem solvers, skilled at navigating issues, thinking outside of the box, and providing innovative solutions. Applicants need to have a strong work ethic and be skilled at working both within a team and independently, and see work through to completion. We are after people who have a demonstrated ability to learn quickly and develop links across the Department and portfolio to deliver positive outcomes. Applicants are required to be persuasive communicators, with the ability to connect to a broad range of audiences and build and maintain strong networks and relationships.

Duties

Specific duties/responsibilities:

Depending on the role, the successful applicants may be required to:

- Undertake national security risk assessments through the Foreign Investment Review Board process and assist in developing advice to mitigate risks arising from foreign ownership in Australian critical infrastructure assets
- Undertake detailed research and apply intelligence and analytical techniques to extract and utilise information from relevant systems and sources
- Undertake research to inform policy and regulatory options that enhance Australia's framework for critical infrastructure security
- Work as part of a team and independently to undertake compliance activities relating to the security of Australia's critical infrastructure
- Maintain productive working relationships with departmental, whole-of-government and international stakeholders to inform understanding of risk.

Role requirements/qualifications:

- Good written and verbal communication skills
- Demonstrated ability to manage competing priorities within tight time frames
- Strong analytical skills
- Sound, well-reasoned judgement
- Ability to build effective working relationships.

Eligibility

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

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

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is

required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

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

Notes

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

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

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

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

About the Department of Home Affairs

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

To Apply

Position Contact	Chris Turner, (02) 5127 8060
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/124960/

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Vacancy VN-0714822

Department of Home Affairs

Closing Date: Tuesday 22 November 2022

North West & Detention
National Immigration Detention Various

Job Title	ABF Supervisor, North & Detention
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, various locations in VIC VIC, Various locations - TAS TAS, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA
Salary	\$81,879 - \$96,873
Classification	APS Level 6
Position Number	125405
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/125405/>

Overview of the Branch and Section:

The Australian Border Force (ABF) is looking for people to work in National Detention Operations (including detention facilities), Detention Governance, Strategy & Standards, and Detention Contracts Management Unit (DCMU).

National Detention Operations is responsible for the operational management of Australia's onshore immigration detention network, comprising of immigration detention facilities and alternative places of detention across mainland Australia and Christmas Island. Staff are currently being recruited to work in several mainland detention facilities including those located in Victoria, New South Wales, Queensland and South Australia. National Detention Operations works closely with contracted detention service providers and other stakeholders to ensure the health, welfare, safety and security of detainees, the safety and security of facilities, and the safety of all contractors, visitors, and staff.

Detention Governance Strategy and Standards provides program operational support to National Immigration Detention Operations and to North Immigration and Detention Command to manage, coordinate and deliver high volumes of ministerial and executive correspondence, delivery of standards, governance, strategy, drafting of all detention operational policy and procedural advice/direction.

Detention Contracts Management Unit (DCMU) plays a critical role for the Australian Government in supporting Immigration Detention through strategic governance and contract management of commercial onshore service providers and management of Memorandum of Understanding agreements with state and territory emergency service agencies, health Departments and correctional facilities.

About the role:

The roles available cover a range of different duties within Detention Governance & Standards, National Detention Operations, and Detention Contracts Management Unit. Successful candidates may also be considered for positions within [stated based immigration detention facilities](#).

Our ideal candidate:

The ABF is looking for people to work in the National Detention Operations (including detention facilities). Officers work within high-risk, fast-paced environments and are required to respond to rapidly evolving situations, performing a critical governance function, ensuring the contracted detention services providers appropriately manages and respond to incidents, and ensuring the safety and security of IDFs and the people within them. They require a high level of resilience as they may be exposed to confronting situations and materials. Officers require the ability to effectively engage with detainees while maintaining a professional relationship that is not vulnerable to compromise by criminal elements within the immigration detention environment

The following skills are desirable:

- Ability to communicate effectively with people from a variety of backgrounds
- Agile, flexible and adaptable to new or evolving scenarios and changing priorities
- Application of common sense and sound judgement
- Attention to detail and accuracy required for audit and performance management
- Attention to detail regarding operational situational awareness
- Confidence and presence when handling situations
- Confidentiality and discretion within a high-risk environment
- Displays integrity, high-ethical standards and maintains confidentiality and discretion within a high-risk environment
- Empathy and commitment to duty of care for colleagues, service providers and detainees
- Maintains professional boundaries and standards
- Resilience, including stress tolerance, resilience to vicarious trauma and the ability to regularly deliver information to clients which may cause negative reactions
- Resourceful
- Responsible and accountable for decisions and actions
- Self-awareness, including knowledge of personal limitations and stress factors
- Strategic mindset in line with departmental views and risk tolerance
- Demonstrates adaptive leadership.

Duties

Specific duties/responsibilities:

The role of the ABF Supervisors within the Immigration Detention Network includes:

- Interpret and apply legislation, policy and contractual obligations
- Contribute to immigration detention operational activities
- Work safely in an immigration detention environment
- Contribute to review of immigration detention services
- Contribute to immigration detention logistics
- Contribute to immigration detention intelligence activities
- Develop solutions to unique and complex immigration detention situations through the interpretation of legislation, policy and contracts
- Display working knowledge of applicable legislation and policy as it relates to detainees and the operation of IDFs
- Provide advice and recommendations concerning complex immigration detention matters affected by legislation or policy
- Make impartial decisions regarding contractual matters and the provision of services

- Provide or obtain contract advice and recommendations regarding contractual matters
- Identify contractual non-compliance by service providers and escalate for resolution
- Ensure that providers adhere to contractual obligations when delivering services
- Lead risk management processes to develop appropriate operational responses to identified risks
- Supervise operational planning and the development of operational orders
- Interrogate a range of systems to conduct highly complex risk assessments of detainees and detention facilities to inform operational planning
- Make recommendations regarding use of force and detainee restraints
- Conduct operational briefings.

Role requirements/qualifications:

Designated positions within the ABF require the occupant to meet all Border Force Officer essential qualifications. If successful for one of these positions, you will be required to:

- Be operationally ready (by meeting and sustaining the medical, fitness and psychometric requirements necessary for a role)
- Be sworn (through subscribing the ABF oath or affirmation)
- Be uniformed (unless their position requires them to wear business attire)
- Maintain essential and role-specific qualifications such as technical qualifications
- Actively participate in career management (ABF postings and deployments)
- Be able to be deployed at short notice across a range of operational domains, including inter and intra state travel
- The position will be largely undertaken during business hours, however, as a member of the Detention Operations teams working at the detention facilities, some work outside of core hours will be required.

To be eligible to work in some roles, you may be required to be fully vaccinated against COVID-19. Candidates should be aware that in roles where vaccination against COVID-19 is required by public health orders/directions or other legislation, if a candidate is not fully vaccinated or is unwilling to be vaccinated within a reasonable period, they may not be offered that role.

Eligibility

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

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

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

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

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

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

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To Apply

Position Contact	Robert Terrett, 0434 072 827
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/125405/

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Vacancy VN-0714835

Department of Home Affairs

Closing Date: Tuesday 22 November 2022

Intelligence
Intel Services & Threat Discovery Border Intelligence Watch Office

Job Title	Border Intelligence Watch Office Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$75,381 - \$81,196
Classification	APS Level 5
Position Number	JR 125144
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/125144/>

Overview of the Branch and Section:

Intelligence Services and Threat Discovery (ISTD) Branch, within Intelligence Division, brings together the Department and Australian Border Force's intelligence discovery functions – focused on identifying threats, including immediate and real-time threats, to Australia's border continuum and all border and migration environments. Further, it provides a range of border-specific intelligence services to support the collection of intelligence and discovery of threats, and management of operational usage for sensitive intelligence data.

The Border Intelligence Watch Office (BIWO) is a 24/7 Section designed to provide coordination and intelligence support for internal and external stakeholders. The BIWO deals with immediate intelligence assessment, coordination and analysis, with a key focus on supporting real-time intelligence analysis through the production of actionable and timely intelligence related to immediate border threats across all streams.

The BIWO provides an after-hours touch point into the Division, providing advice on intelligence services and referring requests further within the Division to ensure a coordinated approach is taken in support of stakeholders. The BIWO provides analysis of significant events, referrals, interdictions, responding to time critical requests for intelligence information and support, and after-hours intelligence support and coordination of operational activities.

About the role:

Under guidance of the Team Leader and/or the Assistant Director, the analysts/staff will provide focused and specific analytical support to the operational elements of Australian Border Force (ABF) and the Department of Home Affairs (the Department), and domestic and international partner agencies. This analytical support may be driven by detections or information received, or in support of operations.

The roles require the ability to respond to actionable information related to immediate threats to the border and across the Aviation, Maritime and Cargo environments. The functions of these roles include using departmental and partner agency systems to identify and collect information on entities of interest in order to inform operational decisions and referral for further intelligence assessment.

The positions require situational awareness of the Department, ABF and stakeholder priorities and activities as well as appropriate reporting on these activities. Analysts and staff are required to work across a variety of topic matters relating to national security matters; serious and organised transnational crime groups, and the commodities in which they trade and visa and migration fraud.

For the shift roles, the tasks include the compilation of timely Immediate Analysis reports, assessment of referrals for border threats from internal and external stakeholders and provide real-time support to front line officers. Non-shift roles support the shift teams and perform similar tasks during business hours.

Our ideal candidate:

The Department of Home Affairs is looking for people who enjoy working in a rapidly evolving environment. The successful candidate will be self-driven and work with integrity, in addition to:

- Well-developed skills working in a tactical intelligence environment
- An understanding of operating within a time critical environment
- Extensive experience interrogating operational intelligence systems and databases.

Duties

Specific duties/responsibilities:

- Produce intelligence research and assessment to produce an immediate analysis report, following a border detection
- Under direction, conduct intelligence research and assessment of current and emerging border threats in a time pressured, watch floor environment
- Share, exchange and disclose information and intelligence obtained from Departmental and partner agencies information and intelligence systems and resources, in accordance with relevant Australian Government legislation (including the Privacy Act), Departmental policy, Memorandums of Understanding, and Agreements
- Maintain situational awareness of current Intelligence Division, Department and ABF Operational activities.

Role requirements/qualifications:

- Shift positions require the ability to work a rotating 24/7 shift roster, including weekends, public holidays and over nights
- Prior experience in shift work is desirable but not essential.

Please note there are current vacancies for both shift and non-shift positions. **Eligibility**

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- Obtain and maintain a current Employment Suitability Clearance
- Satisfy a probation period
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Notes

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To Apply

Position Contact	Cameron Whitton, 02 6275 6599
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/125144/

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Vacancy VN-0714869

Department of Home Affairs

Closing Date: Tuesday 22 November 2022

Counter Foreign Interference Coord
CFI Policy Various

Job Title	Assistant Director - Counter Foreign Interference Coordination Centre
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$103,424 - \$121,292
Classification	Executive Level 1
Position Number	JR 125182
Agency Website	www.homeaffairs.gov.au

Job Description

<https://jobs.homeaffairs.gov.au/job-invite/125182/>

Overview of the Division:

The Counter Foreign Interference Coordination Centre (CFICC) supports the National Counter Foreign Interference (CFI) Coordinator to strengthen and coordinate Australia's national response to foreign interference. CFICC works with government counterparts, private and civil sectors, and the wider community to raise awareness and strengthen resilience in our most at-risk sectors. CFICC collaborates on the development of policy, coordinates across whole of government, and provides strategic advice – contributing to the prosperity and unity of our nation.

About the role:

Assistant Directors in CFICC's CFI Policy and Coordination and CFI Partnerships Branches are responsible for policy development and stakeholder engagement on the complex and evolving threat of foreign interference. The officers will be part of small teams operating in a complex and fast-paced environment.

Our ideal candidate:

- CFICC is seeking EL1 officers who can:
- Develop national security policy
- Be a team player and develop positive working relationships
- Demonstrate leadership skills and experience
- Demonstrate high levels of emotional intelligence and the ability to develop and manage a range of stakeholder relationships
- Have the ability to think strategically and innovatively
- Possess high level communication skills
- Have the ability to independently manage their individual workload and competing priorities, as well as those of their team.

Duties

Specific duties/responsibilities:

Responsibilities include the following:

- Develop CFI policy initiatives, and manage their implementation and evaluation in collaboration with relevant stakeholders
- Develop and implement specialist engagement strategies for outreach to sectors of Australian society at risk of foreign interference, in accordance with relevant legislation, policy and regulatory levers
- Build and maintain a current understanding of the strategic, geo-political, security and operational environments relevant to the foreign interference context

- Build and maintain strong working relationships with diverse stakeholders, and apply high level problem solving skills when influencing and negotiating with stakeholders on complex policy challenges.

Eligibility

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

- Be an Australian Citizen
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To Apply

Position Contact	Nicholas Birch, 02 6196 0249
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/125182/

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Vacancy VN-0714892

Department of the Senate

Closing Date: Sunday 27 November 2022

Committee Office and Black Rod's Office
Committee Office and Black Rod's Office

Job Title	Assistant Committee Officer & Executive Assistant to the Usher of the Black Rod
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Barton ACT
Salary	\$79,916 - \$85,839
Classification	APS Level 4
Position Number	93 & 327
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate

Job Description

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

The Department of the Senate is seeking applications from those interested in joining the Committee Office or the Black Rods Office, in one of two exciting and fast paced roles.

Assistant Committee Officer

The Assistant Committee Officer is responsible for providing administrative and research support to the Clerk Assistant (Committees) and the Senior Clerk of Committees. Duties include preparing and publishing procedural and research documents and correspondence, arranging appointments and meetings, liaising with committee secretariats and maintaining files and documents relating to the work of committees.

The Assistant Committee Officer manages the administrative functions of the office of the Clerk Assistant (Committees), (SES), and liaises with a wide range of people, including senators and their staff, demonstrating client-focussed and well-developed communication skills. The occupant of the position is the point of contact for information relating to operations of Senate committees and is responsible for publishing a high volume of information online, relating to the work of committees. The occupant of this position must demonstrate high-level administrative skills and have exceptional attention to detail.

Executive Assistant to the Usher of the Black Rod

The Executive Assistant to the Usher of the Black Rod provides clerical and administrative support to the Usher of the Black Rod and directors of the Black Rod's Office when required. Duties include answering telephone calls, responding to queries as appropriate, taking messages, scheduling appointments, managing email inboxes and preparing routine correspondence. The occupant of this position is also responsible for assisting the Usher of the Black Rod with their secretariat functions, which include collating papers and reports and the coordination of Senate Estimates briefs and other corporate responsibilities.

The Executive Assistant to the Usher of the Black Rod liaises with a wide range of stakeholders including senators and their staff, employees and members of the public and works cooperatively with other executive/administrative assistants in the area, in support of all senior managers. During sitting periods, the Executive Assistant to the Usher of the Black Rod may be required to provide support services in the Senate Chamber.

Duties

Assistant Committee Officer

1. Undertake administrative and research duties for the Clerk Assistant (Committees) and, as required, the Senior Clerk of Committees.
2. High level liaison with a range of stakeholders including senators, their staff, parliamentary colleagues, and members of the public, and respond promptly to inquiries.
3. Liaise with Senate committee secretariats for the provision of reports or statistics for reporting purposes and create committee report covers using relevant software.
4. Maintain a range of webpages including the Register of Senate Committee Reports, public hearings, and committee membership.
5. Arrange meetings, training and seminars, and assist with the preparation and circulation of documents and training materials.
6. Maintain the office electronic files and Workgroup content folders.
7. Work collaboratively with parliamentary colleagues to ensure that the office is run effectively and efficiently.

Executive Assistant to the Usher of the Black Rod

1. Provide clerical and administrative support to the Usher of the Black Rod, and directors of the Black Rod's Office when required.
2. Prepare replies to routine and non-complex correspondence.
3. Liaise with senators, senior officers of the department, and employees from executive departments, and undertake follow-up action as necessary.
4. Work cooperatively with other staff in the department and develop and maintain professional relationships across the Parliamentary Service.
5. Manage updates to the www.aph.gov.au website for changes in details of Senators including, commencements, retirements, changes of address and appointments.
6. Monitor the office's intranet and internet sites and liaise with authors to ensure that documents contain current and up-to-date information and web links.
7. Update documents for loading onto the intranet for all work areas in the Black Rod's Office.
8. Assist the Usher of the Black Rod with the secretariat functions as required.
9. Assist with the coordination of major events managed by the Black Rod's Office, such as opening of Parliament, Address-in-reply and the swearing in of Governors-General.
10. Maintain electronic recordkeeping systems and act as a back-up administrator.
11. Perform Chamber duties supporting the President of the Senate, senators, Clerks at the Table and other employees during Senate sitting weeks, as required.

Eligibility

Assistant Committee Officer

Desirable: Experience in using web-based authoring software and sound administrative experience.

Notes

You are welcome to nominate for one or both positions you wish to be considered for. To apply, you are asked to provide a pitch of no more than two pages, detailing your suitability to perform the duties of the position or positions you have nominated. You are also asked to attach your resume or CV before submitting your application.

About the Department of the Senate

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

To Apply

Position Contact	HRM.Sen@aph.gov.au, 02 6277 3475
Agency Recruitment Site	https://recruitmentsenate.nga.net.au/cp/index.cfm?event=jobs.listJobs&jobListid=22fc4f47-e994-46a3-

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Vacancy VN-0714864

Department of the Treasury

Closing Date: Thursday 24 November 2022

Australian Government Actuary

Job Title	Administration Assistant/Executive Assistant
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$74,354 - \$88,949
Classification	APS Level 4;APS Level 5
Position Number	91-2022
Agency Website	www.treasury.gov.au

Job Description

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

A part-time opportunity has arisen for an Administration Officer equivalent at the APS Level 4/5 classification within the AGA.

Duties

The role will ensure the timely production of invoices, the production of inputs to monthly financial reporting produced by Finance, meeting reporting obligations under whole of government panels, monitoring tender opportunities, records management, occasional travel, arranging meetings and website maintenance.

The AGA is a team of approximately 20 actuaries and analysts. This role reports to the Australian Government Actuary.

Desirable Qualifications / Experience

Candidates will possess a high level of attention to detail. An ability to be the interface between the AGA and Finance to ensure the timely and accurate production of invoices and related reports is key to this role. Experience in Word and Excel is required.

This role is ideally suited to someone seeking a part time role in a friendly, team-oriented environment.

As a successful candidate, you must be willing to:

- support and engage with the future direction of the office of the Australian Government Actuary and Treasury;
- be flexible and agile to meet immediate needs and future challenges;
- be team-orientated, have energy and determination to ensure the success of the Office;
- be able to make reasonable decisions and exercise judgment; and
- be open, accountable and of high integrity.

Eligibility

Employees of the Treasury are required to be Australian citizens and must hold a current security clearance or successfully complete a clearance prior to commencement.

Notes

This recruitment process is being used to fill ongoing APS4-APS5 roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 18 months from the date advertised.

Non-ongoing opportunities may be offered for a specified term for an initial period of up to 12 to 18 months (determined by business requirements), with the possibility of extension up to three years.

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 Treasury

The Treasury is a respected and influential central economic agency. We provide authoritative advice and analysis to the Australian Government on a broad range of economic, fiscal, structural, financial and tax policy issues. We also monitor global economic conditions to make sure Australia is well placed to respond to emerging trends. Treasury provides some of the best opportunities in the public service. Treasury presents a challenging and rewarding career with the opportunity to contribute substantially to Government policy that affects all Australians. The Treasury's staff are drawn from many professions representing diversity in experience and skills. We seek passionate staff who will work collaboratively to deliver the ideas and advice that will help Australia meet the challenges of the coming years. Treasury offers attractive salaries and employer superannuation as well as a range of other benefits, including generous leave entitlements, salary packaging and a closedown period over the Christmas holiday. The Treasury is a flexible, dynamic and diverse workplace with offices in Canberra, Sydney, Melbourne and Perth.

To Apply

Position Contact	Guy Thorburn, 02 6263 4127
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0714888

National Heavy Vehicle Regulator

Closing Date: Tuesday 22 November 2022

Office of the CEO

Job Title	Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD
Salary	\$110,787 - \$118,529
Classification	
Position Number	2126
Agency Website	

Job Description

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

[Business Analyst Position Description](#)

Duties

NHVR is establishing a dedicated team to improve safety and provide tailored fatigue options management within the National Heavy Vehicle Accreditation Scheme (NHVAS) Advanced Fatigue Management (AFM) management module. The project will work across multiple divisions to identify and remove administrative barriers to heavy vehicle operators applying to participate in the scheme, focusing on optimising and streamlining internal business processes and systems.

As a result, we are searching for a Business Analyst for the AFM Improvement Project where you will lead and manage business analysis activities on behalf of the project team to support business improvements and productivity. You will promote best practice and innovation working in a multidisciplinary team undertaking assessment and analysis of current and future business systems and processes.

This is a temporary role for 12 months based in our Brisbane office in the Gasworks Precinct. On offer is a flexible, supportive and inclusive work environment where the work you produce plays an important part across the heavy vehicle industry in Australia.

Eligibility

future trends based on past performance and provide trusted advice to business decision makers. You will have experience in a similar role in developing and documenting business requirements by way of gap analysis and change impact analysis to be able to identify and build on products and propose quality solutions.

With at least 5 years experience in analysing large amounts operational data and provide recommendations to support the development of long- and short-term business strategies, you're a trusted team member that can concisely articulate complex issues. Having previously done testing and implementing test scenarios, and producing/updating user guides, you will have excellent communication skills as well as stakeholder management and engagement qualities. As a critical and logical thinker, you will have the ability to ask the right questions and challenge current processes to shape the future of our accreditation processes.

Previous experience with the M365 Power Platform is highly desirable as is intermediate MS Office experience.

Notes

About the National Heavy Vehicle Regulator

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

To Apply

Position Contact	Sangeeta Paul, 07 3309 8814
Agency Recruitment Site	https://www.nhvr.gov.au/about-us/careers/current-vacancies

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Vacancy VN-0714895

National Heavy Vehicle Regulator

Closing Date: Tuesday 22 November 2022

Regulatory Policy and Standards

Job Title	Principal Fatigue and Human Factors Advisor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	\$137,340 - \$145,256
Classification	
Position Number	RP&S - 1188
Agency Website	

Job Description

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

[Principal Fatigue and Human Factors Advisor Position Description](#)

Duties

With safety at the heart of our agenda we are now seeking an experienced fatigue and human factors specialist to join our team. In this business critical role you will be integral in shaping the future of fatigue management through safety programs, policy and legislative reforms that focus on reducing fatalities and serious injury on our roads.

You will be responsible for the continuous improvement and review of business systems including basic and advanced fatigue management schemes, ensuring they are relevant, contemporary and meet community and industry expectations. As the subject matter expert, you will provide specialist advice and insights on fatigue related issues which will see you collaborate widely with a diverse internal and external stakeholder group.

Based in Brisbane this position will work as part of the Safety Assurance Team where some interstate travel will be required.

On offer is a flexible, supportive and inclusive work environment where the work you produce plays an important part across the heavy vehicle industry in Australia.

Eligibility

As an exceptional fatigue and human factors professional, you will have expert knowledge of driving and or shift work fatigue along with legislative and policy reform experience in a complex business environment. Previous success in managing a program of works that delivered improved safety outcomes and the role of human factors will be fundamental in this role.

As a natural communicator you will enjoy fostering authentic relationships through building rapport and trust with your ease at translating complex and technical language to a diverse stakeholder group.

The ability to solve complex problems through analytical and out of the box thinking will be familiar to you. Along with your meticulous approach to planning and balancing competing priorities in managing a program of works. Your understanding of regulatory issues and concepts will be integral to this position.

Notes

About the National Heavy Vehicle Regulator

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

To Apply

Position Contact	Sangeeta Paul, 07 3309 8814
Agency Recruitment Site	https://www.nhvr.gov.au/about-us/careers/current-vacancies

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Vacancy VN-0714901

National Heavy Vehicle Regulator

Closing Date: Friday 25 November 2022

Statutory Compliance

Job Title	Director Investigations
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Parramatta NSW, Melbourne VIC, Adelaide SA
Salary	-
Classification	
Position Number	SC - 1255
Agency Website	

Job Description

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

[Director Investigations Position Description](#)

Duties

There's never been a more exciting time to join our team as we continue to grow nationally. Our investigations team is critical in providing investigative services to support compliance and enforcement outcomes under the Heavy Vehicle National Law.

Reporting directly to the Executive Director Statutory Compliance you will contribute your expertise to lead best practice investigations across South Australia, Victoria, Tasmania, New South Wales, ACT and Queensland, with the aim of a nationally consistent approach.

Leading a team of Investigators you will deliver performance and quality through the development of transparent investigative policies, procedures and systems to enable the team. In addition, you will contribute to further enhancing the overall effectiveness and efficiency of the division through fostering a culture of collaboration and continuous improvement.

The position will work closely with Police agencies, Regulatory agencies as well as across the NHVRs operational and corporate divisions providing expert strategic and tactical advice.

In return we offer a supportive hybrid work environment with flexible work from home arrangements. As a family friendly team we encourage work-life balance and celebrate additional leave over the festive season. This position is full time and ongoing, it will be offered as a 3-year term contract with annual review and opportunity to extend on successful performance.

Eligibility

We are looking for an experienced, dynamic and resilient leader, who is able to manage competing priorities, and sees opportunities where others see challenges. Exceptional communication skills are essential in order to build collaborative relationships across jurisdictions and support a team.

Your extensive experience in leading investigation teams coupled with your strategic mindset and change leadership will be critical to your success in the position.

Previous experience within a regulatory environment will be highly regarded.

Notes

About the National Heavy Vehicle Regulator

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

To Apply

Position Contact	Rita Ho, 07 3309 8752
Agency Recruitment Site	https://www.nhvr.gov.au/about-us/careers/current-vacancies

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Vacancy VN-0714911

National Heavy Vehicle Regulator

Closing Date:Monday 28 November 2022

Statutory Compliance
Prosecutions

Job Title	Prosecutor
Job Type	Full-Time, Ongoing
Location	Wagga Wagga NSW, Griffith NSW, Albury NSW, Parramatta NSW, Tweed Heads NSW
Salary	-
Classification	
Position Number	1270, 1670
Agency Website	

Job Description

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

[Position Description - Prosecutor, Tweed Heads](#)
[Position Description - Prosecutor, Southern NSW](#)

Duties

This is an exciting opportunity for a criminal prosecution lawyer to join our Central Region team at the National Heavy Vehicle Regulator. In this busy and varied role, you will manage, prepare and conduct complex prosecutions on behalf of the Regulator.

Working with a family-friendly team, we offer a supportive hybrid work environment with flexible work from home arrangements. We celebrate additional leave over Christmas and flex time arrangements.

This is a permanent position and we welcome applications for candidates located in Tweed Heads, Parramatta, Wagga Wagga, Griffith or Albury.

Eligibility

As the ideal candidate you will have proven experience in the field of criminal prosecution or in another legal environment including all facets of trial preparations, working with court procedures, summary procedures and relevant legislation.

With the ability to undertake extensive and complex case management you will thrive with the challenge and working to deadlines.

With high level interpersonal and communication skills you will have the ability to deliver a high standard of customer service for internal and external clients. You will have over three years' experience as a legal practitioner.

Notes

About the National Heavy Vehicle Regulator

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To Apply

Position Contact	Ruth Bond, 07 3309 8544
Agency Recruitment Site	https://www.nhvr.gov.au/about-us/careers/current-vacancies

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Vacancy VN-0714913

National Heavy Vehicle Regulator

Closing Date: Monday 14 November 2022

Operations
Central Region

Job Title	Business Advisor
Job Type	Full-Time, Ongoing
Location	Parramatta NSW
Salary	\$110,787 - \$118,529
Classification	
Position Number	2094
Agency Website	

Job Description

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

[Position Description - Business Advisor](#)

Duties

This is an exciting period to join our team – in August 2022, the New South Wales jurisdiction transitioned to the National Heavy Vehicle Regulator (NHVR), not only growing our workforce but our commitment in keeping our roads safe across the country.

Reporting to Director Central Region, you will play a key role in supporting the planning, coordination and development of business plans, financial management and resource management.

Working closely with the Central Region leadership team within our Operations division, you will identify issues and opportunities that may affect the NHVR and its ability to fulfill its regulatory role, purpose and objectives.

Working with a family-friendly team, we offer a supportive, hybrid work environment with flexible work from home arrangements. We encourage work-life balance and celebrate additional leave over Christmas and flex time arrangements.

This is a permanent position based in our vibrant, modern workspace in Parramatta.

Eligibility

You will have demonstrated experience in a business advisory role and possess strong interpersonal and communication skills to effectively engage with a range of internal and external stakeholders.

You will demonstrate initiative and flexibility on a daily basis, as you manage and execute a broad range of tasks. To be successful for the role, you will possess high level written skills to complete reports, briefing notes, research analysis and presentations.

Extensive experience in managing and coordinating organisational activities is highly regarded, as is prior working knowledge of regulatory compliance.

Notes

About the National Heavy Vehicle Regulator

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To Apply

Position Contact	Ruth Bond, 07 3309 8544
Agency Recruitment Site	https://www.nhvr.gov.au/about-us/careers/current-vacancies

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Agriculture, Water and the Environment

Vacancy VN-0714794

Australian Pesticides and Veterinary Medicines Authority

Closing Date: Wednesday 30 November 2022

Job Title	Executive Director Registration Management
Job Type	Full-Time;Part-Time, Ongoing
Location	Armidale NSW
Salary	-
Classification	Senior Executive Service Band 1
Position Number	10097
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

- Take on a key leadership role with a small agency in the APS
- Flexible working arrangements available
- Contribute to people & animal safety in Australia

Based in our Armidale New South Wales head office, this role provides a unique opportunity to influence and shape the operations of the APVMA as a world class regulator. You will play an important role in assessing the safety and effectiveness of vital crop protection and animal health products, and work as part of a broader team that delivers efficient regulatory services to support Australia's agvet chemical industry and Australian agriculture.

In order to successfully undertake this role you will be a proven decision maker who is able to bring information sources together to establish the 'full picture'. You will be someone who can thrive in an environment that promotes quality in scientific assessment, decision-making, risk management and client engagement. You will be a strong leader with a proven ability to identify staff capability requirements and needs and to build motivated and high performing teams that can deliver high quality work.

Duties

Reporting to the Deputy Chief Executive Officer, the Executive Director is responsible for leading organisational change and managing risk management teams including coaching, mentoring, and developing technical capacity within the Authority.

The Registration Management Program is responsible for the management of all product, permit and active constituent applications from receipt to finalisation. Providing effective and seamless regulation to stakeholders prior to, during and after decisions are taken is critical to the operations of the Program; as is ensuring strong ongoing relationships within and external to the APVMA. The Program places high emphasis on ensuring staff hold capabilities, including decision making skills and scientific knowledge, to perform regulatory functions effectively and in line with APVMA and broader community expectations.

Eligibility

To be a strong contender for this role you will be a confident, adaptable leader with:

1. Significant experience as a leader of a diverse team of specialist scientific staff
2. Experience in summarising complex scientific material from multiple sources to produce concise advice on complex, technical regulatory decisions
3. Excellent people and negotiation skills, highly developed communication skills and the ability to work collegiately with a broad range of stakeholders
4. Demonstrated ability to deliver government objectives and solve highly complex and high-profile issues
5. Proven experience in providing sound advice on potentially sensitive issues with diplomacy and tact, and in identifying and addressing potential risks to business operations and organisational reputation
6. A strong understanding of public administration with a particular focus on process efficiency and reform, sound financial management, and governance practices, preferably in a public sector environment.
7. A minimum of 10 years' experience as a senior scientist, preferably in a regulatory environment.

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 Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Jarrod Lee, 02 6770 2350
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0714856

Department of Agriculture, Fisheries and Forestry

Closing Date: Wednesday 23 November 2022

Plant & Live Animal Exports
Plant Export Operations Plant Export Reform Program and Business Systems
Program

Job Title	Policy, Legal, Assurance and Finance Officers
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/7592
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The Plant Export Reform Program is a reform focussed program for Plant Exports Operations Branch that aims to deliver projects and legislative reform that reduce red tape and recognise alternative assurance pathways to achieve regulatory outcomes for the department.

The Business Systems Program works to support, enhance and assure the Plant Export Operations Branch. The program is responsible for financial management, audit policy, regulatory performance measurement, plant export certification management, distressed cargo and system administration.

Duties

The Jobs

The Plant Export Operations Branch is seeking to fill multiple positions from this recruitment process in both the Plant Export Reform Program and the Business Systems Program. Applications are sought from individuals with good judgement, strong interpersonal skills, a flexible approach to their work and a willingness to learn. There are different roles that applicants may apply for, as described below. When completing your application, ensure you nominate which of these roles you would like to be considered for.

Policy Officers

We are seeking two motivated and organised people to join the Plant Export Reform Program and help deliver project initiatives on behalf of the Plant Export Operations Branch. As a Policy Officer in the Plant Export Reform Program, you will play a crucial role in the delivery of reforms to reduce red tape, recognise alternative forms of assurance and achieve regulatory outcomes for the branch. The main duties of these positions include:

- contributing to the development and implementation of projects to improve regulatory assurance activities
- researching, analysing and understanding complex operational policies and international conventions
- delivering presentations to various project boards and industry forums on project progress
- creating, reviewing and amending policy and procedures relating to reform activities
- maintaining appropriate project management approach to monitor implementation activities against key milestones.

Legal Officer

We are seeking a motivated and organised person to join the Plant Export Reform Program and help deliver legislative reforms on behalf of the Plant Export Operations Branch. The main duties of this position includes:

- maintaining an understanding of relevant legislative frameworks and assisting team members to operate within these frameworks
- engaging, liaising and working with stakeholders about complex legal matters
- assisting in the coordination of legal advice on behalf of the branch
- drafting decision briefs and legislative instruments.

Assurance Officer

We are seeking a motivated and well organised person to provide high level support to the Plant Export Operations Branch. The main duties of this position includes:

- working with the Plant Export Operations Branch and service delivery streams to manage new and existing assurance/audit

policies

- managing plant export audit relationships with service delivery operations and audit services group to implement assurance policies
- providing leadership, supervision and development opportunities to staff
- managing and contributing to development and review of instructional material for audit, assurance and compliance activities
- providing input and technical expertise into audit and digital reform activities
- managing investigations and responses to non-compliance activities
- representing the program at relevant forums and providing technical advice as required.

Finance Officer

We are seeking a motivated and well organised person to provide high level support to the Plant Export Operations Branch. The main duties of this position includes:

- assisting in budget preparation, mid-year review and monthly forecasting for the branch
- preparing monthly financial reports and perform analysis
- liaising with internal and external stakeholders on a range of financial issues
- assisting in any future Cost Recovery Fee Reviews (horticulture and grain)
- assisting with monthly billing and annual registration process
- managing performance through regular communications with team members
- managing month end processes
- development and reviewing of instructional material to manage the branch financial activities.

Eligibility

What we are looking for

Knowledge and experience

Policy Officers

The successful applicant will have:

- experience in seeing projects through to completion
- knowledge of and/or experience in the development of legislative amendments
- experience engaging effectively with internal and external stakeholders through a variety of forums and consultations
- knowledge of regulatory and administrative frameworks and application of departmental guidelines and regulations.

Legal Officer

The successful applicant will have:

- knowledge and/or experience in the development of legislative amendments
- experience engaging effectively with internal and external stakeholders through a variety of forums and consultations.

Assurance Officer

The successful applicant will have some or all of the following:

- Experience in stakeholder engagement, building and maintaining relationships with internal and external stakeholders.
- Experience in policy development, including the ability to investigate and source key information to support decision making.
- Experience interpreting legislation or in the application of legislation in policy, regulation and operational environments.
- Experience in audit would be advantageous.

Finance Officer

The successful applicant will have:

- an understanding of the department's financial management framework
- experience using the department's financial management information system
- familiarity with IT systems relevant to plant exports (EXDOC, ER, Micor and PEMS).

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Adrian Setterfield, 02 6272 4551
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0714885

Department of Agriculture, Fisheries and Forestry

Closing Date: Monday 28 November 2022

Biosecurity Operations
Pathway Policy - Cargo & Conveyances Industry Partnerships & Engagement

Job Title	Senior Project Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/7961
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

Biosecurity Operations Division (BOD) delivers nationally integrated biosecurity and imported food regulatory activities to ensure goods, conveyances and travellers meet Australia's import requirements. Division operations include policy and regulatory control setting across imported food and biosecurity risk pathways, as well as the delivery of assessment, inspection, community engagement and contact centre services. The division also partners with industry to improve the delivery of regulatory functions. The division spans a range of regulatory activities that plays a critical role in reducing risk and shaping our nation to become one of the few countries in the world to remain free from the world's most severe pests and diseases.

Pathway Policy Cargo and Conveyances within BOD delivers policy development, reform initiatives and management of biosecurity risks across air and sea cargo entry pathways and for arriving conveyances,

Industry Partnerships and Engagement plays a pivotal role in establishing partnerships to deliver national reforms. The Section has two teams, Industry Partnerships and Strategic Engagement. The Industry Partnerships team is leading ground-breaking work to deliver new biosecurity arrangements (green lanes) that will reduce regulatory burden and costs for participating importers. The Strategic Engagement team develops strategies and tools for more proactive interaction with the import industry and provides secretariat functions for cargo consultative forums.

Duties

The Job

The main duties of the positions will include, but are not limited to:

- Developing frameworks and processes to operationalise policy.
- Contributing to critical components for high-profile projects such as the Green Lane program.
- Preparing briefings, status and analytical reports as well as communication material for senior staff.
- Developing and maintaining productive relationships with internal and external stakeholders.
- Contributing to branch and section governance and administration.

Eligibility

What we are looking for

Knowledge and experience

Knowledge and experience in some or all of the following:

- Experience in engaging and negotiating with a wide variety of internal and external stakeholders to achieve results
- Experience in applying project management tools and methodologies, ability to organise self and others, and ability to plan tasks to achieve outcomes
- Experience in developing and supporting stakeholder engagement mechanisms, including preparing agendas, papers, minutes and following up on action items
- Experience with organising and supporting internal corporate reporting, ability to design and implement new governance and reporting arrangements
- Experience writing briefs for SES and Ministers
- Demonstrated experience or subject matter expertise in one or more of the following areas of trade and border regulation:
 - supply chain operations,
 - biosecurity and,
 - imported food and agricultural exports is desired, but not essential.

Notes

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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Elizabeth Bowron, 02 8334 7347
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0713889

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

Closing Date: Wednesday 23 November 2022

Australian Antarctic
Antarctic Operations & Safety Operations Management Centre

Job Title	Senior Antarctic Operations Watch Keeper
Job Type	Full-Time, Ongoing
Location	Hobart TAS
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/7575
Agency Website	https://www.dcceew.gov.au/

Job Description

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

Who we are

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

These goals are to:

- maintain the Antarctic Treaty System and enhance Australia's influence within it
- protect the Antarctic environment
- understand the role of Antarctica in the global climate system
- undertake scientific work of practical, economic, and national significance.

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

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

The Operations Management Centre (OMC), functions from within the Operations Branch and is responsible for direction and coordination of program-wide operations.

The Job

- Gather and investigate information from diverse sources and provide support in disseminating information across multiple areas of the AAD sections and branches
- Support the Watch Supervisor in assembling and disseminating information from the AAD Headquarters and the deployed elements such as Antarctic and sub-Antarctic Stations, strategic shipping and aviation and major deep field camps
- Support the Watch Supervisor in the development of high-quality briefing material to the General Manager, AAD Operations Branch, Departmental Executive, Ministerial Offices, external Programs and Agencies, other key stakeholders and delivery partners. Such tasking may include gathering information for talking points, assisting with short notice briefs or situation reports relating to Antarctic Operations
- Contribute to the synchronisation and management of the Antarctic, sub-Antarctic and Southern Ocean operations and other activities. This includes working under the guidance of the Watch Supervisor to enable 24-hour coverage of human resources and processes during certain periods. Operations will dictate when these surge periods occur
- Maintain a complete and accurate list of notifiable incidents to escalate issues and events to the Chief of Operations
- Provide administrative support to the Watch Supervisor in the event of an incident; ensuring all incident management operations across the AAP are planned for, responded to and reported in a timely and well-coordinated manner in consultation with primary incident response stakeholders
- Assist the Watch Supervisor in coordinating response efforts for crises in AAD operations or other international events as required
- Act periodically in the Watch Supervisor role to provide management and oversight of the effective delivery of key OMC functions and services
- Work closely with the Watch Supervisors to effectively coordinate the handover of OMC staff to ensure that continuous situational awareness and continuity of operations is maintained
- Monitor reporting tools and materials including AAD Common Operation Picture (COP); critical infrastructure, ICT systems, weather, communication lines for other National Antarctic Partners' and official AAD social media chat rooms and email systems.

Duties

Knowledge and experience

We are seeking applicants who have previous experience either in an operationally focussed or incident management roles, within a contemporary operational logistics environment or in the planning and execution of projects.

Skills and capabilities

- Demonstrated ability to apply professional judgement and teamwork to deliver outputs efficiently, under pressure, with limited supervision and within time constraints
- Demonstrated ability to engage with stakeholders, including the ability to inform, communicate and consult with a diverse stakeholder group
- Demonstrated ability to manage competing priorities, deadlines, and operational support needs
- Demonstrated ability in leading a small team, coaching, mentoring, and developing personnel to work cohesively to achieve results

- The ability to collate and analyse large volumes of information from different sources and synthesise relevant elements into instructional materials, and to clearly articulate ideas or guidance to a wide audience through effective oral and written communications
- The ability to identify and develop practical and innovative solutions to support operational requirements, strategic objectives, and policy

Desirable qualifications

Tertiary qualifications in logistics management, incident management, project management or other relevant disciplines, or demonstrated equivalent management experience, would be highly regarded. **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

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

To undertake travel to the Antarctic & sub-Antarctic regions they will need to:

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

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	Simon Owen, 03 6218 2289
Agency Recruitment Site	https://www.dcceew.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0714844

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

Closing Date: Thursday 24 November 2022

Australian Antarctic
Technology & Innovation Polar Technology

Job Title	Senior Science Systems Engineer
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$85,833 - \$97,454
Classification	APS Level 6
Position Number	2022/7701
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://awejobs.nga.net.au/?jati=82A15C8B-CEA3-3133-5844-C9171DF56683>

Who we are

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- 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.

The Technology and Innovation Branch leads the design and development of new capabilities, and innovative and emerging technologies for the Australian Antarctic Program (AAP) and Australian Antarctic Division (AAD) in the areas of science, operations, and asset management. We manage core technical functions and facilities, curate and deliver data, mapping, and information collections, and support the AAD in providing platforms to deliver world leading AAP outcomes. Our Branch is also responsible for commissioning and managing the science systems on board the AAD's new ice breaker vessel, RSV Nuyina. The Technology and Innovation Branch comprises five sections.

The Polar Technology section provides a range of expert technical, electronic, design and fabrication support for Antarctic science and operational infrastructure. Our science systems engineers and acoustics officers maintain operational oversight of the complex marine science systems on board the AAD's new ice breaker vessel, RSV Nuyina. Our electronics and

mechatronics engineers design, test, manufacture, procure and maintain instrumentation and equipment approved for the AAP. We also play a key role in assessing and implementing emerging technologies.

The Job

Based at the Head Office of the Australian Antarctic Division in Kingston, the Senior Science Systems Engineer will join the Polar Technology section to provide technical support across the Australian Antarctic Program. The Senior Science Systems Engineer reports directly to a Team Manager who will provide broad guidance on the tasks. From time to time, they will be directed to work under the supervision of other senior team members. The Senior Science Systems Engineer will support the activities of the general Antarctic Science program and will have responsibility for specialised computer systems, electronic instrumentation and marine science equipment associated with the Australian Antarctic Division's (AAD) Marine Science program. This may include responsibilities for equipment and systems aboard the AAD Icebreaker, the RSV Nuyina. The Senior Science Systems Engineer is required to:

- Provide electronic and computing support for and during marine science voyage(s) or other expeditions. This may include constructing, calibrating, modifying, fault find/repairing, maintaining, and operating modern electronic instrumentation and systems, data collection and storage systems, instrumentation, marine, laboratory, IT, and mechanical gear
- Produce and maintain high-quality technical documentation and drawings within a formal engineering document management system
- Manage scientific infrastructure, implement, and promote improved associated work practices. This includes asset and hazardous goods management as well as maintenance of training programs and records, in addition to managing safety documentation/systems for all personnel
- Provide services to clients, including resolving resourcing conflicts and solving high-level and complex technical issues
- Work productively and effectively as a team member to develop innovative solutions to meet technical or operational problems. This may be in remote areas without immediate technical or logistical support.
- Maintain underway data collection systems utilising modern computing techniques such as Linux and Windows system administration, Programming in languages such as Python and/or JavaScript, Software revision control systems such as Git, and SQL database management
- Under guidance, operate sophisticated acoustic instrumentation on board RSV Nuyina including advanced acoustic systems for seabed mapping and biological survey based on a sound understanding of underlying physical principles
- Occasionally manage small, dedicated teams, including effective supervision and management of staff performance in operational activities at sea while ensuring safe working conditions and staff wellbeing.

Duties

Knowledge and experience

- A Bachelor's or higher degree in Electronic/Mechatronic Engineering from an Australian tertiary institution or a comparable overseas institution that is accredited by Engineers Australia.
- Experience as a team member working in demanding environments.

Skills and capabilities

The successful candidate will:

- be self-motivated with excellent technical skills and be flexible and adaptable and able to work in environments that are sometimes stressful and where priorities change, sometimes in short and/or shifting time frames.
- have sound judgement and highly developed problem-solving capabilities and be innovative in their approach to developing solutions.
- have the skills and capacity to develop and support quality working relationships with various stakeholders to respond to needs, manage expectations and solve problems.
- have good time management skills and excellent communication skills, both written and verbal.
- be adaptive, proactive, innovative, and resilient.

Mandatory qualifications

A Bachelor's or higher degree in Electronic/Mechatronic Engineering from an Australian tertiary institution or a comparable overseas institution accredited by Engineers Australia. **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

Please note successful applicant hold and maintain a valid Australian motor vehicle drivers Licence and will be required to travel to the Antarctic and sub-Antarctic regions therefore they will be expected to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments.
They will need to:

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

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	Lloyd Symons, 0408051000
Agency Recruitment Site	https://awejobs.nga.net.au/?jati=82A15C8B-CEA3-3133-5844-C9171DF56683

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Agriculture, Water and the Environment

Vacancy VN-0714845

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

Closing Date: Thursday 24 November 2022

Australian Antarctic
Technology & Innovation Polar Technology

Job Title	Science Systems Engineer
Job Type	Full-Time, Ongoing
Location	Kingston TAS
Salary	\$76,260 - \$83,658
Classification	APS Level 5
Position Number	2022/7705
Agency Website	https://www.dcceew.gov.au/

Job Description

<https://awejobs.nga.net.au/?jati=D5041D5E-89B8-C8DC-026F-C9171E729648>

Who we are

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The Job

Based at the Head Office of the Australian Antarctic Division in Kingston, the Science Systems Engineer will join the Polar Technology section to provide technical support across the Australian Antarctic Program. The Science Systems Engineer reports directly to a Team Manager who will provide broad guidance on the tasks. From time to time, they will be directed to work under the supervision of other senior team members. The Science Systems Engineer will also support the activities of the general Antarctic Science program and will have responsibility for specialised computer systems, electronic instrumentation and marine science equipment associated with the Australian Antarctic Division's (AAD) Marine Science program.

The Science Systems Engineer is required to:

- provide electronic and computing support for, and during marine science voyage(s) or other expeditions. This may include constructing, calibrating, modifying, fault find/repairing, maintaining and operating modern electronic instrumentation and systems, data collection and storage systems, instrumentation, marine, laboratory, IT, and mechanical gear.
- produce and maintain high-quality technical documentation and drawings within a formal engineering document management system.
- provide services to clients, including resolving resourcing conflicts and solving high-level and complex technical issues.
- work safely, productively and effectively as a team member to develop innovative solutions to meet technical or operational problems. This may be in remote areas without immediate technical or logistical support.
- assist in maintaining underway data collection systems utilising modern computing techniques such as Linux and Windows system administration, Programming in languages such as Python and/or JavaScript, Software revision control systems such as GIT, and SQL database management.
- under guidance, operate sophisticated instrumentation on board RSV Nuyina including advanced acoustic systems for seabed mapping and biological survey based on a sound understanding of physical principles.

Duties

Knowledge and experience

A Bachelor's degree or higher in Electronic/Mechatronic Engineering from an Australian tertiary institution or a comparable overseas institution that is accredited by Engineers Australia

Skills and capabilities

The successful candidate will:

- be self-motivated with excellent technical skills and be flexible, adaptable and able to work in environments that are sometimes stressful and where priorities change, sometimes in short and/or shifting time frames
- possess sound judgement and highly developed problem-solving capabilities, and an innovative approach to developing solutions

- have the skills and capacity to develop and support quality working relationships with various stakeholders to respond to needs and solve problems
- have good time management skills and excellent communication skills, both written and verbal
- be adaptive, proactive, innovative, and resilient
- be capable of acquiring new technical skills through formal and on-the-job training opportunities.

Mandatory qualifications

A Bachelor's degree or higher in Electronic/Mechatronic Engineering from an Australian tertiary institution or a comparable overseas institution that is accredited by Engineers Australia. New graduates are encouraged to apply **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

Please note that the successful applicant must hold and maintain a valid Australian motor vehicle drivers licence and will be required to travel to the Antarctic and sub-Antarctic regions therefore they will be expected to meet specific medical, adaptability and personal qualities requirements appropriate to working in those environments. They will need to:

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

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	Lloyd Symons, 0408051000
Agency Recruitment Site	https://awejobs.nga.net.au/?jati=D5041D5E-89B8-C8DC-026F-C9171E729648

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Attorney-General's

Vacancy VN-0714850

Administrative Appeals Tribunal

Closing Date: Sunday 20 November 2022

Tribunal Services
Registry Operations Adelaide Registry

Job Title	Associate
Job Type	Full-Time, Non-Ongoing
Location	Adelaide SA
Salary	\$69,149 - \$75,079
Classification	APS Level 4
Position Number	7002024
Agency Website	http://www.aat.gov.au/

Job Description

www.aat.gov.au

The Administrative Appeals Tribunal is seeking Associates to provide high level support to its members.

The role ensures the efficient and effective conduct of hearings through timely liaison with parties, recording and safe keeping of exhibits, swearing in witnesses and recording orders.

You will assist with the proof-reading and legal editing of AAT decisions and the preparation of draft directions, interlocutory orders, and correspondence. You will undertake case management of files may undertake legal research.

Our ideal candidate will be self-motivated and have strong organisational skills. You will have:

- attention to detail will be sound and
- the ability to work well both autonomously and as part of a small team.
- good research skills
- interest in administrative law,

Importantly you will have excellent written and oral communication skills and be able to liaise with members, other staff and the parties to applications and their representatives.

More information about this position, the scope of the role, duties and selection criteria, is contained within the position description for this role, available from the [Working at the AAT](#) page of our website, www.aat.gov.au. **Duties**

- Undertake legal research which may include case law research, monitoring of legislation and/or preparation of case summaries.
- Assist with the preparation, drafting and legal editing of Tribunal orders, decisions and reasons for decision. Prepare catchwords and summaries of reasons for decision.

- Provide administrative support which may include pre-hearing liaison with parties and case management of files.
- Ensure the efficient and effective conduct of hearing, including recording and safe keeping of exhibits, swearing in witnesses and recording orders.
- Assist with the efficient conduct of members' offices, attending to correspondence, diary maintenance and filing.

Eligibility

The AAT generally requires Australian citizenship as a condition of engagement. All employees are required to undertake an Australian Federal Police Check and to undertake a health assessment.

Your application must include an overarching letter, a section addressing each of the selection criteria available from the position description, and a CV. These statements against each selection criterion should be clear, concise, relevant and be a maximum of 200 words for each criterion. In addition, you should attach all academic transcripts.

Please note: Candidates for this opportunity should have completed, or substantially completed, a recognised degree in Laws, OR other tertiary qualifications.

Notes

An order of merit established through this selection process may be used to fill this or future vacancies on a non-ongoing basis. Non-ongoing opportunities will be offered for a specified term of up to 12 months with a possibility of extension.

Positions are available in Adelaide on a non-ongoing basis for 12 months with a possible extension of up to 3 years.

About the Administrative Appeals Tribunal

The Administrative Appeals Tribunal (AAT) has offices located in all states of Australia and the Australian Capital Territory and provides independent review of a wide range of administrative decisions made by the Australian Government, some non-government bodies and the Norfolk Island Government. On 1 July 2015 the Migration Review Tribunal, Refugee Review Tribunal and Social Security Appeals Tribunal were merged with the AAT. The amalgamated AAT comprises a number of Divisions: Social Services and Child Support, Migration and Refugee, and General and Other. The AAT is an equal opportunity employer which upholds the APS employment principles and actively encourages a diverse and inclusive workplace. For more information about the AAT, click on 'learn more' to visit our website.

To Apply

Position Contact	Sinan Kocadag, (08) 8128 8034
Agency Recruitment Site	www.aat.gov.au

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Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Wednesday 23 November 2022

Capability and Strategy Division
Innovation and Technology Solutions Business Products

Job Title	Senior Specialist, Products Customer Experience (QA Senior Test Analyst)
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	\$111,340 - \$126,751
Classification	Executive Level 1
Position Number	1387
Agency Website	https://www.austrac.gov.au/

Job Description

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

The Senior Specialist, Products Customer Experience (QA Senior Test Analyst) is a key member of the Products Customer Experience Team within the Innovation and Technology Solutions branch. This role works closely across multiple business products delivery teams to provide product and software testing expertise related to IT systems development and systems support.

Duties

The Senior Specialist (QA Senior Test Analyst) under limited supervision is responsible for:

- Developing strategic test plan and articulate test plan for project deliverables.
- Working collaboratively with business analysts and engineers to describe testable business features and co-ordinate testing of features.
- Leading systems demonstrations and assist with UAT.
- Documenting test cases, test executions and results using XRAY JIRA.
- Managing defects prioritisation with key stakeholders.
- Leading or overseeing functional tests relating to automation tools such as Selenium and Cypress.
- Utilising UI automation tools.
- Ensuring testing standards are met across the product team, and guide the team on best practice testing practices align with project objectives.
- Understanding the scope of work in each sprint/release and direct automation testing efforts to the areas of most risk.
- Writing and leading functional and regression testing scenarios and being able to execute all levels of testing (system, integration and regression).
- Providing quality assurance signoff and formal release test artefacts for each release, identifying testing coverage, gaps and other potential risks.
- Conducting manual testing of systems where required.
- Scheduling and reporting of automated test runs.

- Understanding agile methodologies such as Scrum and assisting with the management of the task backlog.
- Assisting with the documentation and development of new features by working with business analysts, end users, and developers.
- Working with business analysts and engineers to ensure that test environments and test data are available when required.
- Demonstrating skills in creating parallel cross-browser testing.
- Coordinating or assisting with performance testing, accessibility testing and penetration testing.

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks.

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

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contribution and experience of employees from a diversity of backgrounds.

We are committed to providing flexibility in working arrangements to recognise the importance of balancing work commitments with family, caring and other personal commitments of employees outside of work. AUSTRAC operates within a hybrid work arrangement.

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Alfred Kwok, 02 6183 9529
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Wednesday 23 November 2022

Capability and Strategy Division
Innovation and Technology Solutions Enterprise Analytics

Job Title	Senior Data Scientist
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD
Salary	\$111,340 - \$126,751
Classification	Executive Level 1
Position Number	877
Agency Website	https://www.austrac.gov.au/

Job Description

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

The Senior Data Scientist is a key member of the Enterprise Analytics section, within the Innovation and Technology Solutions branch. The person in this role will work closely with internal stakeholders to develop models and data pipelines that transform data into financial information and intelligence.

Duties

The Senior Data Scientist, under limited supervision, is responsible for:

- Leading projects that solve important business problems by applying data science techniques
- Developing, deploying and maintaining models to provide actionable insights across a broad range of datasets
- Working closely with other analytics teams to create useful, scalable and sustainable analytics solutions, including shared libraries and frameworks
- Working with architecture and engineering teams to build robust, sustainable and adaptable pipelines, platforms and tools to support agency initiatives
- Communicating with stakeholders, promoting the concepts of data science capabilities and how they can be applied to achieve whole of agency outcomes
- Facilitating the creation of data products and data wrangling by integrating diverse data from various internal and external sources
- Understanding the legislative, regulatory and compliance frameworks that underpin AUSTRAC's activities
- Understanding at a strategic level the business, their functions and environment to support future data analytic tools, methodologies and facilitate knowledge sharing

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks.

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

Notes

AUSTRAC is an inclusive employer and we actively encourage applications from Indigenous Australians, people with disabilities, LGBTI+ people and people with diverse linguistic and cultural backgrounds and those of mature age. We are committed to creating a working environment that values and uses the contribution and experience of employees from a diversity of backgrounds.

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About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	David Savage, 03 8636 0511
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Attorney-General's

Vacancy VN-0714816

Commonwealth Ombudsman

Closing Date: Tuesday 22 November 2022

Various

Job Title	Complaint Officer and Program Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$78,102 - \$82,820
Classification	APS Level 5
Position Number	Several
Agency Website	https://www.ombudsman.gov.au/

Job Description

<https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies>

The Office is looking to fill current and expected vacancies for Complaint Officer and Program Delivery Officer roles. As members of their team, APS5 staff will also need to work effectively on projects, areas of common responsibility and corporate activities with others across the Office's 6 locations.

Complaint Officers:

- assess and impartially resolve complaints made to the Office about ACT and Commonwealth government agencies and certain industry providers.
- assess and provide recommendations to the Department of Employment and Workplace Relations about whether complainants' VET FEE-HELP debts should be re-credited under the VET FEE-HELP Student Redress Measures.

Program Delivery Officers support several of the Office's specific statutory functions and special projects including:

- the ACT freedom of information scheme under the *Freedom of Information Act 2016* (ACT)
- the ACT reportable conduct scheme under the *Ombudsman Act 1989* (ACT)
- the ACT Ombudsman's role as Inspector of the ACT Integrity Commission under the *Integrity Commission Act 2018* (ACT), and
- the Defence Force Ombudsman's Defence abuse reporting functions under the *Ombudsman Regulations 2017* (Cth).

The Office is looking for experienced and enthusiastic people to fill APS5 positions across multiple Branches. This process will also be used to establish a merit pool for future vacancies arising in the 18 month period from the date of advertisement.

Roles may be available in the following branches:

Branch	Description
Complaints Management and Education Branch	The Complaints Management and Education Branch (CMEB) manages complaints about ACT and Australian government agencies and provides oversight of the Public Interest Disclosure (PID) scheme. We aim to provide the best possible outcomes and information for our customers, while educating agencies and influencing improvement in public administration. These roles involve independently managing a caseload of complaints about Australian and ACT government departments and their contracted providers.
Industry Branch	Industry Branch handles consumer complaints involving domestic and international students (including VET-FEE HELP), private health insurance and postal deliveries. Industry Branch also educates and engages with industry providers to influence best practice complaint handling and broader systemic improvement. Industry Complaint Officer roles involve either receiving and triaging complaints about industry providers within the Office's jurisdiction, or independently managing a caseload of complaints about those industry providers. VET FEE-HELP Complaint Officer roles involve considering complaints about education providers and making recommendations about whether complainants' VET FEE-HELP debts should be re-credited.
Program Delivery Branch	Program Delivery Branch manages the Defence Force Ombudsman's functions under the <i>Ombudsman Regulations 2017</i> (Cth). The Branch also performs the Office's ACT Ombudsman functions, including administering the ACT's freedom of information and reportable conduct schemes, and performing the role of Inspector of the ACT Integrity Commission. Roles in the ACT Strategy & Coordination team involve receiving and investigating complaints about the Commission and monitoring compliance with the <i>Integrity Commission Act 2018</i> (ACT). Roles in the ACT Reportable Conduct and FOI team involve: • performing merits review of FOI decisions, investigating FOI complaints, monitoring and reporting on the operation of the FOI Act and making formal guidelines and/or Open Access declarations under the FOI Act. • overseeing the ACT reportable conduct scheme. Roles in the Defence Abuse Assessment and Defence Abuse Liaison teams involve receiving, assessing and making recommendations on reports of serious abuse within the Australian Defence Force, and delivering the Office's Restorative Engagement Program.

Duties

Duties are to be performed under broad direction in accordance with the APS Code of Conduct, upholding the APS values and upholding the Commonwealth Ombudsman values of independence, impartiality, integrity, accessibility and professionalism. Depending on the role, your duties may include:

- independently assessing complaints/enquiries/reports to decide or recommend appropriate outcomes
- analysing information from a range of sources to provide advice on strategic issues and risks relevant to the Office's work and priorities
- drafting and reviewing assessments, reports and correspondence
- communicating effectively with a variety of audiences
- providing advice, support and leadership to more junior staff
- supporting the building and maintaining of productive internal and external stakeholder relationships, including at meetings and conferences and participating in outreach activities
- actively managing your own workload, including delivering outcomes in a timely and efficient manner, seeking advice, and escalating complex matters appropriately, and
- work effectively and cooperatively as a member of a team, including assisting with quality assurance, training, developing guidance materials, and participating in corporate activities and project work.

Our ideal candidate

You should have a demonstrated ability to:

- communicate effectively to influence outcomes
- support productive working relationships with internal and external stakeholders
- understand legislative and administrative frameworks relevant to duties
- undertake research and analysis
- think strategically
- maintain professionalism and impartiality, and
- work effectively and efficiently to achieve results.

Legal qualifications and/or experience working in complaints or oversight roles are not required but will be highly regarded.

Eligibility

The successful candidate must:

- be an Australian citizen, and
- be able to obtain and maintain a security clearance at a level appropriate to the position offered. The level of the security clearance will be dependent upon the requirements of the position.

Some areas of the Office's work involve exposure to potentially distressing information and materials. It is important we are confident you will be able to engage with this work without experiencing harm to your wellbeing. This means we may require the successful candidate for certain positions to undergo a pre-employment psychological assessment as part of this selection process. **Notes**

Applications close at 11:59pm AEDT on Tuesday 22 November 2022.

Include with your application:

- [Application cover sheet](#)
- A one-page pitch describing your suitability to the position, ensuring that you include specific examples of your skills and experience in accordance with the APS work level standards as relevant to the job/s advertised and the qualities referenced in our ideal candidate information. Please limit your response to 700 words
- A current Resume with contact details for two referees (including your current or most recent supervisor).

About the Commonwealth Ombudsman

About the Office The purpose of the Office of the Commonwealth Ombudsman (the Office) is to: • provide assurance that the Australia Government entities and prescribed private sector organisations that the Office oversees, act with integrity and treat people fairly, and • influence enduring systematic improvement in public administration in Australia and the Pacific region. The Office does this through handling complaints, conducting investigations, performing audits and inspections and encouraging good administration. The Office also influences improvement in public administration in the Pacific region through collaboration with partner entities. The Office is statutorily independent within the Attorney-General's portfolio with the following separate titles that describe some of our specific powers and functions: • Defence Force Ombudsman • Postal Industry Ombudsman • Overseas Students Ombudsman • Private Health Insurance Ombudsman • Immigration Ombudsman • Law Enforcement Ombudsman • VET Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Elle Starbuck, 02 6243 1600
Agency Recruitment Site	https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies

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Attorney-General's

Vacancy VN-0714817

Commonwealth Ombudsman

Closing Date: Tuesday 22 November 2022

Corporate

Job Title	Various Corporate Roles
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA, Adelaide SA, Brisbane QLD
Salary	\$78,102 - \$82,820
Classification	APS Level 5
Position Number	Several
Agency Website	https://www.ombudsman.gov.au/

Job Description

<https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies>

The Office is looking to fill current and expected APS5 vacancies within the Corporate Branch. The Corporate Branch provides enabling corporate functions, including Property, Human Resources, Finance, Governance, ICT, Legal and Communications to support business areas to deliver their core functions.

APS5 staff will also need to work effectively on projects, areas of common responsibility and corporate activities with others across the Office's 6 locations.

The Office is looking for experienced and enthusiastic people to fill these positions. This process will also be used to establish a merit pool for future vacancies that arise in the 18 month period from the date of advertisement.

Roles may be available in the following Teams:

Teams/Section	Description
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Legal	The Legal Team provides in-house legal services to the Office, and is the primary point of contact for staff who need legal assistance in undertaking their work. As well as providing legal advice, the Legal Team: • prepares and reviews all instruments of delegation, authorisation and appointment for the Ombudsman • manages all litigation/external review involving the Ombudsman, including challenges to our decision-making under the <i>Ombudsman Act 1976</i> and applications for Information Commissioner reviews of our Freedom of Information (FOI) decisions • conducts legal reviews of documents, such as proposed contracts or other service agreements, and memoranda of understanding • provides advice to the Strategy team or Executive on legal policy or legislative amendments affecting the Office • arranges for external legal services to be provided, including managing relationships with external legal service providers and providing instructions • provides staff training on legal issues (e.g. privacy and FOI) • processes FOI requests made to our Office under the <i>Freedom of Information Act 1982</i> (Cth), and the <i>Freedom of Information Act 2016</i> (ACT).
Governance	The Governance team manages a series of executive meetings and governance arrangements across the Office of the Commonwealth Ombudsman. This includes: • fraud management • business resilience management (including the Office's SMS emergency notification register) • risk management • management of the Internal Audit contract and functions, and recommendations tracking • performance Reporting • secretariat functions for the Audit & Risk Committee and Executive group meetings • development and/or review of organisational policies and instructions.
Communications	The Communications Team works with each function of the Office to assist with communication advice and support. The also delivers the overarching Office Communication Plan which includes: • management of Annual report publications • communication products (style guides, preferred terms, media and communication policies, office templates, etc.) • management of internal and external communication activities, including websites and social media accounts • management of media enquiries, including media monitoring • content editing and branding/formatting (all reports, quarterly updates, factsheets, brochures, web content, etc.) • management of design and printing of publication material.

Human Resources (HR)	The HR Team supports best practice people and culture leadership for the Office. HR functions include: • attraction, recruitment and selection and retention • workplace relations, enterprise agreement and employment conditions • policy and procedure frameworks • workforce planning • performance management • capability development • workplace health and safety • wellbeing and staff recognition programs • injury management. We are strongly committed to embedding diversity, inclusion and belonging initiatives and practices across all of our functions. We value curiosity, integrity, commitment to continuous improvement and strive to make a positive difference.
ICT	The ICT Team's role is to leverage technology and provide fit-for-purpose solutions to enable the Office to conduct its business in the most effective and efficient way possible. ICT functions include: • A friendly supportive and effective Helpdesk • Security and Identity Management (your login) • Network Monitoring and Maintenance • ICT Security Policies and procedures including managing cyber threats and security for the office • Operation and support of Network Services • Data centre infrastructure operations and management • Electronic Storage, backup and recovery services for critical business information • Communication & Collaboration (eg. Microsoft Teams, mobiles) • ICT Procurement and asset management • Business Application Delivery (eg. Resolve, Objective, internet & intranet, Microsoft 365) • Application Training for staff • Supporting the strategic property, physical and personal security matters of the office • Ensuring the Office meets its information and recordkeeping obligations.
Finance	The Finance team provides specialist in-house advice on a range of finance, procurement and contract management matters. The team manages finance, procurement and contract management across the Office, while also increasing capabilities across the organisation on these processes through training, guidance and support. As the Office is geographically diverse, the Finance team takes a strategic approach to finance and procurement to ensure that all areas of the Office's business receive fit-for-purpose support and advice.

Duties

Duties are to be performed under broad direction from an Assistant Director, and in accordance with the APS Code of Conduct, upholding the APS Values and upholding the office values of independence, impartiality, integrity, accessibility and professionalism.

As an APS5, your general duties include:

- Providing clear, accurate and timely advice to staff across the Office
- Communicating effectively orally and in writing with a variety of audiences
- Engaging with stakeholders, including at meetings and conferences
- Monitoring and analysing information from a range of sources to provide advice to the Executive and other staff on issues and risks relevant to the Office's work
- Managing a high workload and own work responsibilities in a timely and efficient manner, and
- Working effectively and cooperatively as a member of a team, including participation in corporate activities.

Role specific duties:

Legal

- Managing FOI requests, communicating with FOI applicants, drafting decisions, and drafting submissions for Information Commissioner reviews
- Providing clear, accurate and timely legal advice to staff across the Office
- Reviewing for legal accuracy publications or written guidance prepared by the Office
- Providing advice to staff on the management of potential privacy breaches
- Reviewing and drafting feedback on proposed or draft legislation affecting the Office
- Providing legal advice to Office staff on contracts, MOUs, procurement, employment, or property issues
- Amending instruments of delegation and authorisation
- Undertaking legal projects including the preparation of training to staff across the Office.

Governance

- Assist in the development/review and implementation of statutory governance documentation and reporting, including the corporate plan and annual performance statement
- Support the Property team through monitoring of a central email account and supporting the Assistant Director of Property with the administrative aspects of the property function
- Work with multiple business areas across the Office to ensure the smooth running of the Office's Senior Leadership Group, and Audit and Risk Committee meetings, including collating the respective papers for both meetings
- Assist with developing risk management, fraud control, business resilience and performance criteria reporting, plans and frameworks
- Support the internal audit function, including monitoring and reporting for open audit recommendations
- Assist with the management of the Office's various websites.

Communications

- Provide strategic advice on our communication priorities, underpinned by good analysis and awareness of our operating environment
- Assist in business and project planning and performance reporting
- Assist with the coordination, production and editing of high-level reports including our Annual Reports
- Co-ordinate media responses
- Assist with the development, implementation and evaluation of communication strategies to support our publications
- Edit documents and communication material including internal and external facing reports, intranet articles and website content ensuring alignment with our writing style guide.

Human Resources (HR)

- Support the effective and efficient delivery of HR services and projects
- Contribute to the maintenance of the Office's HR policies, guidelines, procedures and frameworks
- Provide day to day service delivery and support in one or more of the following areas:
 - Recruitment and selection
 - Payroll oversight and assurance
 - Workforce planning and reporting
 - Workplace relations and agency HR policy framework
 - Diversity and Inclusion
 - Performance management/Code of Conduct
 - Learning and development
 - Work Health and Safety
 - Rehabilitation case management
 - Staff wellbeing.

ICT Services

- Log, respond to, and resolve service requests, information requests, incidents, problems, and requests for change from clients, using the Office's case management tool
- Manage, install and configure supported software and hardware
- Contribute to the implementation, maintenance and continual improvement of IT Service processes, documentation and other procedures
- Adhere to the IT Service Desk Key Performance Indicators and roster and ensure that service level standards are met
- Undertake IT asset management and stock control
- Assist in setup of IT facilities and equipment
- Provide technical advice to staff
- Engage in projects, procurement, application support, and business improvement activities.

Finance

- Administer the financial management information system
- Support procurement and contract management across the Office
- Internal and External budget management, including liaison with the Department of Finance and other government agencies
- Prepare and deliver accurate, monthly, periodic and ad-hoc financial reports
- Maintain the financial policies, processes and procedures, and providing financial advice
- Maintain financial management information system (FMIS) records for budget and procurement
- Contribute to the identification and implementation of continuous business process improvements within the Finance Team to ensure compliance with legislation, policies and procedures.

Eligibility

The successful candidate must:

- be an Australian citizen, and
- be able to obtain and maintain a security clearance at a level appropriate to the position offered. The level of the security clearance will be dependent upon the requirements of the position.

You should have a demonstrated ability to:

- provide subject matter expertise to support your team to achieve organisational goals
- support productive working relationships with internal and external stakeholders
- communicate effectively to influence outcomes (both verbally and written)
- maintain professionalism and impartiality
- be resilient and work effectively and efficiently to achieve results, and
- manage own time effectively to accomplish tasks and monitor priorities.

Role specific requirements (desirable)

Legal

- Admitted to practice in an Australian State or Territory and eligible to hold a practicing certificate; or seeking to be admitted to practice in the next 6-12 months (study or other relevant leave will be made available to ensure you can complete your admission).
- Experience working in an in-house legal team in a government agency, or in a community legal centre, Legal Aid Commission, or private law firm.

Governance

- a confident and effective verbal and written communicator
- strong writing and editing skills.

Communications

- a tertiary qualification in communication, public relations, marketing and/or journalism, or recent experience in a communication, marketing, public relations, and/or journalism environment would be useful.

Human Resources (HR)

- a tertiary qualification human resources and / or recent experience in a similar HR role.

ICT Services

- Demonstrated expertise, or ability to develop expertise, across a range of different IT applications, including:
 - Microsoft enterprise applications
 - Case and Records Management systems
 - Phone Management systems
 - Remote Access systems
 - Mobile Device Management
 - Video Conference Management
- Qualification and/or experience in ICT will be highly regarded.

Finance

- CPA or CA qualified (or completing) with solid experience.
- Demonstrated experience working with financial management information systems; TechnologyOne and CBMS.

Notes

Applications close at 11:59pm AEDT on Tuesday 22 November 2022

Include with your application:

- [Application cover sheet](#)

- A one-page pitch describing your suitability to the position, ensuring that you include specific examples of your skills and experience in accordance with the APS work level standards as relevant to the job/s advertised and the qualities referenced in our ideal candidate information. Please limit your response to 700 words
- A current Resume, including contact details for two referees.

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To Apply

Position Contact	Stuart Henly, 08 8233 4724
Agency Recruitment Site	https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies

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Attorney-General's

Vacancy VN-0714818

Commonwealth Ombudsman

Closing Date: Tuesday 22 November 2022

Assurance Branch

Job Title	Inspection and Assessment Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Perth WA, Adelaide SA, Brisbane QLD
Salary	\$78,102 - \$82,820
Classification	APS Level 5
Position Number	Several
Agency Website	https://www.ombudsman.gov.au/

Job Description

<https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies>

The Office is looking to fill current and expected vacancies for Inspection and Assessment Officer roles. As members of their team, APS5 staff will also need to work effectively on projects, areas of common responsibility and corporate activities with others across the Office's 6 locations.

Inspection and Assessment Officers oversee operating controls, processes and practices. They may also recommend changes and enhancements to existing policies and controls to make sure they are current, adequate, functional and utilised in accordance with standards established by legislative or other frameworks.

The Office is looking for experienced and enthusiastic people to fill APS5 positions across the Assurance Branch. This process will also be used to establish a merit pool for future vacancies that arise in the 18 month period from the date of advertisement.

The Assurance Branch is responsible for the Office's inspection, monitoring and reporting functions with respect to:

- Commonwealth, State and Territory law enforcement and integrity agencies' use of covert, coercive and intrusive powers
- places of detention under the control of the Commonwealth – as the Commonwealth National Preventive Mechanism (NPM) for the purposes of OPCAT
- coordinating Australia's NPM Network
- people held in long term immigration detention under section 486O of the *Migration Act 1958*

Inspection Officer roles involve:

- supporting and participating in inspections to assess agencies' compliance with relevant legislation, including developing recommendations and suggestions to influence improvement
- supporting the establishment and maintenance of productive working relationships with internal and external stakeholders, including government agencies and the Parliament
- drafting accurate and balanced reports in accordance with legislative requirements, and
- undertaking other projects as required, including own-motion inquiries and policy and legislative development and amendment.

Assessment Officer roles involve:

- considering a range of information to assess the circumstances of people in long term immigration detention, including developing suggestions and recommendations for the department and/or Minister to consider
- supporting the establishment and maintenance of productive working relationships with internal and external stakeholders, including government agencies and the Parliament
- drafting accurate and balanced assessments in accordance with legislative requirements, and
- undertaking other projects as required.

Duties

Duties are to be performed under broad direction in accordance with the APS Code of Conduct, upholding the APS values and upholding the Commonwealth Ombudsman values of independence, impartiality, integrity, accessibility and professionalism.

Depending on the role, you will do some or all of the following:

- participate in inspections and other monitoring activities
- analyse complex and/or sensitive information to assess compliance with relevant legislation
- communicate effectively with a range of audiences, including about sensitive and/or legally complex matters
- monitor and analyse information to provide considered advice about issues and risks relevant to the Office's work
- prepare and review reports and complex correspondence, including developing considered suggestions and recommendations for improvement
- contribute to developing frameworks, policies, procedures and other resources
- build and maintain strong relationships with external stakeholders, including participating in meetings, conferences and outreach with non-government organisations, and
- contribute to projects including own motion investigations, systemic reports and submissions.

Our ideal candidate

You should have a demonstrated ability to:

- communicate effectively to influence outcomes, including contributing to timely and accurate written products
- support productive working relationships with internal and external stakeholders
- understand legislative and administrative frameworks relevant to duties
- use critical thinking and analysis skills to undertake complex and sensitive inquiries and inspections.
- think strategically
- maintain professionalism and impartiality, and
- work effectively and efficiently to achieve results.

Legal qualifications and/or experience in an inspections or compliance role are not required but will be highly regarded.

Eligibility

The successful candidate must:

- be an Australian citizen, and
- be able to obtain and maintain a security clearance at a level appropriate to the position offered. The level of the security clearance will be dependent upon the requirements of the position.

Some areas of the Office's work involve exposure to potentially distressing information and materials. It is important we are confident you will be able to engage with this work without

experiencing harm to your wellbeing. This means we may require the successful candidate for certain positions to undergo a pre employment psychological assessment as part of this selection process.

Notes

Applications close at 11:59pm AEDT on Tuesday 22 November 2022

Include with your application:

- [Application cover sheet](#)
- A one-page pitch describing your suitability to the position, ensuring that you include specific examples of your skills and experience in accordance with the APS work level standards as relevant to the job/s advertised and the qualities referenced in our ideal candidate information. Please limit your response to 700 words
- A current Resume, including contact details for two referees.

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To Apply

Position Contact	Colin Maier, 03 8327 4206
Agency Recruitment Site	https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies

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Attorney-General's

Vacancy VN-0714840

Commonwealth Ombudsman

Closing Date: Tuesday 22 November 2022

Various

Job Title	Policy, Data and Project Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$78,102 - \$82,820
Classification	APS Level 5
Position Number	Several
Agency Website	https://www.ombudsman.gov.au/

Job Description

<https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies>

The Office is looking to fill current and expected vacancies for Policy, Data and Project Officers. APS5 staff will need to work effectively on projects, areas of common responsibility and corporate activities with others across the Office's 6 locations.

The Office is looking for experienced and enthusiastic people with integrity, curiosity and professionalism. This process will also be used to establish a merit pool for future vacancies that may arise in the 18 month period from the date of advertisement.

Roles will be available in the following Branches:

Branch	Description
Strategy Branch	Strategy Branch identifies and monitors trends and emerging issues in Australian Government agencies, participates in government policy and legislative development, leads the development of the Office's input to Federal Budget processes, and conducts own motion investigations and other projects in line with the Office's priorities to systemically improve public administration. Strategy Branch also manages the Office's international program. Stakeholder engagement / Project officer roles involve some or all of: • supporting the Office's investigation of, and reports about systemic issues in public administration • research and analysis into complaint trends to inform the Office's engagement with agencies about best practice improvements • contributing to the development and maintenance of the Office's relationships with agencies, Parliament and non-government stakeholders.

Complaints Management and Education Branch	The Complaints Management and Education Branch (CMEB) manages complaints about ACT and Australian government agencies and provides oversight of the Public Interest Disclosure (PID) scheme. We aim to provide the best possible outcomes and information for our customers, while educating agencies and influencing improvement in public administration. Data / Business intelligence roles involve supporting business outcomes by working with data sets, including preparing data visualisations, responding to data requests, and project work associated with data use and data literacy for Office staff. Education / Business improvement roles involve supporting the Office's mission to deliver best practice complaint handling and support agencies to do the same. This includes identifying and implementing opportunities for internal business improvement and developing and delivering training for agencies on best practice complaint handling. PID administrative project officer role involves supporting the PID team to fulfil its statutory requirements under the Public Interest Disclosure scheme. This includes developing procedural guidance and training material, coordinating education activities for internal and external stakeholders, coordinating preparation of the Office's PID annual report and other administrative tasks such as notifications and extension requests.
Industry Branch	Industry Branch handles consumer complaints about education providers, postal services and private health insurers. Industry Branch also educates and engages with consumers and industry stakeholders to address systemic issues and improve industry complaint handling Education / Strategic policy / Stakeholder engagement roles involve supporting the consumer complaint handling and stakeholder engagement functions of the Branch including: • developing and delivering training for agencies on best practice complaint handling • supporting the Office's investigation of, and reports about systemic issues arising from complaints • research and analysis into complaint trends to inform the Office's engagement with stakeholders about best practice improvements • contributing to the development and maintenance of the Office's relationships with industry bodies, Parliament and other stakeholders.

Duties

Duties are to be performed under broad direction and in accordance with the APS Code of Conduct, upholding the APS values and upholding the Commonwealth Ombudsman's values of independence, impartiality, integrity, accessibility and professionalism.

Depending on the role, you will do some or all of the following:

- communicate effectively with a variety of audiences
- analyse information from a range of sources to provide advice on strategic issues and risks relevant to the Office's work and priorities
- contribute to developing frameworks, policies, procedures, and other resources
- conduct research and interpret legislation
- interpret administrative guidelines and procedures
- build and maintain strong relationships with external stakeholders, including participating in meetings, conferences and outreach with non-government organisations
- contribute to projects including own motion investigations, systemic reports and submissions

Our ideal candidate

You should:

- communicate effectively to influence outcomes, including the ability to contribute to timely and accurate written products
- support productive working relationships with internal and external stakeholders
- understand legislative and administrative frameworks relevant to duties
- undertake research and analysis
- think strategically
- maintain professionalism and impartiality, and
- work effectively and efficiently to achieve results.

Eligibility

The successful candidate must:

- be an Australian citizen, and
- be able to obtain and maintain a security clearance at a level appropriate to the position offered. The level of the security clearance will be dependent upon the requirements of the position.

Notes

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Include with your application:

- [Application cover sheet](#).
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- A current Resume with contact details for two referees (including your current or most recent supervisor).

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Students Loans Ombudsman. The Commonwealth Ombudsman is also the ACT Ombudsman. Further information about the Office is available at the Commonwealth Ombudsman website.

To Apply

Position Contact	Amy Schipilow, 02 6243 1747
Agency Recruitment Site	https://www.ombudsman.gov.au/what-we-do/careers/current-vacancies

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Attorney-General's

Vacancy VN-0714806

Fair Work Commission

Closing Date: Sunday 27 November 2022

Case Management, Client Services Delivery Branch Client Services

Job Title	Assistant Director, Client Services / Case Management
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Hobart TAS, Darwin NT, Canberra ACT, Adelaide SA, Brisbane QLD, Perth WA, Sydney NSW
Salary	\$114,492 - \$123,903
Classification	Executive Level 1
Position Number	4301, 4102
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

There are two vacant Assistant Director positions – Assistant Director, Client Services and Assistant Director, Case Management. Applicants may indicate their preferred position/s in their application.

In addition to the duties set out in this position description, it is expected that all employees will work together collaboratively and flexibly to support the objectives of the Client Services Delivery Branch (the Branch), including assisting with other duties when required.

Assistant Director, Client Services

The primary role of the Assistant Director, Client Services is to lead a team of Client Services Managers, Client Services Team Leaders and Client Services Representatives to provide information and support to clients of the Commission and enter applications to the Commission into the Case Management System. This team gives clients information about all the services the Commission offers in a consistent and timely manner. The Assistant Director, Client Services is also responsible for the strategic oversight of the Commission's Workplace Advice Service. This involves overseeing administration of the service, stakeholder engagement and community outreach, as well as facilitating training and support to the Commission's partner organisations delivering the legal advice component for the Service.

In addition, the Assistant Director, Client Services may support internal clients through regular onsite coordination of certain functions. They will act as a local liaison point for building management or other branches in respect of the following support areas: facilities, finance, human resources, WHS and IT.

Assistant Director, Case Management

The primary role of the Assistant Director, Case Management is to lead a team of Senior Case Managers, Case Management Team Leaders, Complex Case Managers and Case Managers to deliver excellent case management services to clients involved in dismissal and stop order disputes at the pre-conciliation phase.

Both Assistant Director roles are responsible for supporting the Director to deliver operational goals and branch objectives. Both roles also involve collaborating and engaging with a diverse range of internal and external stakeholders to deliver service excellence and continuous improvement in service delivery.

Duties

- Lead and motivate team members to achieve their best performance and deliver results within deadlines with a strong client service focus.
- Contribute to strategic and business planning processes within the organisation to ensure that plans are informed by high quality service strategy advice and a focus on client needs such as access to justice through digital channels.
- Engage positively with risk and embed risk management in decisions about workflow planning, setting business priorities and team management.
- Provide support to the Director in delivering on Branch objectives.
- Provide a high level of specialist, professional and technical expertise about applications to the Commission, the Commission's Workplace Advice Service, and pre-conciliation case management (including by maintaining an excellent working knowledge of the Fair Work Act 2009 (Cth)).
- Build positive relationships with other members of the Branch leadership team, Commission Members and other internal and external stakeholders to achieve outcomes that align with Branch objectives.
- Manage complex and sensitive escalations from team members, including resolving conflict and working towards solutions.
- Provide ongoing performance support to team members including coaching, advice, and guidance, while maintaining a strong client service focus and culture.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and statement of claims no more than 1000 words, highlighting through examples how your skills, knowledge and experience will be relevant to this position. For further information about 'Our ideal candidate' and how to apply, please click on 'Apply now' and follow the prompts.

Notes

This recruitment process is being used to fill both ongoing and non-ongoing positions.

A merit pool of suitable applicants may be created from this process and will be active for 18 months from the date of this advertisement. We may choose to use this merit pool to fill further ongoing and non-ongoing vacancies.

Non-ongoing vacancies may be filled up to 18 months with the possibility of a further extension (up to a total period of 3 years) or becoming ongoing.

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 Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute Resolution • Anti-bullying • Termination of Employment • Registered Organisations The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2017- 2020.

To Apply

Position Contact	Kate Schaffner, (03) 8656 4721
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0714811

Fair Work Commission

Closing Date: Sunday 27 November 2022

Case Management, Client Services Delivery Branch Client Services

Job Title	Assistant Director, Performance and Strategy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Hobart TAS, Sydney NSW, Melbourne VIC, Darwin NT, Perth WA
Salary	\$114,492 - \$123,903
Classification	Executive Level 1
Position Number	4100
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Assistant Director, Performance and Strategy has a key role in driving strong performance, particularly in early case management of individual disputes. They will be responsible for monitoring and promoting optimum performance against all KPIs across the Branch. This will include overseeing conciliation timeliness performance by scheduling conciliations strategically to optimise performance, developing and implementing strategies to project supply of and demand for conciliation resources, and improvements to case management practices.

Informed by a strong understanding of the Commission's technology, systems, data capabilities and case management practices, the Assistant Director will work closely with other senior members of the Case Management Team to set work priorities, drive positive change, and deliver business improvements. The Assistant Director will analyse data to identify emerging trends that impact case management performance. Their analysis will inform decisions about work priorities, process changes and resourcing.

The Assistant Director will provide leadership to team members, translate strategy into operational goals and standards, make decisions based on professional judgement, and work collaboratively with others to achieve results and business process improvement. They will foster and maintain strong stakeholder relationships, including with the broader Branch Leadership group, and play a key role in resolving complex problems.

Duties

- Manage team workflow and business priorities to achieve fair workloads and optimise performance.
- Develop strategic solutions to solve complex problems that impact performance or services delivered to clients.
- Engage positively with risk and embed risk management in planning, decision making and team management.
- Manage, deliver and monitor projects and initiatives intended to improve case management performance and business processes.
- Provide leadership to team members, including building capability through coaching others, providing performance feedback, conflict resolution and encouraging career development.

- Build and maintain productive working relationships, collaborating with a diverse range of stakeholders to achieve results and overcome conflict.
- Support the Director, Case Management to deliver team and branch objectives.

Eligibility

Citizenship: The Fair Work Commission requires Australian citizenship as a condition of engagement.

National Police Check: To be eligible for employment with the Commission, the successful applicant must undergo and satisfy a National Police Check.

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim no more than **1000 words**, highlighting through examples how your skills, knowledge and experience will be relevant to this position. For further information about 'Our ideal candidate' and how to apply, please click on 'Apply now' and follow the prompts.

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To Apply

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Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Defence

Vacancy VN-0714687

Department of Defence

Closing Date: Wednesday 23 November 2022

Naval Shipbuilding and Sustainment Group
Major Surface Combatants and Combat Ships

Job Title	Contract Managers (Multiple Positions)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$108,195 - \$122,044
Classification	Executive Level 1
Position Number	NSSG/07897/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=C29DA74B-6AD2-5E58-579F-C917D1613164>

Duties

The Role

As an EL1 Contract Manager in the Commercial Directorate you will be accountable under broad direction to perform complex strategic sourcing and contract management tasks.

Your knowledge and understanding of legislative frameworks, government decision-making and Defence's mission and policy requirements will be important for success in this role.

In your role you will work independently with the opportunity for autonomy and accountability in the delivery of outcomes. You will be expected to exercise initiative and sound judgement. You will be able to independently represent the organisation in a range of settings.

You will also be expected to work collaboratively as a key team member and lead in key areas to develop core skills within the team.

The successful candidate may also be required to perform the following duties:

- Procurement and contract administration;
- Financial reconciliation and reporting,
- Research; and
- Business administration

About our Team

MIWS Branch under Major Surface Combatants and Combat Systems Division is an exciting and complex environment to work in, offering a rewarding career in one of the most dynamic organisations within Naval Shipbuilding and Sustainment Group.

We work across both Acquisition and Sustainment environments to develop and deliver products into new shipbuilding programs and to provide update/upgrade products to the existing RAN fleet, giving staff exposure to a wide variety of high profile maritime projects.

In the Commercial Directorate you will have access to generous working conditions as an Australian Public Servant in Defence. You will be supported in balancing work life with family and other priorities, with a variety of flexible working arrangements available.

Information on Defence employees' working conditions, including an attractive remuneration package with a generous superannuation contribution (15.4%), can be sourced from the Defence Enterprise Agreement.

We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

If you require further information please email Fiona.Fowler@defence.gov.au

Our Ideal Candidate

We are seeking candidates with demonstrated sourcing and contract management experience, preferably but not exclusively, in a Defence or a maritime environment.

You will provide detailed technical, professional and policy advice in relation to complex sourcing and contract management activities.

Our ideal candidates will:

- Be accountable for leading and undertaking procurement planning, tendering and contract formation while ensuring compliance with legislation, procurement policies, processes and procedures.
- Engage and negotiate with clients and stakeholders, responding to complex enquiries and contract management issues.
- Take initiative to identify and resolve issues and recommend alternative courses of action;
- Seek, interpret and provide advice and assistance on complex procurement and contract management issues.
- Work with other to build and sustain productive relationships with supervisors, staff and team members and actively participate in team activities.
- Monitor and manage contract administration, performance and risks against the contract and action as required.
- Be comfortable working in a supportive high-paced team across multiple activities concurrently.

Eligibility

Security Clearance

Applicants must 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>

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 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	Naval Shipbuilding Recruitment, N/a
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C29DA74B-6AD2-5E58-579F-C917D1613164

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Defence

Vacancy VN-0714738

Department of Defence

Closing Date: Sunday 20 November 2022

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Project Support and Administration Officers
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	\$71,207 - \$77,739
Classification	APS Level 4
Position Number	NSSG/07879/22
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=64386ADA-A42A-206C-EE2E-C9175A859911>

Duties

The Role

Offshore Patrol Vessels (OPV) branch, within Defences Naval Shipbuilding and Sustainment Group (NSSG), is seeking professional and motivated Project Support Officers and Administration Officers to provide ongoing Project Management and Administration support to the Commonwealth Governments continuous naval shipbuilding projects.

As a Project Support Officer and Administration Officer in OPV branch you will perform moderately complex activities within an integrated workforce and contribute to the achievement and delivery of complex capability. Our projects are critical to ensuring that the Australian Navy meet their operational challenges into the future.

The right people for these roles will show the flexibility to respond to the changing context and shifting priorities of the Defence environment and the agility to identify and respond to meet new demands. You will assist with project support tasks including administration and coordination of project documentation.

Experience in project management is beneficial but not required, we are looking for collaborators who will be able to understand the needs of our stakeholders and produce outcomes and results according to their requirements.

The successful candidates will be provided with the necessary mentoring and training with significant opportunities for career development and growth.

About our Team

Offshore Patrol Vessels (OPV) branch, under Patrol Boats and Specialist Ships Division, is an exciting and complex environment, offering a rewarding career in one of the most dynamic organisations within NSSG. We are responsible for the acquisition of complex maritime capability and delivery of Specialist and Minor War Vessels to the Navy.

You will enjoy Australian Public Service conditions which include an attractive salary package and flexible, family-friendly working arrangements. Our staff have access to flexible working hours with opportunities for occasional home-based work. Defence provides employees with the option to undertake further studies, training and a superannuation contribution of 15.4 per cent, higher than most industries, with the opportunity for you to make additional personal contributions. We are committed to the personal and professional development of our staff, and welcome interested candidates to apply to join our team.

Our Ideal Candidate

- Do you enjoy working with a diverse range of people?
- Are you interested in joining a great workplace in a challenging and rewarding role?

Offshore Patrol Branch is seeking applicants with an interest in Project Support and Administration and a desire for a career in the Naval Shipbuilding and Sustainment Group.

Key attributes and experience we are looking for:

- Demonstrated ability to establish clear plans and timeframes and be able to respond positively to change and uncertainty;
- An innovative and adaptive thinker, who will take accountability while taking a risk based and flexible approach to delivering outcomes;
- A confident communicator, who is collaborative, agile and can effectively contribute to an integrated team environment; and
- Someone who can build and sustain productive working relations both internally and externally.

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	Naval Shipbuilding Recruitment, Phone Number Withheld
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=64386ADA-A42A-206C-EE2E-C9175A859911

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Education, Skills and Employment

Vacancy VN-0714868

Department of Education (EDUCATION)

Closing Date: Sunday 27 November 2022

Strategy Data and Measurement
Strategic Policy Branch; Analysis, Data and Measurement Branch Various

Job Title	Policy Officer, Senior Policy Officer and Assistant Director
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Melbourne VIC, Canberra ACT, Perth WA, Hobart TAS, Adelaide SA
Salary	\$81,464 - \$124,466
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	22/1651; 22/1753; 22/1754
Agency Website	https://www.education.gov.au/

Job Description

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

We are looking for enthusiastic and motivated people to fill positions in our Strategic Policy Branch and Analysis, Data and Measurement Branch. This is a great opportunity to join a team whose purpose is to provide overarching and connected views of key cross-cutting policy, data and portfolio issues to drive policy thinking for the Department of Education.

Duties

Policy Officer (APS Level 5)

With support from supervisors and team members, successful candidates at the APS 5 level will be required to undertake a range of varied activities, including (but not limited to):

- Contributing to department wide priority policy or data projects and advice
- Contributing to drafting and/or coordinating strategic documents (papers and presentations etc) and high level executive and Ministerial briefing material (Ministerial Submissions, Senate Estimate Briefs etc) on a wide range of topics tailored to varied audiences
- Contributing to activities to support the department's strategic policy and data capability, including but not limited to the development of reference and guidance material (i.e. toolkits).

Senior Policy Officer (APS Level 6)

With support from supervisors and team members, successful candidates at the APS 6 level will be required to undertake a range of varied activities, including (but not limited to):

- Contributing to department wide priority policy or data projects and advice
- Contributing to drafting and/or coordinating strategic documents (papers and presentations etc) and high level executive and Ministerial briefing material (Ministerial Submissions, Senate Estimate Briefs etc) on a wide range of topics tailored to varied audiences
- Contributing to activities to support the department's strategic policy and data capability, including but not limited to the development of reference and guidance material (i.e. toolkits).

Assistant Director (Executive Level 1)

Successful candidates, at the EL1 level, will be required to undertake a range of varied activities, including (but not limited to):

- Leading department wide priority policy or data projects and advice, including about current and future trends and opportunities in education
- Producing complex strategic documents (papers and presentations etc) and high level executive and Ministerial briefing material (Ministerial Submissions, Senate Estimate Briefs etc) on a wide range of topics tailored to varied audiences
- Leading activities to support the department's strategic policy and data capability, including but not limited to the development of reference and guidance material (i.e. toolkits).

Qualifications and Education

- A bachelor degree or higher qualification is highly desired, but not essential.
- Specialisation or experience in Social Policy and/or Economics is desired, but not essential.

For positions in Strategic Policy Branch

Applicants must be able to demonstrate an aptitude for policy development and advice.

For positions in Analysis, Data and Measurement Branch

Demonstrated aptitude for data, such as the use of quantitative and/or qualitative data and

analysis, data management, data visualisation or research is desirable.

Eligibility

Eligibility

Citizenship - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

Security Clearance - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Department of Education (EDUCATION)

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

To Apply

Position Contact	Natalie Walsh, (02) 6240 9854
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education, Skills and Employment

Vacancy VN-0714898

Department of Education (EDUCATION)

Closing Date: Sunday 27 November 2022

Child Care
Child Care Subsidy Policy and Program Internal Review

Job Title	Authorised Review Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	\$112,617 - \$124,466
Classification	Executive Level 1
Position Number	22/1694
Agency Website	https://www.education.gov.au/

Job Description

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

Reporting to the Section Manager, you will be responsible for writing reviews of decisions made in accordance with legislation on childcare provider approvals, imposing sanctions and recovering debt.

Duties

As an Executive Level 1 officer, you will be required to:

- make review decisions in your own right, including writing decisions in accordance with the Family Assistance Law and the principles of administrative law
- apply sound judgement in interpreting legislation, guidelines, data and evidence in writing decisions
- review and analyse lengthy and detailed information, identifying pertinent material relevant to the decision
- prioritise and organise your work under limited direction with the ability to adapt to shifting priorities
- communicate effectively and professionally with stakeholders
- maintain a high level of record keeping

Qualifications and Education

Desirable qualification or experience

- A Bachelor of Laws, and/or
- Experience in complex administrative decision making

Eligibility

Eligibility

Citizenship - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

Security Clearance - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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To Apply

Position Contact	Richard Lawson, 0434 651 086
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education, Skills and Employment

Vacancy VN-0714906

Department of Education (EDUCATION)

Closing Date: Wednesday 16 November 2022

People, Parliamentary and Communications
Parliamentary, Audit and Risk Various

Job Title	Parliamentary Team Leaders
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$112,617 - \$124,466
Classification	Executive Level 1
Position Number	22/1704
Agency Website	https://www.education.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

Reporting to the Directors in the Parliamentary, Audit and Risk Branch, the Parliamentary Team Leaders will be responsible for providing and provisioning parliamentary services to the department and our ministers' offices. You will also be responsible for supporting a small number of staff to deliver accurate and timely parliamentary functions. You will lead your team to inspire them to succeed in a fast-paced environment and provide a mentoring role to assist them in developing their skills and careers.

Duties

Responsibilities of each of the Executive Level 1 roles include:

- Providing leadership and guidance to staff within the team.
- Managing competing priorities across multiple delivery areas.

Business Intelligence and Systems Team

- Managing the administration of PDMS, including system maintenance, enhancement and internal training and support.
- Managing and maintaining the Parliamentary Power BI reports.
- Identifying and implementing innovation technical solutions to provide business information for Parliamentary, Ministers' offices and the departmental activity.
- Managing Boardbooks, including executive support and internal training.

Senate Estimates and Cabinet Team

- Provide timely advice to business areas and senior management on Cabinet requirements such as submissions and comments.
- Support the department and the ministers' offices in their attendance at Senate Estimates by coordinating briefing material and providing centralised advice on hearing processes.
- Manage Cabinet products including authority and forecast reporting.
- CabNet+ system support and internal training.

Eligibility

Eligibility

Citizenship - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

Security Clearance - our successful candidate is required to hold, or have the ability to obtain, and maintain a Negative Vetting 1 security clearance.

Notes

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To Apply

Position Contact	Bernadette Murphy, (02) 6240 8148
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education, Skills and Employment

Vacancy VN-0714910

Department of Education (EDUCATION)

Closing Date: Sunday 27 November 2022

People, Parliamentary and Communications
Parliamentary, Audit and Risk Internal Audit and Risk

Job Title	Insurance, Complaints and Risk Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$91,584 - \$100,710
Classification	APS Level 6
Position Number	22/1705
Agency Website	https://www.education.gov.au/

Job Description

<https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU>

Reporting to the Assistant Director, Enterprise Risk Management and Systems, the Insurance, Complaints and Risk Officer is responsible for coordinating and managing a range of activities to support the department's Internal Audit and Risk Team deliver our functions in a project-based environment.

This comprises of support for the department's Comcover insurance arrangements, complaints handling policy and Enterprise Risk Management Policy and framework arrangements, including climate risk and adaptability, risk systems and governance arrangements.

Duties

Responsibilities of the APS Level 6 may include:

- Coordinating the Comcover insurance annual renewal process and insurance claims.
- Providing insurance advice to the Department, including briefings for staff undertaking overseas postings.
- Implementing the Departments Complaints Handling Policy, including coordinating and preparing the annual complaints handling report to the Executive Board.
- Managing the Departments Climate Risk and Adaptation activities, including responses to whole of government requests and supporting the departments participation in whole of government governance arrangements responsible for coordinating an integrated approach to climate adaptation across all Commonwealth agencies.
- Delivering activities that develop, oversee, and implement the Departments' Enterprise Risk Management Policy and Framework.
- Managing the department's response to the Comcover Risk Benchmarking survey.

Please visit our website to learn more about the position and to apply. **Eligibility**

Eligibility

Citizenship - to be eligible for employment with the Department, you must be an Australian Citizen or, in limited circumstances, in the process of obtaining it.

Security Clearance - our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

About the Department of Education (EDUCATION)

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

To Apply

Position Contact	Julie Bland, (02) 6121 6793
Agency Recruitment Site	https://dese.nga.net.au/?AudienceTypeCode=EXT-EDU

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Education, Skills and Employment

Vacancy VN-0714752

Tertiary Education Quality and Standards Agency

Closing Date: Tuesday 22 November 2022

Corporate Services Information and Data Management

Job Title	Senior Data Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT, Perth WA, Adelaide SA, Sydney NSW
Salary	\$88,192 - \$96,982
Classification	APS Level 6
Position Number	18970
Agency Website	www.teqsa.gov.au

Job Description

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

About you

- Are you passionate about contributing to the excellence of Australian higher education?
- Are you a strategic thinker with a drive for innovation and collaboration?
- Do you want to work in a challenging, dynamic, and rewarding environment that is mission-focused?

About the position

The position sits in the **Information and Data Management team**, which leads the development and operation of TEQSA's information and data management portfolio and business intelligence activities. The team is critical to supporting TEQSA's ability to take a strategic and a risk-based approach to its regulatory function and provides timely access to and facilitates the appropriate use of trusted data and information to drive informed decisions and risk assessments and enable innovation.

The **Senior Data Analyst** is responsible for proactively supporting the Assistant Director, Information and Data Management with creating analytic intelligence products, streamlining data management and collection, and preparing dashboards to inform value-driven, business decisions. They will work with large and complex data sets to analyse issues, develop logical conclusions, and prepare analytical reports, for a range of purposes, including the identification and management of risks in the higher education sector.

The **Senior Data Analyst** will exercise initiative and judgment when setting priorities and have a strong attention to detail. They will perform activities related to the data lifecycle (data collection, reporting, cleaning, validation, analysis and visualisation), provide recommendations and respond to enquiries. They will work collaboratively with others to resolve complex problems and liaise with a range of internal and external stakeholders in a representational role.

Duties

As **Senior Data Analyst**, under limited direction, you will be accountable for:

1. Collecting, managing and analysing data from a wide range of sources, to draw valuable insights and presenting those insights coherently to inform business decision-making.

2. Building and sustaining effective stakeholder relationships to understand and anticipate their business requirements and needs for analysis and reporting, and to resolve current or emerging issues.
3. Developing and maintaining accurate reports, data visualisation dashboards and software packages to support internal stakeholders in delivering their business objectives.
4. Identifying and investigating data issues, and cleansing and preparing data to support ongoing business process improvement and sound decision-making.
5. Assisting with the development and maintenance of documentation including policy and processes, data dictionaries and schemas relating to TEQSA's provider data collection.
6. Working cooperatively and effectively in a team environment to deliver outcomes, managing workflows and risks, providing training and support to others, and sharing knowledge.
7. Actively contributing to activities that influence and improve the organisation's data literacy skills.

Eligibility

The successful applicant must:

- be an Australian citizen.
- complete a National Police Check satisfactorily.
- be able to obtain and maintain an Australian Government Security Vetting Agency (AGSVA) clearance to Baseline status, supported by TEQSA.

Failure to satisfy any of the above conditions may result in the withdrawal of an offer of employment or termination of employment. **Notes**

- This process is being used to fill an ongoing vacancy.
- A merit pool of suitable applicants will be created from this process and may be used to fill similar ongoing and non-ongoing vacancies within TEQSA. It is active for 18 months from the date of this advertisement.
- Non-ongoing vacancies may be filled for up to 18 months with the possibility of a further extension (up to a total period of 3 years) or become ongoing.

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 Tertiary Education Quality and Standards Agency

The Tertiary Education Quality and Standards Agency (TEQSA) is Australia's independent national quality assurance and regulatory agency for higher education. TEQSA's purpose is to deliver quality assurance that protects the interests of students and the reputation and standing of Australian higher education. As an independent quality assurance and regulatory agency, TEQSA adopts a risk-based approach that is guided by principles of necessity, risk, and proportionality, and which supports quality, diversity, innovation, and excellence in tertiary education. TEQSA has three strategic objectives in delivering its purpose: 1. Promote and support good practice and effective self-assurance across the sector. 2. Identify, analyse, and respond to risks to the sector. 3. Ensure compliance with applicable legislation through effective and efficient regulation.

To Apply

Position Contact	Nashmin Yousefpour, 03 83062595
Agency Recruitment Site	https://www.teqsa.gov.au/careers

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Health

Vacancy VN-0714745

Aged Care Quality and Safety Commission

Closing Date: Wednesday 23 November 2022

Communications
Engagement, Education and Communication

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Perth WA, Adelaide SA, Melbourne VIC, Canberra ACT, Hobart TAS
Salary	\$86,790 - \$97,912
Classification	APS Level 6
Position Number	TBC
Agency Website	

Job Description

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

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. The role of the Commission is to protect and enhance the safety, health, wellbeing and quality of life of people receiving aged care.

The Commission is the national end-to-end regulator of aged care services and the primary point of contact for consumers and providers in relation to quality and safety. Our vision is to support a world-class aged care system driven by empowered consumers who enjoy the best possible quality of life.

We are looking for experienced communications professionals to contribute to the development of quality, best practice content and resources to support the aged care sector. You will have a flair for writing for a range of audiences and channels, be adept at developing and implementing communications strategies and be focused on delivering clear outcomes.

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

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

The positions

We are recruiting for 7 new APS6 Senior Communications Officer positions:

- 2 ongoing full-time positions
- 5 non-ongoing full-time positions to December 2023 (with the potential to extend).

Working within a team of communications professionals, the successful candidates will be responsible for the development, delivery and evaluation of wide-ranging communications strategies and producing quality content tailored for stakeholders across the aged care sector. Experience in creative, concise and engaging writing is essential.

Duties

It is anticipated that:

- 2 ongoing positions and 3 non-ongoing positions will primarily undertake a range of communications activities and programs, with a focus on writing and editing, producing quality communications products and developing and implementing diverse communications strategies and plans.
- 2 non-ongoing positions will primarily focus on supporting internal communications activities and products, as well as supporting external events including webinars and roundtables.

The Senior Communications Officer roles will include the below responsibilities:

- **Communications design:** Lead the design, delivery and evaluation of communications strategies, projects and activities
- **Content development:** Produce quality content for communications products with a focus on clear, simple messaging tailored to different audiences. This includes translating complex, technical information into plain language and adopting a user-centred approach to developing content for a range of products and audiences.
- **Planning and monitoring:** Contribute to communications planning and reporting, and the ongoing review of progress and priorities.
- **Editing and proofreading:** Provide quality editing and proofreading services across the organisation.
- **Events:** Deliver effective virtual and physical stakeholder forums, including via webinars including logistics, briefings and talking points.
- **Internal Communications:** Contribute to the Commission's internal communications channel to support staff information and education.
- **Reporting:** Collate, record and report on communications activities, providing both qualitative and quantitative information to contribute to continuous improvement.
- **Positive working relationships:** Develop strong relationships with both internal and external stakeholders.
- **Contribute to overall team performance:** Actively contribute to the strategic development and implementation of the Commission's communications program and team culture.

Eligibility

- Demonstrated experience in the design, development and delivery of communications products and activities.
- Demonstrated experience in the development and delivery of complex communications projects.
- Excellent attention to detail, proof-reading and copy-editing skills (strong grammar and spelling) including experience in translating complex information into plain English.

- Excellent communication skills, including the ability to develop productive working relationships with both internal and external stakeholders.
- Demonstrated initiative in identifying and resolving problems or complex issues and working collaboratively to develop solutions.
- Demonstrated ability to meet deadlines while balancing competing tasks and priorities.
- Bachelor's degree in Communications, Public Relations, Journalism or similar field and/or minimum 5 years' experience in similar roles.
- Experience in health and/or consumer communications is desirable.

Notes

Salary offered will be between \$86,790-\$97,912 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information please visit www.apsc.gov.au/citizenship-aps

In your application please provide a statement of claims against the Eligibility Requirements in no more than 600 words.

Non-ongoing opportunities will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 18 months with a possibility of extension to a maximum of three years.

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

How to Apply?

1. Navigate to 'Current Vacancies' section of the careers page and locate the relevant job title. All documentation relating to the role and application process will be located here.
2. Click on the job title and at the bottom of the Advertisement you will be asked to create an account If you are a first-time user or to sign in to complete your application.
3. As part of your application you will be requested to complete a statement of claim and attach your Resume. Cover letter is optional
4. Click 'Apply Now' when you are ready to submit your application.

Please complete an online application form and submit to <https://www.agedcarequality.gov.au/about-us/careers> by **11:59pm (local time) on Wednesday 23 November 2022**. Only completed applications will be accepted.

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to Suzi Clark, Director Communications by emailing Suzi.Clark@agedcarequality.gov.au with position title in the subject line.

Further information:

The diversity of our staff is very important to us. We welcome and actively encourage applications from people with disability, women, and people with culturally and linguistically diverse backgrounds. We recognise the richness of Aboriginal and Torres Strait Islander cultures and the unique knowledge Aboriginal and Torres Strait Islander employees bring to our workplace, policy development and service delivery. We welcome and actively encourage applications from Aboriginal and Torres Strait Islander people.

For further information about the Aged Care Quality and Safety Commission, office locations and other related resources, please visit <https://www.agedcarequality.gov.au/>.

For more information on the Australian Public Service, please visit <https://legacy.apsc.gov.au/cracking-code>.

About the Aged Care Quality and Safety Commission

To Apply

Position Contact	Suzi Clark, (02) 9633 3262
Agency Recruitment Site	https://www.agedcarequality.gov.au/about-us/careers

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Health

Vacancy VN-0714695

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Wednesday 23 November 2022

ACSQHC
ACSQHC eHealth and Medication Safety

Job Title	Senior Health Data Analysts (various positions)
Job Type	Full-Time; Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$108,669 - \$123,939
Classification	Executive Level 1
Position Number	20042590
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Commission is seeking Senior Health Data Analysts to be part of a team of Data Analysts, Epidemiologists and Biostatisticians who work together to support a range of data products utilising the MedicineInsight data collection, and other health and administrative datasets. The Senior Health Data Analyst leads the ongoing development of appropriate methods to clean, validate and analyse data as well as provide meaningful information to a growing range of internal and external stakeholders.

The Senior Health Data Analysts will support the MedicineInsight Health Analytics Manager in managing the program of work associated with the management, maintenance and analysis of the MedicineInsight data collection. These roles work closely with the Medication Safety, QUM Policy and Content, Digital Resource Management and Communications, Safety and Quality Improvement Systems and the Partnering with Consumers teams to support the achievement of Commission priorities and programs regarding medication safety and quality.

Duties

Position duties include, but are not limited to, the following:

1. Conduct analyses and contribute to the interpretation of MedicineInsight data, including the identification and conduct of advanced analyses using SAS™ software.
2. Guide implementation of appropriate techniques using SAS, SQL and other statistical and analytical tools to explore, analyse and report on data
3. Provide expert technical advice and support to the MedicineInsight Health Analytics Manager and team to inform analysis, methodologies and outputs using the MedicineInsights dataset and tables
4. Proactively manage the staff, vendors and key stakeholders to ensure the data foundations, infrastructure and technology is aligned with business needs
5. Guide and support a small team of technical data specialists to import, process and analyse health data from various sources.
6. Apply technical skills to identify issues, limitations and caveats relating MedicineInsight analysis and outputs,
7. Use of technical skills to ensure data quality and identify gaps in dataset requirements
8. Manage delivery of various products including reports and data extracts using MedicineInsight, and other relevant data collections where appropriate
9. Other duties as required by the Commission.

Eligibility

The successful candidates will have:

- Proven ability in complex SQL and SAS interrogation techniques to interpret health related data
- Background in the health data sciences (data science / epidemiology / biostatistics / health informatics and information technology)
- Excellent verbal and written communication skills, interpersonal skills, decision making skills, and incorporating highly developed analytical skills
- Experience in the development, maintenance and use of the metadata
- Demonstrated ability to problem solve and exercise professional judgement
- Demonstrated ability to work as part of a team and autonomously when required without close supervision
- Ability to concurrently contribute and lead analysis on a set of projects and programs

Notes

For the full position description and applicant pack please visit: <https://www.safetyandquality.gov.au/careers>

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications; and,
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Candidates must be Australian citizens to be eligible to apply, and may be required to undergo a baseline security clearance for this position.

PLEASE NOTE: In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able

to provide evidence of their vaccination status prior to commencing their engagement.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Interested candidates are encouraged to contact Naomi Poole on (02) 9126 3536.

Applications are due by **midnight, Wednesday 23 November 2022**.

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Naomi Poole, (02) 9126 3536
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0714767

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Wednesday 16 November 2022

ACSQHC
ACSQHC eHealth and Medication Safety

Job Title	Health Technology Solutions Lead
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$108,669 - \$123,939
Classification	Executive Level 1
Position Number	20042754
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Health Technologies Solutions team is part of the Commission's eHealth and Medication Safety program (the program), which is responsible for the establishment and ongoing development and improvement in the quality use of medicines and medical tests throughout Australia.

The program is responsible for the ongoing stewardship of nationally standardised tools, indicators and guidance used in Australian hospitals and the community to prescribe, dispense and administer medicines safely. The program manages and publishes key national data on the prescription, dispensing and administration of medicines in Australia to assist in reducing low value care and to inform improvements to clinical practice and healthcare delivery.

The Health Technology Solutions Lead works with external technology partners and internal teams to provide the technologies, infrastructure, standards and capabilities to enable the Commission to manage and maintain services and operation of the Commission's digital platforms including online learning platforms, apps and websites for use by consumers, prescribers, health professionals and policy makers.

The Health Technology Solutions Lead manages a small team to enable the effective operation of digital technology associated with the QUM stream, and other resources as required. This will require sound technical, analytical and strategic skills to ensure appropriate legislative requirements and policy obligations are maintained. This role works closely with the Commission's Safety and Quality Improvement Systems, eHealth and Medication Safety, Communications, Strategy and Innovation and QUM Policy and Content teams.

Duties

The position duties include but are not limited to:

1. Provide leadership, strategic oversight and support for the ongoing service and operation of the MedicineWise app, Doctors Bag app, online learning modules and other digital platforms, as required
2. In collaboration with the Chief Information Officer, Senior Executive and key stakeholders, develop and implement a road map for the service and operation of the Commission's digital technology solutions for communication about healthcare safety and quality information
3. Proactively manage the staff, vendors and key stakeholders to ensure the digital foundations, infrastructure and technology is aligned with business needs
4. Be a key technical expert for the Commission's digital platforms with the knowledge and skills to provide technical solutions that meet stakeholders' needs
5. In collaboration with the Commission's IT security staff, ensure data security is of the highest standard
6. Manage operational outsource agreements to ensure reliable and cost-effective service delivery of digital technology solutions
7. Ensure quality assurance and continuous improvements are in place that deliver a high level of internal and external customer and user satisfaction

8. Build, mentor and manage a small team of staff to deliver high quality and efficient solutions that meet internal and external stakeholder and user needs
9. Manage operations across the team, including planning, budgeting, scheduling, resource allocation, software licensing.

Eligibility

The successful candidate will have the following:

- A strong understanding of Australia's healthcare system, including sound understanding of current primary health care safety and quality issues
- Strong technology solutions, management and governance expertise including demonstrated experience in the design and implementation of technical solutions for communication of health information
- Excellent project management skills and experience relevant digital infrastructure and technology
- Highly developed analytical skills and conceptual ability, with the demonstrated capacity for sound judgement and innovative problem-solving
- Highly developed oral and written communication skills including demonstrated ability to prepare high quality documents and submissions, present to a range of audiences, and explain complex technical issues simply
- Demonstrated highly developed interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders
- A high level of knowledge and comprehensive understanding of key safety and quality issues relevant to medication safety.

Notes

For the full position description and applicant pack please visit:
<https://www.safetyandquality.gov.au/careers>

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications; and,
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Candidates must be Australian citizens to be eligible to apply, and may be required to undergo a baseline security clearance for this position.

PLEASE NOTE: In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able to provide evidence of their vaccination status prior to commencing their engagement.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Interested candidates are encouraged to contact Naomi Poole on (02) 9126 3536 to further discuss this role.

Applications are due by **midnight, Wednesday 16 November 2022**.

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Naomi Poole, (02) 9126 3536
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0714777

Australian Commission on Safety and Quality in Health Care (ACSQHC)

Closing Date: Wednesday 16 November 2022

ACSQHC
ACSQHC eHealth and Medication Safety

Job Title	Web Developer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$88,431 - \$99,763
Classification	APS Level 6
Position Number	20042757
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Commission is seeking Web Developers to work with external technology partners and internal teams to provide the technologies, infrastructure, standards, and capabilities to enable the Commission to manage and maintain services and operation of the Commission's digital platforms including online learning platforms, apps, and websites for use by consumers, prescribers, health professionals and policy makers.

The Web Developers are responsible for the design, development, and support of web-based health technology solutions within industry best practice software development lifecycle frameworks and applicable enterprise architecture principles. These roles require excellent technical and analytical skills. These roles work closely with the Commission's eHealth and Medication Safety, Safety and Quality Improvement Systems, Communications, Strategy and Innovation, and QUM Policy and Content teams.

Duties

The key duties of the position include, but are not limited to, the following:

1. Undertake design development and support of web-based health technology solutions and digital platforms including apps, websites (including social media), and online learning modules
2. Perform functional unit and user testing, and continuous review and improvement of digital technology solutions
3. Deliver quality and complete documentation of development, solution design and implementation of health technology solutions
4. Ensure recoverability of web-based health technology solutions. This includes documenting and testing recoverability procedures and training other team members to support the health technology solutions
5. Provide transparent and continuous communication and negotiation on development requirements, timeframes, and any relevant limitations with the Commission's ICT team
6. Be a key technical expert for the Commission's digital platforms with the knowledge and skills to provide technical solutions that meet stakeholders' needs
7. Be a liaison point regarding the operations of ICT agreements with external vendors, to ensure a reliable and cost-effective service delivery of web-based health technology solutions and digital platforms
8. Support and contribute to the Commission's IT policies, procedures, guidelines, and business continuity plans

Eligibility

The successful candidate will have:

- Strong conceptual and analytical skills enabling the resolution of complex issues and problems
- Exceptional digital technology solutions knowledge and experience including experience bringing products to market and maintaining successful products
- Excellent knowledge of MySQL, SQL query language and schema design, and a sound understanding of NoSQL
- Sound understanding of Node.js for transforming documents and web product delivery as well as the creation of web-based APIs. Interest in AWS Lambdas and serverless architecture
- Senior Front-end development experience using HTML 5, JavaScript (ES5, ES6), CSS3, SASS, JS-CSS. Excellent knowledge of SCORM 1.2 and complex module design for e-learning modules
- Experience using React, Redux, styled-components and Gatsby. Experience with modern automation frameworks like Mocha and Jest
- Expert knowledge of Janrain API, how to natively implement this authentication service, and maintain it using command line scripts. Interest in learning GraphQL for querying webservices
- Must have experience using GIT for version control
- Experience in creating graphics that scale (SVG) or multiple PNGs
- Excellent knowledge using the Adobe cloud suite, including Photoshop and Illustrator, AfterEffects, Premiere and Audition
- Tertiary qualifications in a relevant discipline, such as health informatics, and/or experience providing IT solutions in a health environment
- Experience in visual design/user interface design, security testing of web based technology solutions, and enterprise architecture.

Notes

For the full position description and applicant pack, please visit: <https://www.safetyandquality.gov.au/careers>

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications; and,
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Candidates must be Australian citizens to be eligible to apply.

In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able to provide evidence of their vaccination status prior to commencing their engagement.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au.

Interested candidates are encouraged to contact Naomi Poole on (02) 9126 3536 to further discuss this role.

Applications are due by **midnight, Wednesday 16 November 2022**.

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Naomi Poole, (02) 9126 3536
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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**Australian Commission on Safety and Quality in
Health Care (ACSQHC)**

Closing Date: Wednesday 23 November 2022

ACSQHC
ACSQHC QUM MedicineInsight

Job Title	Senior Project Officer
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$108,669 - \$123,969
Classification	Executive Level 1
Position Number	20042755
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

ACSQHCHR@safetyandquality.gov.au

The Commission is seeking a Senior Project Officer who will be responsible for contributing to the program of work associated with the development of national policy content, guidance, information and communication about key quality use of medicines (QUM) issues with a focus on primary care. The Senior Project Officer analyses emerging evidence in medication safety and quality issues, provides recommendations and guidance on best practice, convenes webinars and conferences to share knowledge on QUM, and publishes safety and quality alerts on critical medicines issues.

Duties

Position duties include but are not limited to the following:

1. Alongside the QUM Policy and Content Manager and Director, eHealth and Medication Safety, lead the planning and conceptualisation of strategies and national guidance to support eHealth and Medication Safety, with a focus on QUM issues in primary care.
2. Review, analyse and summarise published literature, data, policy papers and other published material to inform policy and program direction.
3. Develop and maintain interventions, guidance, tools and resources to support QUM.
4. Prepare high-quality written reports, briefs and other documents for a range of audiences on complex healthcare issues.
5. Undertake project management activities including project planning and documentation, implementation, monitoring and reporting on progress; providing recommendations about managing risk, and identifying and resolving problems.
6. Keep knowledge of strategic and clinical issues current and investigate how they may be addressed by the Commission.
7. Consult with experts and stakeholders including development of consultation strategies and coordination of formal consultation processes to achieve the objectives of the Commission.

8. Liaise, and foster productive working relationships with other agencies, clinical organisations, consumer groups, government authorities, industry bodies and contractors.
9. Provide secretariat support to the work of relevant committees and expert groups managed by the program.
10. Participate in, and present to, committee meetings, forums and workshops on relevant topics.

Eligibility

The successful candidate will have:

1. Excellent policy development and project management experience relevant to safety and quality in health care.
2. A high level of knowledge and comprehensive understanding of key safety and quality issues relevant to QUM.
3. Demonstrated high level research and analytical skills.
4. Demonstrated excellent writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
5. Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.

Notes

For the full position description and applicant pack please visit:
<https://www.safetyandquality.gov.au/careers>

To apply for this position, please submit:

- A CV summarising your relevant experience and qualifications; and,
- A two-page cover letter broadly addressing your suitability against the selection criteria.

Candidates must be Australian citizens to be eligible to apply, and may be required to undergo a baseline security clearance for this position.

PLEASE NOTE: In accordance with Commission policy, subject to any valid exemption, it is a condition of engagement that staff have an up-to-date COVID-19 vaccination status and are able to provide evidence of their vaccination status prior to commencing their engagement.

Applications should be emailed to ACSQHCHR@safetyandquality.gov.au. Interested candidates are encouraged to contact Suellen Allen on (02) 9126 3581.

Applications are due by **midnight, Wednesday 23 November 2022**.

About the Australian Commission on Safety and Quality in Health Care (ACSQHC)

The Australian Commission on Safety and Quality in Health Care's (the Commission) role is to lead and coordinate national improvements in the safety and quality of health care. The Commission works in partnership with the Australian Government, state and territory governments and the private sector to achieve a safe, high-quality and sustainable health system. In doing so, the Commission also works closely with patients, carers, clinicians, managers, policymakers and healthcare organisations. Key functions of the Commission include developing national safety and quality standards, developing clinical care standards to improve the implementation of evidence-based health care, coordinating work in specific areas to improve outcomes for patients, and providing information, publications and resources about safety and quality. The Commission works in four priority areas: 1. Patient safety 2. Partnering with patients, consumers and communities 3. Quality, cost and value 4. Supporting health professionals to provide care that is informed, supported and organised to deliver safe and high-quality health care. For more information please visit the Commission's website.

To Apply

Position Contact	Suellen Allen, (02) 9126 3581
Agency Recruitment Site	ACSQHCHR@safetyandquality.gov.au

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Health

Vacancy VN-0714863

Australian Digital Health Agency

Closing Date:Wednesday 23 November 2022

Technology Services Division
Technology Operations Incident & Problem Management

Job Title	CRM Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD
Salary	-
Classification	Executive Level 1
Position Number	TBA
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company>

Reporting directly to the Director, Incident & Problem Management, the CRM Manager is responsible for the Agency's Microsoft Dynamics CRM instances. This management includes strategic planning, business analysis, design, and development/configuration oversight. To manage such a broadly-used system successfully, the successful applicant will have hands-on Dynamics 365 experience, change management experience, strong interpersonal skills and experience in developing documentation and delivering training.

Duties

To be successful in the role you will have:

- Hands-on experience in the administration of Microsoft Dynamics CRM or (more broadly) Microsoft Power Platform.

- Business analysis experience in understanding a complex business environment and translating the needs of many departments into functional requirements.
- Experience in managing a system adoption and change program in a mid-large size organisation.
- Experience managing technical and non-technical staff.
- Experience managing complex internal/external stakeholder environments across multiple projects, including the ability to develop a consolidated and corporate view of stakeholders involved in many different health initiatives and projects.
- Experience with the principles of organisational change management and collaboration and their application in strategy, policy or technology change environments.
- Ability to understand a wide set of external stakeholders, and from this provide advice and insight into planning communication activities via CRM.
- Experience with a communications mailout tool will be useful however is not required.
- Demonstrated interpersonal skills in building and sustaining relationships with a particular focus on system adoption.
- Ability to design and facilitate complex multi-stakeholder training and other workshops.

You can view the position description [here](#).

Eligibility

Eligibility

Applicants must be Australian citizens to be eligible for employment at the Agency. The preferred applicant will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The Agency is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers. 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.

Notes

Application

To apply, please submit your resume, together with a one-page statement explaining how your skills and experience align with the requirements of this position via the links below.

[Sydney](#)
[Brisbane](#)
[Canberra](#)

Please contact us via email at careers@digitalhealth.gov.au if you have any questions about the position.

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	Lorna Brown, 02 8298 2125
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Health

Vacancy VN-0714873

Australian Digital Health Agency

Closing Date: Tuesday 22 November 2022

Technology Services Division
Technology Operations Branch Release Management

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

Job Description

<https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company>

Reporting to the Assistant Director, Change and Release Management (CARM) section, within the Technology Operations Division, this position is responsible for providing release co-ordination and management and broader operational support. From time to time, there may be a requirement to assist other areas of the Operational Branch as a whole.

Duties

Key requirements of this role include:

- Strong understanding of Software Development Life Cycle (SDLC) principles and practices.
- Strong understating of Program/Project Management/Release Management.
- Fundamental understanding of the ITIL process.
- Strong written and oral communication skills, including experience building release schedules, drafting documentation, process development.
- Coordinate and monitor release activities to ensure timely and accurate outcomes which meet key performance measures.
- Develop, publish, communicate, and enforce release management policies and standards across all teams.
- Maintain integrity in release execution by monitoring each phase of the release.
- Validate the release as it progresses through various release gates including planning, design, build, and test phases, alerting appropriate stakeholders of any risks or issues that need to be addressed.
- Maintain release area on Collaborate and shared location, file deliverables, risks, issues, milestones, and decisions for future reference.
- Identify, analyse and escalate issues and risks which may impact the team's ability to deliver releases within expected timeframes.
- Validate pre deployment deliverables and activities.
- Provide release coordination and communication during and after deployment.
- Develop and document solutions to problems impacting the release program and escalate as appropriate.
- Identify opportunities to improve the release processes and policies, including documentation and dissemination to key stakeholders.
- Review and update existing processes and policies and create new ones as needed.

You can view the position description [here](#).

Eligibility

Eligibility

Applicants must be Australian citizens to be eligible for employment at the Agency. The preferred applicant will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a baseline clearance level. The Agency is committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ, mature aged employees and carers. 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.

Notes

Application

To apply, please submit your resume, together with a one-page statement explaining how your skills and experience align with the requirements of this position using the relevant link below.

[Canberra](#)

[Sydney](#)

[Brisbane](#)

Please contact us via email at careers@digitalhealth.gov.au if you have any questions about the position.

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	Puneet Kush, 6183 3621
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Health

Vacancy VN-0714909

Australian Digital Health Agency

Closing Date: Tuesday 22 November 2022

Digital Strategy Division

Job Title	Chief Digital Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	-
Classification	Senior Executive Service Band 2
Position Number	SESB2
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

- Strategic future of digital health - national scope & scale
- Transformative agenda with significant BAU
- Vibrant & dynamic agency creating real value for Australia

There could not be a more compelling time for a solutions-focused, innovative and high performing digital leader to join the Australian Digital Health Agency (ADHA). The Chief Digital Officer plays a pivotal role designing connected digital health solutions that mean Australians have their health in their hands and their health practitioners can make informed decisions. Established and funded by all the governments of Australia the ADHA is charged with taking the Australian health sector into the future and harnessing digital technologies to drive better health outcomes and a sustainable, world class Australian health system.

The Chief Digital Officer (CDO) leads the creative, multi-disciplinary Digital Solutions Division and draws on their collaborative capabilities to shape digital health for Australia. If you are looking for a role with national scope and a user experience focus to make an appreciable difference in the lives of Australians, with an Agency that values strong leadership, connection and flexibility, the Chief Digital Officer role will give you the challenge you are looking for.

Duties

Operating as part of a Senior Executive Committee and reporting to the CEO, you will help steward the Agency to deliver on its national vision, purpose and strategic objectives. As CDO, with a whole of system view, you will strategically lead enterprise-wide digital products and services, implement the national plan and roadmap for health system interoperability (Connected Care), manage the national digital health system architecture into the future, and drive the adoption of standards for storage and exchange of digital health information.

You will steer the architecture design authority to use human-centred design and data insights, local and global experience, trends and innovation, and collaborate broadly with diverse stakeholders to foster an open innovation approach to product design and to inform investment decisions and programs. The end goal is optimisation, useability, sustainability and functionality, with best-practice patient safety, clinical governance and compliance standards.

As a high achieving and values-based digital leader, you will inspire, build capability and guide teams in a complex professional environment, with diverse stakeholders Australia-wide. You will enhance and promote collaboration, continuous improvement, accountability and risk management, so initiatives are strategic, effective and targeted to enable better health outcomes for Australians into the future.

Eligibility

Australian Citizenship is a mandatory pre-requisite for all candidates, to obtain the security clearance required for this role. Applications will be assessed upon receipt, and notification may be provided ahead of the close date.

Notes

Chief Digital / Technology / Information Officers or Heads of Digital Transformation with experience at scale are invited to apply and demonstrate suitability to lead this vital Division. As a transformative technology leader and Senior Executive, you will help design, develop and implement the strategic future of digital health for Australia and reform healthcare.

The candidate information pack for this outstanding, Sydney, Canberra, Melbourne or Brisbane based opportunity can be accessed via www.landingpage. All applications must be submitted via au.hudson.com quoting Ref No. 222302 by midnight Tuesday 22 November 2022. Panel interviews will be held in early December 2022.

For a confidential discussion with REBECCA BAUER at Hudson please contact rebecca.bauer@hudson.com or 07 3185 5363.

Note: Filling of this vacancy under the *Public Service Act 1999*, is subject to allocation approvals currently in final stages. In absence of these approvals this role will be filled under a Common Law Contract Arrangement with a merit list creation.

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	Rebecca Bauer, 07 3185 5363
Agency Recruitment Site	https://www.digitalhealth.gov.au/careers

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Health

Vacancy VN-0714468

Department of Health and Aged Care

Closing Date: Wednesday 23 November 2022

Service Delivery Division
VIC TAS Branch Case Management Section

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Hobart TAS, Launceston TAS
Salary	\$108,680 - \$123,951
Classification	Executive Level 1
Position Number	22-SDDIV-15540
Agency Website	

Job Description

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

The Assistant Director will lead a team to support the delivery of Aged Care Programs and sector engagement across Victoria and Tasmania. They will be required to support the implementation of the Aged Care Royal Commission reforms.

The Assistant Director will support a Regional Team, including regional engagement activities, establishing and implementing local and regional aged care stewardship priorities, regional team establishment.

Delivery of COVID-19 support functions as directed, including vaccine rollouts, emergency management planning and support.

Duties

We are looking for high-performing individuals with the leadership skills, experience and capabilities to lead a team to deliver strong outcomes in support of aged care reforms and regional stewardship measures, including across Indigenous Health and Mental Health programs.

Successful candidates will actively contribute to the shared purpose and direction of a team that has multiple functions across a range of aged care and health programs. Key responsibilities include:

- Effectively lead, manage and provide direction and support, in an environment of continuous change, to a team that has multiple functions across a range of health and aged care program areas.
- Contribute to the implementation of a range of Commonwealth funded health and aged care programs.
- Develop and maintain more complex relationships and liaise with key internal and external stakeholders (including users of the aged care system).
- Represent the Department at engagement activities. Anticipate and respond to stakeholder requirements including managing and supporting change.
- Source, analyse and interpret local evidence to assist policy/program areas to assess program effectiveness and to inform the design and refinement of policy settings
- Identify, report and mitigate issues of concern or heightened risk, escalate if required and maintain risk management activities.
- Facilitate solutions for local and regional aged care stakeholders. Maintain a robust working knowledge of relevant legislation, reform activities, Royal Commission outcomes and/or key priorities occurring in the Indigenous Health, Mental Health and Primary Health Programs.
- Research, interpret and apply relevant legislation.
- Contribute to the development of strategic priorities and activities relating to aged care programs.
- Assist and support in emergency management response when required, including environmental and COVID-19 response and preparedness activities.

Eligibility

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

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

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

Notes

- Applications close 11:30PM AEDT
- Applicants should quote reference number 22-SDDIV-15540 to assist when making an enquiry.

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	Leanne McKaskill, (03) 9665 8362
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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National Blood Authority

Closing Date: Wednesday 23 November 2022

Commercial Blood Products and Business Services Commercial Blood Products

Job Title	Assistant Director, Contract and Procurement Management
Job Type	Full-Time, Ongoing
Location	Lyneham ACT
Salary	\$107,841 - \$122,482
Classification	Executive Level 1
Position Number	20025897
Agency Website	www.blood.gov.au

Job Description

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

About Us

The National Blood Authority (NBA) is an Australian Government statutory agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable.

Job Context

You will be part of the Commercial Blood Products Section which plays a critical role to ensure the supply of commercial blood products meets the clinical needs of Australians. The team does this by actively managing the contractual arrangements which value over \$800 million annually with a range of domestic and global providers.

Your role will be to lead the procurement and management of high value commercial contracts for the supply of these blood products in a way that meets demand. This includes through monitoring and forecasting supply and demand in a dynamic environment, working closely with suppliers, clinicians and other teams within the NBA. In this environment your judgement, leadership as well as stakeholder engagement skills will be paramount.

We are looking for great people with demonstrated experience in government contract management and procurement and who can exercise initiative and judgement in the application of Commonwealth procurement policy and the application of practices and procedures. To be successful in the role you will need to contribute to the strategic goals of the organisation, provide clear advice on complex issues, use analysis and innovative approaches to solve complex problems. Strong stakeholder engagement, negotiation and communication skills will also be important.

Duties

Primary Job Purpose

Although not exhaustive, the duties and responsibilities of this position will require you to:

1. Oversee and manage contracts, programs and projects in accordance with the objectives of the *National Blood Authority Act 2003* and relevant government policies and agreements
2. Provide contract management and procurement advice and guidance to a range of stakeholders across the NBA
3. Coordinate and manage procurement processes

4. Establish, implement, monitor and review contract performance and supply risk management strategies
5. Propose and implement innovations within a culture of continuous improvement
6. Analyse reports and proposals, and prepare and deliver high quality papers, briefs, presentations and correspondence
7. Review supply and demand data to help inform contract management and planning
8. Coordinate and manage human and financial resources, workflow and team performance
9. Build effective relationships and achieve negotiation outcomes with internal and external stakeholders, including staff
10. Contribute to the NBA organisational strategy and promote a collaborative workplace culture.

Eligibility

Additional Information

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

The position may require some interstate travel.

The NBA expects that all employees will perform their duties professionally and respectfully to achieve outcomes of the highest standard, and that this performance will reflect the best principles and practices of workplace diversity, workplace participation and a safe working environment.

A merit pool of suitable applicants will be established which may be used to fill ongoing/non-ongoing vacancies of similar roles should they become available 18 months from the day this vacancy was advertised in the APS Employment Gazette.

Notes

For further information and to apply, visit: <https://www.blood.gov.au/current-vacancies>

About the National Blood Authority

The National Blood Authority (NBA) is an Australian Government statutory Agency whose role is to work in a collaborative manner with all Australian governments and blood sector stakeholders to ensure Australia's blood supply is safe, secure, adequate and affordable, and to support best practice management and use of blood products in Australia

To Apply

Position Contact	Jo Cameron, 02 6151 5145
Agency Recruitment Site	https://www.blood.gov.au/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0714827

Australian Institute Of Marine Science

Closing Date: Tuesday 29 November 2022

Strategic Development
RRAP - Reef Restoration & Adaptation Program

Job Title	RRAP Risk Review Project Manager
Job Type	Full-Time, Non-Ongoing
Location	Townsville QLD, Perth WA, Darwin NT
Salary	\$109,976 - \$120,564
Classification	APS Level 6; Executive Level 1
Position Number	21690
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description

<https://www.aims.gov.au/about/careers-aims/rrap-risk-review-project-manager>

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency.

We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world.

Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

At AIMS, the way we work guides our team members' on their collective journey towards the successful delivery of our AIMS Strategy 2025 targets.

Duties

About this Opportunity

This position is in the Reef Restoration and Adaptation (RRAP) Managing Entity team at AIMS and you will contribute to high-profile work on managing intervention risks. A full understanding and evaluation of intervention risks is a key component of RRAP. You will bring leadership skills, project management expertise, research skills and knowledge and support the running of a newly formed expert group process on the potential risks associated with reef interventions.

You will assist the leadership team and the multi-disciplinary group of top experts in delivering risk management work across RRAP, play a key role in supporting all aspects of the expert group process including outputs, and in developing and managing projects and intervention risk studies. This will include working on the following:

- Developing and review of a broad range of content to prepare materials for and with our expert group, which will include written materials (e.g. reports, publications) and communications for diverse audiences
- Generating and supporting a meetings program and activities, oversight of travel, coordinating logistics and other tasks to ensure the expert group meets objectives and deadlines
- Assisting in developing and running workshops and meetings with both large and small groups
- Project managing and collaborating on risk studies and activities undertaken by teams of researchers, experts and stakeholders, including contract management
- Conducting background research and developing proposals and delivering special projects
- Being a liaison point on related matters for RRAP with the expert group members, researchers and others, and assisting with briefing papers for the board and wider communications.

About you

You are interested in and understand challenges facing the Great Barrier Reef and its management. You will be proficient and experienced in program / project management, and a strong communicator who is proud of your exceptional attention to detail and organisational skills. You will draw on your expertise and tertiary qualifications in science, engineering or related field to support your collation and comprehension of the complex materials you are reviewing, preparing and writing for papers, publications and communication. Your well-developed written and verbal communication skills, and collaborative style of working to effectively communicate with various key stakeholders will be critical in this role. You will be confident and experienced in planning, coordinating and running workshops, committees or group activities and meetings.

Experience in the analysis, research, synthesis and translation of large amount of information across research disciplines and sharing this in a balanced policy-relevant manner, and experience in assessing and managing risk and/or gaining social and regulatory licence would be highly desirable.

Apply now and join a world leading organisation with attractive working conditions. In line with our Enterprise Agreement, the successful candidate will be rewarded with:

- AIMS AOF Level 5 salary (\$109,976 to \$120,564 per annum) plus 15.4% superannuation
- Full-time, 2-year Temporary Labour Hire Arrangement opportunity
- Located in Townsville (Qld). Commuter car arrangements to site. Other locations may be considered.
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions

Please note:

1. *Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant Department of Home Affairs current policies.*
2. *It is a requirement of this role that you are and remain fully vaccinated against COVID-19. Please note the sighting of proof of vaccination will be required as a pre commencement requirement. on mandatory vaccinations. It may therefore become a mandatory requirement for this role in the future.*

Eligibility

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website, www.aims.gov.au. If, after reviewing the position description included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we would be very interested in hearing from you.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries are to be directed to Rachel Pears at R.Pears@aims.gov.au. Applicants are welcome to request an opportunity to discuss this vacancy.

Applications close: TUESDAY, 29 NOVEMBER 2022 (midnight, AEST).

Notes

About the Australian Institute Of Marine Science

AIMS is a world leader in tropical marine science and conducts research supporting environmental sustainability and economic growth in Australia's tropical oceans. Through our highly skilled and innovative staff, state-of-the-art infrastructure, strong national and international collaborative relationships and valued technical support, we are helping to build Australia's national marine science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Rachel Pears, 0747534466
Agency Recruitment Site	https://www.aims.gov.au/about/careers-aims/rrap-risk-review-project-manager

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Industry, Science, Energy and Resources

Vacancy VN-0714887

Australian Institute Of Marine Science

Closing Date: Sunday 20 November 2022

Government Relations

Job Title	Government Relations Assistant Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$109,976 - \$120,564
Classification	Executive Level 1;Executive Level 2
Position Number	21330
Agency Website	https://www.aims.gov.au/docs/about/about.html

Job Description <https://www.aims.gov.au/about/careers-aims/government-relations-assistant-manager-0>

About AIMS

The Australian Institute of Marine Science is Australia's tropical marine research agency.

We are a trusted advisor, a partner and employer of choice, and we value integrity, innovation, collaboration and respect. AIMS' research of Australia's tropical marine ecosystems guides their effective environmental management and contributes to our understanding of similar ecosystems around the world.

Our research seeks to deliver practical benefit to all Australians and supports the sustainable use of our tropical marine estate. Governments, reef managers, industry and the wider community look to our high-quality, long-term research for informed decisions about our iconic Great Barrier Reef, North-West Shelf, and Arafura and Timor Seas. AIMS expert teams at our locations in Townsville, Darwin and Perth have access to world-class infrastructure, unique datasets, cutting-edge laboratories, and a fleet of modern research vessels.

At AIMS, the way we work guides our team members' on their collective journey towards the successful delivery our AIMS Strategy 2025 targets.

Duties

In the role of Government Relations Assistant Manager, you will support the Government Relations Manager as AIMS' representatives in Canberra through the management and development of effective relationships with the Australian Government. You will manage Government and Department information requests, provide intelligence reports and updates for the AIMS Leadership Team, promote AIMS' engagement projects through planning and delivery of events, and will undertake governmental processing for AIMS corporate reporting.

You will support AIMS' participation in Senate Estimates, Parliamentary inquiries, and policy/program reviews, and will also assist in the preparation of briefs, correspondence and advice for various Ministers, Advisors, and Government Departments and Agencies. This will also include assisting in the preparation of documentation to support AIMS participation in senior forums.

You will also help to build and manage AIMS' profile in Canberra through the promotion of AIMS' capabilities and projects, and identification of engagement opportunities for AIMS' CEO/ALT with various Government Departments and Agencies and in cross-governmental activities through targeted sourcing, reviews, analysis, reporting and advice.

Eligibility

About you

Underpinning your suitability for this position will be your tertiary qualifications in a relevant area, coupled with your experience in managing multiple stakeholders and understanding of stakeholder engagement, Government liaison and policy, and responsibilities of APS organisations. You will also be able to demonstrate your:

- Proficiency and experience in sourcing, reviewing and analysis of information to develop targeted briefs, reports and advice for AIMS' Leadership Team and government Ministers, Departments and Agencies;

- Proven ability to work independently with a high level of problem solving and time management skills to ensure deliverables are provided to clients and stakeholders within tight timeframes;
- Professional attributes of adaptability and flexibility, with the ability to foster innovation and collaborative relationships; and
- Ability to deliver presentations and influence high-level decision makers through exceptional communication skills and organisational management capabilities.

Apply now and join a world leading organisation with attractive working conditions. In line with our Enterprise Agreement, the successful candidate will be rewarded with:

- AIMS AOF Level 5 salary (\$109,976 to \$120,564 per annum) plus 15.4% superannuation
- Full-time, Permanent opportunity
- Located in Canberra (ACT).
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Relocation Assistance available

Please note:

1. *Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the relevant Department of Home Affairs current policies.*
2. *AIMS strongly encourages all employees to be fully vaccinated against COVID-19. Whilst it is not currently a mandatory requirement for this role, AIMS reserves the right to review its position and policy on mandatory vaccinations. It may therefore become a mandatory requirement for this role in the future.*

Next Step

Further information about this exciting and challenging opportunity is outlined in the Candidate Information Pack which is available to download from our website, www.aims.gov.au. If, after reviewing the position description included in the Candidate Information Pack, you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we would be very interested in hearing from you.

Submitting your Application: Please ensure that you have your completed documents (selection criteria responses, resume and cover letter) ready to attach to your online application form via our e-recruitment system which can be accessed via our website www.aims.gov.au.

Position enquiries are to be directed to Christopher Payne at c.payne@aims.gov.au

Applications close: SUNDAY, 20 NOVEMBER 2022 (midnight, AEST).

The Australian Institute of Marine Science acknowledges the Traditional Owners of the land and sea on which we work. We recognise the unique relationships and enduring cultural and spiritual connection that Aboriginal and Torres Strait Islander people have to land and sea, and pay our respects to Elders past, present and future. Notes

About the Australian Institute Of Marine Science

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science capability so that together we can meet the challenges facing our marine estate. The Institute operates from facilities in Townsville Queensland, Darwin Northern Territory and Perth Western Australia.

To Apply

Position Contact	Christopher Payne, 747534466
Agency Recruitment Site	https://www.aims.gov.au/about/careers-aims/government-relations-assistant-manager-0

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Industry, Science, Energy and Resources

Vacancy VN-0714663

Geoscience Australia

Closing Date: Wednesday 23 November 2022

Corporate
Digital Science and Information ICT Service Management

Job Title	Team Lead, ICT Contracts and Procurement
Job Type	Full-Time;Part-Time, Ongoing
Location	Symonston ACT
Salary	\$90,555 - \$104,820
Classification	APS Level 6
Position Number	18582
Agency Website	www.ga.gov.au

Job Description

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

The Team Lead, ICT Contracts and Procurement plays an important role in leading the ICT Contracts and Procurement team. In this role you will work closely with managers and senior leadership to support the delivery of ICT contract and procurement services for the organisation.

You will proactively engage with stakeholders internally and externally and provide timely and accurate advice and support on ICT

Procurement and Contract matters. You will contribute to the development of team objectives and assist with planning and prioritisation of work.

You will have the ability to enhance user experiences, analyse customer feedback and identify improvement opportunities in processes and services.

Duties

In this role you will:

- Lead a small team, develop work plans and contribute to achieving team goals
- Proactively engage with clients to deliver their procurement needs
- Interact professionally with external suppliers of ICT goods and services
- Establish and manage internal and external stakeholder relationships, and advice to senior leaders within GA
- Undertake a range of simple to complex procurement activities
- Prepare correspondence, reports, and internal communication content
- Ensure quality outputs for the team related to:
 - reviewing quotes
 - preparing and executing work orders and purchase orders
 - certifying invoices for payment
 - preparing ICT contracts
 - reporting
 - reconciliation of payments

To be successful in the role you will:

- Be self-motivated, cooperative and resourceful
- Provide accurate and timely advice including anticipating problems and contributing to issues management.
- Ensure knowledge of and compliance with the Commonwealth Procurement Framework
- Make decisions using good judgement, expertise and knowledge, under limited guidance
- Listen to, identify and understand stakeholder expectations and concerns
- Manage relationships with stakeholders to achieve outcomes
- Be resilient and adapt well to changes in work requirements.

Eligibility

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

Accessible Recruitment

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to progress to the next stage in the assessment process if you:

1. declare you have a disability
2. meet the minimum requirements of the role, and
3. meet any eligibility requirements for the position, such as mandatory qualifications.

For more information on the RecruitAbility scheme please see the guide for applicants on the [Australian Public Service Commission website](#).

We are committed to creating an inclusive and accessible workplace for all our staff. If you require adjustments to the recruitment and selection process or require an alternative format to any of the application material, please contact us. Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677, and request to be connected with our Human Resources team on 02 6249 9777 in order to obtain any additional information. **Notes**

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture, [click here](#).

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on the job description or skills, please still apply or get in touch with the contact officer to discuss the role.

To apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than one page) outlining the value you would bring to Geoscience Australia, highlighting your transferable skills, experience, and capabilities.
- To learn more about applying for APS jobs please review, '[Applying for an APS job: cracking the code](#)'.

If you have any questions regarding the role, please contact Kirsty Bailey on 02 6126 8750, orkirsty.bailey@ga.gov.au.

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

Technical assistance

If you require technical assistance, please visit the tips for applicants' section of our [careers page](#) or contact Human Resources on (02) 6249 9777 or emailhr@ga.gov.au.

About the Geoscience Australia

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

To Apply

Position Contact	Kirsty Bailey, 02 6126 8750
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0714764

Geoscience Australia

Closing Date: Wednesday 23 November 2022

Corporate
Digital Science and Information ICT Service Management

Job Title	ICT Vendor Manager
Job Type	Full-Time;Part-Time, Ongoing
Location	Symonston ACT
Salary	\$109,001 - \$123,220
Classification	Executive Level 1
Position Number	18782
Agency Website	www.ga.gov.au

Job Description

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

The ICT Vendor Manager is an integral leadership role responsible to support the reliable, secure, and fit for purpose delivery of ICT services for our organisation. In this role you will work within the ICT Service Management team to support and manage the engagement, contract and performance for our primary ICT service provider, and other suppliers.

You will lead a small team to manage ICT vendors, contracts and budgets, working with business areas and providers to manage the supplier relationship, risks and issues, negotiating contracts and planning.

You will promote a positive and inclusive culture within the ICT Service Management team. This role requires a highly organised strategic thinker, pragmatic problem solver, and a sound understanding of vendor management in federal government. You will contribute to the enhancement and modernisation of our enterprise ICT environment and contribute to the achievement of our Strategy 2028 strategic plan.

Duties

In this role you will:

- Develop productive working relationships with our primary ICT service provider, and other key suppliers as required
- Represent the interests of Geoscience Australia and the Commonwealth in contract negotiations, evaluations and regular vendor engagement
- Establish clear expectations with our primary ICT service provider, and other key suppliers as required, through both the contract and regular engagement
- Manage the contract performance for our primary ICT Service Provider and other vendors, as required.
- Manage risks and issues and review contracts for the ongoing provision of ICT services.
- Review contracts and acceptance certificates, validate invoices and define services to confirm requirements and value for money.
- Manage and conduct regular meetings in relation to contract management, including development of meeting agendas, recording minutes and actions and distributing and following up on actions.
- Regular reporting on contract management compliance and performance.

To be successful in the role you will:

- Establish and maintain effective working relationships with ICT suppliers, clients and Geoscience Australia ICT leadership.
- Establish and improve processes related to contract management and reporting, including service level agreement reporting and invoicing.
- Work collaboratively with the ICT Service Assurance Team to develop processes to enable effective service delivery and contract management and support service improvements.
- Facilitate connections between suppliers, clients and senior leadership and to develop a common understanding.
- Demonstrate a high level of initiative, ability to work with limited direction and good judgement.
- Develop and lead the delivery of a work plan for the Contract Management Function.
- Excellent planning, organisational, and time management skills.

Eligibility

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

Accessible Recruitment

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to progress to the next stage in the assessment process if you:

1. declare you have a disability
2. meet the minimum requirements of the role, and
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To apply

Please visit the [careers page](#) of our website to submit your application via our e-Recruit system. Your application should include:

Your resume (no more than 3 pages)

A brief statement (no more than one page) outlining the value you would bring to Geoscience Australia, highlighting your transferable skills, experience, and capabilities.

If you have any questions regarding the role, please contact Kirsty Bailey on 02 6126 8750, orkirsty.bailey@ga.gov.au.

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

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To Apply

Position Contact	Kirsty Bailey, 02 6126 8750
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0714851

IP Australia

Closing Date: Wednesday 23 November 2022

Policy & Corporate
Finance & People Services Group

Job Title	Assistant Director, Procurement
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$107,686 - \$121,201
Classification	Executive Level 1
Position Number	494196
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Are you a subject matter expert in procurement? Do you have strong communication, influencing and negotiation skills? This position might be the position for you!

The Assistant Director, Procurement is a subject matter expert and works under limited direction. This position is responsible for managing and/or providing detailed and accurate technical advice in regard to procurement policy, procurement processes and contract management. The successful applicant should have strong communication, influencing and negotiation skills as well as a working knowledge of the Commonwealth Procurement Framework.

The Assistant Director undertakes major procurement activities for IP Australia and ensures compliance with all legislative and Government practices and guidelines relating to procurement. The position includes supervision of an APS 6 position and may involve assisting with management of the team's workload.

Duties

- Provide accurate and timely support and advice to all areas within IP Australia on procurement and contract matters, in accordance with the relevant legislation.
- Reviewing and/or drafting procurement related documentation including spending proposals, request for quotes, contracts and other procurement related documentation.
- Assisting with the development and maintenance of procurement and contracting reference materials including templates, intranet pages, guidelines and policy for use by IP Australia staff when conducting procurement activities.

- Assisting with the procurement reporting obligations including Senate Order, Annual Report, Indigenous Procurement Policy, Annual Procurement Plan, Senate Estimates reporting, compliance reporting and AusTender reporting.
- Corporate monitoring of the management of all IP Australia contracts and procurement activities, as well as the maintenance of all records in the SAP Finance system and Electronic Document Management System (BRIK).
- The successful candidate will also be required to regularly liaise with other Commonwealth agencies.

Eligibility

To be successful in this role it is desirable to have:

- A sound knowledge of the Commonwealth Procurement Framework is highly desirable.
- Certificate IV in Procurement and Contracts, or progress towards this qualification is desirable.

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.

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 disclose all relevant and required information. **Notes**

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

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

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	Jolene Reece, 02 6283 2800
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0714862

IP Australia

Closing Date: Wednesday 23 November 2022

Policy & Corporate
Innovation & Technology

Job Title	Senior Business Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - SA SA, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - WA WA, Various locations - NT NT
Salary	\$107,686 - \$121,201
Classification	Executive Level 1
Position Number	494214
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Are you driven and highly skilled in business analysis and business process analysis? This position might be the position for you!

As a Senior Business Analyst, you will lead the development of business requirements, business artefacts and user requirement gathering processes to support IP Australia's strategic objectives, including the evaluation of commercial software or state of the market, or requirement analysis to identify opportunities for innovation.

Duties

Specific duties of a Senior Business Analyst include, but are not limited to:

- Engage with business stakeholders to understand their needs and express these as user stories and requirements.
- Conduct research and in-depth analysis of existing business processes, data and products.
- Collaborate with subject matter experts, end users, product owners, architects, developers, database administrators and testers to design and deliver solutions.
- Proactively apply a continuous improvement approach through enhancement and implementation of services, aligned to Agile and DevOps practices.
- Supporting the team's Delivery Managers to deliver outcome.

Eligibility

To be successful in this role it is desirable to have:

- Qualification or over three years of experience in business analysis and user-centred design applied in an ICT Agile delivery setting.

Additionally, it would be desirable to have:

- Tertiary qualification in information technology or related field.
- Scrum Master and/or Team Leader experience.

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.

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.

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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

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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	Nicholas Whennan, (02) 6283 2851
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0714833

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

Closing Date: Wednesday 23 November 2022

Office for the Arts
Creative Industries Branch Artbank

Job Title	APS 6 Curator, Office for the Arts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Collingwood VIC
Salary	\$85,889 - \$96,267
Classification	APS Level 6
Position Number	42047
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The department has an Individual Flexibility Arrangement (IFA) Framework to provide salaries that are consistent with other Commonwealth Public Sector Agencies and to reward and retain high performing employees at the APS6 and Executive Levels.

Under this Framework, APS6 and Executive Level employees will have access to the IFA Framework on engagement, promotion or movement from another Commonwealth Public Sector Agency. Access to the IFA Framework is consistent with the provisions of clauses 16, 17 and 19 of the Department of Infrastructure and Regional Development Enterprise Agreement 2016.

For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact WorkplaceRelations@infrastructure.gov.au

Duties

What will you do?

Under general guidance and in accordance with APS values and Code of Conduct, Government and Departmental policies and the relevant Secretary's Instructions, the Curator and Collection Coordinator duties include, but are not limited to, the following:

Curation

- Undertake research on the Artbank collection for curatorial and client purposes;
- Contribute to curatorial programming in support of Artbank's objectives including the development and delivery of exhibitions for display on Artbank premises and offsite as required, as well as public engagement activities and online projects;
- Support guest curators research into the collection by providing advice and information about the collection and the operations of Artbank;
- Conduct research, visit commercial and non-commercial galleries, visit artists' studios and attend events nationally that support your ability to make informed recommendations for the acquisition of artworks for the collection;
- Respond to artists' and galleries' correspondence and unsolicited submissions proposing acquisitions for inclusion in to the Artbank Collection;
- Undertake curatorial talks supporting client and public engagement and understanding of works leased from the Artbank collection;
- Participate in public events related to Artbank's activities as required to promote increased access and understanding of Australian visual art.
- Draft written content, ranging from interpretive texts and didactic panels to accompany artworks on display in exhibitions and through the art leasing program in support of Artbank's objectives;
- Assist with the development and delivery of publications relating to artworks in the Artbank Collection for use online and in hardcopy format;
- Monitor the annual curatorial budgets for acquisitions and conservation, and liaise with Registration on new acquisition framing and collection reframing.

Collection Management

- Contribute to the management of Artbank's collection and information systems, including the KE-Emu database;
- Lead the program of Keywording Artbank's collection to increase accessibility and discoverability of the collection in the online environment;
- Coordinate the curatorial documentation for preparation of accessioning new artworks entering the Artbank Collection, in consultation with the Senior Registrar;

- Coordinate the administration for non-leasing related loan requests of artworks from the Artbank collection with borrowing institutions - providing curatorial information, assessing viability, and obtaining Director's approval;
- Identify and prioritise works for conservation in consultation with registration, and undertake necessary artist consultation in relation to conservation work.
- Support the Registration team with the annual stocktake of the Artbank Collection, specifically coordinating an annual review of high value works;
- Assist in valuations of the collection;
- Ensure compliance with the Australian Government's Cultural Gifts Program rules and regulations for potential donations; and
- Coordinate the photographic documentation of exhibitions organised by Artbank and of registration images of individual artworks.

Eligibility

Eligibility requirements

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

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

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

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	Oliver Watts, N/A
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0714836

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

Closing Date: Wednesday 23 November 2022

Office for the Arts
Creative Industries Branch Artbank

Job Title	APS5 Registrar, Office for the Arts
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Collingwood VIC
Salary	\$77,607 - \$82,288
Classification	APS Level 5
Position Number	42049
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Duties

Under general guidance and in accordance with APS values and Code of Conduct, Government and Departmental policies and the relevant Secretary's Instructions, the Registrar duties include, but are not limited to, the following:

COLLECTION AND INFORMATION MANAGEMENT

- Maintain best practice collection management standards and procedures in the documentation, care and management of art objects under Artbank's control.
- Undertake the specialised and technical aspects of safe handling, packing, movement and storage of artworks, providing advice and supervision to Artwork Technicians and contract installation staff to maintain best practice.
- Communicate with art dealers, galleries and artists to coordinate the transportation of acquisitions for the Artbank collection.
- Assist the Senior Registrar with the correspondence and documentation to facilitate import and export of artworks to and from Australian Embassies and Consulates.
- Undertake condition reporting including condition checks for art objects being dispatched or returned from/to the Artbank collection store.
- Assist with the inventory and stocktake of the collection and audit reports.
- Manage and maintain accurate collection management and information systems, including KE-EMu database records, collection image management, verifying data and working with staff to continually improve the access and integrity of the information systems in line with Artbank policies and procedures.
- Maintain comprehensive location records, including receipt and dispatch documentation.
- Review and provide advice on the photographic documentation of the Artbank collection, assisting the Registration team in coordinating contract photographers.
- Maintain the Artbank collection store and relevant public areas to a high standard and with consideration to WH&S and registration policies and practices.

ART HANDLING

- Undertake the specialised handling and packing of art objects ensuring they are packed, crated, handled, secured and stored according to current museum standards.
- Manage the logistics of planning and implementation of client installation/de-installation of artworks – liaising with the Art Consultants and clients to ensure all work is completed on time, within budget and in line with expectations.
- Oversee and provide direction and/or supervise contract installers in the safe handling and installation of art objects.
- Undertake and assist with risk assessment programs for the movement, handling and display of artworks with consideration to WH&S and registration policies and practices.
- Maintain a shared team calendar of installation and de-installation dates for exhibitions and client appointments.

COLLECTION ACCESS

- Ensure the collection store is suitable for public access as required by the Art Consultants and Curators.
- Ensure correct entry of data in the collection management system to ensure online publication is consistent and verified.

- Provide a high level of customer service when communicating with Artbank's clients, suppliers and stakeholders, developing and maintaining positive relationships with all suppliers and contractors.

Eligibility

Eligibility requirements

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

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Vetting Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the [Australian Government Security Vetting Agency \(AGSVA\) website](#).

Notes

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

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

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To Apply

Position Contact	Rod Palmer, N/A
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0714861

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

Closing Date: Sunday 27 November 2022

Regional Development and Local Government
Regional Intelligence and Local Government

Job Title	Assistant Director, Leadership Capacity and Collaboration
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$110,321 - \$116,399
Classification	Executive Level 1
Position Number	42054
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The department has an Individual Flexibility Arrangement (IFA) Framework to provide salaries that are consistent with other Commonwealth Public Sector Agencies and to reward and retain high performing employees at the APS6 and Executive Levels.

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For more information on the IFA Framework and to understand what remuneration the department can offer, applicants are strongly encouraged to contact

WorkplaceRelations@infrastructure.gov.au

Duties

What will you do?

We have an Assistant Director opportunity available in the Leadership, Capacity and Collaboration section. Our team works closely with the RDA Program Management team (PMT) who ensure policy making, program implementation and advice is informed by local input and priorities. The PMT also manages the 53 funding agreements with RDA Committees.

The Assistant Director, Strategic Communication, will have a demonstrated ability to understand the communication environment in which they operate, proactively identifying communication opportunities, and delivering creative communication solutions, with a proven ability to successfully manage multiple priorities to achieve results.

Eligibility

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

- **Citizenship:** Candidates must be an Australian citizen to be eligible for employment with the department. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Clearance 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](#).
- **Qualifications:** Completed or undertaking tertiary qualifications in communications, media, marketing or other related field is desirable.

Notes

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

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

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

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To Apply

Position Contact	Elisha Bailey, 0436 017 275
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0714843

National Film and Sound Archive of Australia

Closing Date: Monday 21 November 2022

Corporate
Governance, Legal & Procurement

Job Title	Manager, Governance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$107,660 - \$115,154
Classification	Executive Level 1
Position Number	89239
Agency Website	https://www.nfsa.gov.au/

Job Description

<https://nfsa.elmogov.com.au/careers/nfsa/jobs>

The Manager Governance will provide high level support to the Executive and Board in the development of the NFSA's corporate governance framework including providing secretariat support to the Board and its subcommittees, assisting with the development of strategic and corporate plans and managing the NFSA's accountability and performance obligations, including preparation of the NFSA Annual Report.

Duties

Under limited direction undertake the following duties to a high standard:

- Provide high-level assistance to the Senior Executive and Board in the preparation of the NFSA's corporate governance framework including development, implementation and monitoring of the Corporate Plan and the Annual Report.
- Undertake performance reporting against the corporate governance framework to ensure the effective delivery of, and compliance with the NFSA's accountability obligations and strategic and corporate goals and objectives.
- Oversee liaison, research and coordination of whole of government and portfolio issues including ministerial briefs, responses to requests for information, senate estimates briefing and responses to Questions on Notice.
- Manage the NFSA's internal audit processes, risk management and policy registers.
- Support the role and objectives of the NFSA, including undertaking research, policy development and analysis.
- Assist with the provision of secretariat services to the Board and its Committees including preparation and review of board papers.
- Liaise with individuals and organisations, including staff and the Department as required.
- Undertake and/or coordinate the conduct of key corporate and executive projects.
- Manage a small team.

Selection Criteria

In relation to the 'Job Details' listed above, please provide a pitch of no more than 1000 words concisely demonstrating your skills, experience and achievements against each of the following criteria:

1. Well-developed understanding of governance frameworks and reporting cycles in the Commonwealth Government environment.
2. Strong communication and negotiation skills, including the preparation of corporate, policy and briefing documents.
3. Demonstrated conceptual and analytical skills with the ability to understand strategic priorities and stakeholder expectations in a cultural environment.
4. Strong leadership skills and experience of successfully managing a team in a professional, service orientated and diverse environment.
5. A high degree of personal integrity and accountability with a demonstrated capacity to achieve results under pressure.

Eligibility

Qualifications and/or equivalent experience if required:

- A tertiary degree in a relevant field and/or experience in governance is highly desirable.

To be eligible for this position you must:

Be an Australian Citizen;

- Satisfactorily complete an Australian Federal Police National Police Check; and
- Obtain and maintain an Australian Government Baseline Security Clearance.

Assessment Process

The assessment process for this position will include:

- A written one-page, 1000 word pitch;
- Resume; and
- Referee checking.

The assessment process for this position may also include an interview.

Notes

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Jessica Kelly Senior Manager, Governance, 02 6248 2135
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0714899

Office of the Official Secretary to the Governor-General

Closing Date: Wednesday 23 November 2022

Job Title	Manager, Meritorious and Operational Awards
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$109,599 - \$118,330
Classification	Executive Level 1
Position Number	202
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-general

Job Description

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

The Honours and Awards Branch provides the necessary support for the Governor-General to carry out responsibilities relating to the independent administration of the Australian Honours system. The Branch also supports the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee which considers nominations and makes recommendations to the Governor-General. The Branch also undertakes Office reception and congratulatory messages from His Majesty The King and the Governor-General.

Duties

We are seeking an experienced leader to fill the role of Manager, Meritorious and Operational Awards in the Honours and Awards Branch. The duties of the position include:

- Leading and managing the Meritorious and Operational Awards team to deliver on priorities and project outcomes and provide high-level advice across a broad range of activities.
- Overseeing the processing and recommendations to the Governor-General of meritorious and operational awards.

- Liaising effectively and collaboratively with internal and external stakeholders to maintain strategic relations and maximise efficiencies including the National Emergency Medal Committee.
- Establishing and identifying continual improvements to strengthen the honours administrative procedures, policy and regulations.
- Through collaborative leadership, driving team performance, professionalism and cooperation as well as considering developmental needs.
- Producing high-level written material and preparing replies or briefings to sensitive correspondence as well as more complex matters.
- Anticipating issues and developing strategies for solutions.
- Assisting the Director and other managers in the administration of the Australian honours system and management of the Branch.

Selection Criteria

- Demonstrated people leadership to perform diverse tasks and build capability in a team environment through coaching, performance feedback and development opportunities.
- Highly developed analytical, written and oral skills.
- Evidence of managing sensitive information and working collaboratively with good judgement, tact and discretion.
- Proven experience in fostering stakeholder management and high level of service delivery.
- Ability to drive continuous improvement and service delivery through highly refined research skills with excellent attention to detail.
- Experience in cultivating a diverse, positive and safe workplace culture.
- Demonstrated ability to meet deadlines, and to prioritise and co-ordinate workflows.

Desirable Qualifications / Experience

A relevant tertiary qualification and/or experience in a senior advisory, leadership, management or business role is required for this role.

Eligibility

To be eligible for employment, applicants must be Australian Citizens.

This position requires Baseline security clearance. The successful applicant will be required to obtain and maintain a police check and clearance at this level.

Notes

How to apply

Interested applicants should email a brief CV including the contact details of two current referees and a one-page pitch to hr@gg.gov.au.

The pitch should explain how the applicant's skills, knowledge and experience will be relevant to this role against the selection criteria.

A merit pool will be established from this selection process and may be used to fill future vacancies.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Sharon Prendergast, (02) 6283 3600
Agency Recruitment Site	https://www.gg.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0714902

Office of the Official Secretary to the Governor-General

Closing Date:Wednesday 23 November 2022

Job Title	GHO5 - Program Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$79,406 - \$84,176
Classification	APS Level 5
Position Number	59
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-general

Job Description

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

The Honours and Awards Branch provides the necessary support for the Governor-General to carry out responsibilities relating to the independent administration of the Australian Honours system. The Branch also supports the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee which considers nominations and makes recommendations to the Governor-General. The Branch also undertakes Office reception and congratulatory messages from His Majesty The King and the Governor-General.

Duties

We are seeking a highly motivated and enthusiastic Program Officer to work as part of our Honours and Awards Branch in the Meritorious and Operational Awards team. The duties of the position include:

- Assisting with the implementation and delivery of various Honours and Awards Branch programs including support for a diverse range of policy and corporate related functions.

- Preparing briefing materials and documentation to report on the Branch program outcomes and performance measures.
- Undertaking special projects and the preparation of statistical reports.
- Assisting with the delivery of policy and corporate related functions, providing research, analysis and report writing.
- Preparing correspondence associated with administrative support functions as necessary.
- Establishing and maintaining strong relationships with internal and external stakeholders.
- Assisting with the processing of meritorious nominations, and preparation and research in relation to the National Emergency Medal and other operational awards, as required.

Selection Criteria

- Demonstrated strong written, oral and interpersonal communication skills, particularly in understanding and interpreting policy, stakeholder liaison, representational skills and the ability to work with people at all levels.
- Proven time management skills and flexibility to undertake a range of tasks and meet deadlines when managing a workload.
- Demonstration of ability to collect, prepare and analyse numerical data for inclusion in briefings and reports.
- Evidence in working collaboratively with sound judgement, discretion, management of sensitive information and high attention to detail.
- Experience in preparing correspondence associated with administrative support and maintaining documentation and quality assurance across program and product deliverables.
- Demonstrated ability in establishing and maintaining strong relationships with internal and external stakeholders and contributing to a diverse, positive and safe workplace culture.

Desirable Qualifications / Experience

Relevant qualification and/or experience in a policy, research, analytical or program delivery role are highly desirable. Intermediate to Advanced Microsoft office suite (Word, Excel, Outlook) knowledge is required for this role.

Eligibility

To be eligible for employment, applicants must be Australian Citizens.

This position requires Baseline security clearance. The successful applicant will be required to obtain and maintain a police check and clearance at this level.

Notes

How to apply

Interested applicants should email a two page maximum CV including the contact details of two current referees and a one page pitch to hr@gg.gov.au.

The pitch should explain how the applicant's skills, knowledge and experience will be relevant to this role against the selection criteria.

A merit pool will be established from this selection process and may be used to fill future vacancies.

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To Apply

Position Contact	Mark Jordan, (02) 6283 3653
Agency Recruitment Site	https://www.gg.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0714903

Office of the Official Secretary to the Governor-General

Closing Date: Wednesday 23 November 2022

Job Title	GHO4 - Administration Program Assistant
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$71,189 - \$77,268
Classification	APS Level 4
Position Number	99
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-general

Job Description

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

The Honours and Awards Branch provides the necessary support for the Governor-General to carry out responsibilities relating to the independent administration of the Australian Honours system. The Branch also supports the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee which considers nominations and makes recommendations to the Governor-General. The Branch also undertakes Office reception and congratulatory messages from His Majesty The King and the Governor-General.

Duties

We are seeking a highly motivated and enthusiastic Administration Program Assistant to work as part of our Honours and Awards Branch in the Honours Programs team within Honours Business Services. The duties of the position include:

- Supporting the delivery of program functions to cycle timeframes including planning and managing investiture ceremonies and drafting investiture speaking notes.
- Managing the administration of issuing the Governor-Generals and His Majesty The King's congratulatory messages, including printing and despatch, maintaining database records, stakeholder liaison with relevant agencies and stationery stock levels.
- Undertaking a range of administrative tasks including the development and updating of public correspondence templates, website content, and forms as necessary.
- Contributing to project work as required including research, analysis, reporting and related documentation.
- Communicating and providing advice to a range of external stakeholders.
- Preparing correspondence associated with administrative support functions as necessary.

Selection Criteria

- Proven ability to coordinate events, research and develop a variety of written materials including speaking notes, correspondence templates, website content, forms, and the printing and despatch of materials.
- Demonstrated strong written, oral and interpersonal communication skills, particularly stakeholder liaison, representational skills and the ability to work with people at all levels.
- Proven time management skills and flexibility to undertake a range of tasks and meet deadlines when managing a workload.
- Evidence in working collaboratively with sound judgement, discretion, management of sensitive information and high attention to detail.
- Experience in maintaining documentation and quality assurance across program and product deliverables.
- Demonstrated ability in contributing to a diverse, positive and safe workplace culture.

Desirable Qualifications / Experience

Relevant qualification and/or experience in an administrative, written and verbal communications, public relations or program delivery role are highly desirable. Intermediate to Advanced Microsoft office suite (Word, Excel, Outlook) knowledge is required for this role.

Eligibility

To be eligible for employment, applicants must be Australian Citizens.

This position requires Baseline security clearance. The successful applicant will be required to obtain and maintain a police check and clearance at this level.

Notes

How to apply

Interested applicants should email a two-page maximum CV including the contact details of two current referees and a one-page pitch to hr@gg.gov.au.

The pitch should explain how the applicant's skills, knowledge and experience will be relevant to this role against the selection criteria.

A merit pool will be established from this selection process and may be used to fill future vacancies.

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out his constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Deana Cuming, (02) 6283 3606
Agency Recruitment Site	https://www.gg.gov.au/

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Prime Minister and Cabinet

Vacancy VN-0714904

Office of the Official Secretary to the Governor-General

Closing Date: Wednesday 23 November 2022

Job Title	Administration and Project Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$71,189 - \$77,268
Classification	APS Level 4
Position Number	72
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-general

Job Description

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

The Honours and Awards Branch provides the necessary support for the Governor-General to carry out responsibilities relating to the independent administration of the Australian Honours system. The Branch also supports the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee which considers nominations and makes recommendations to the Governor-General. The Branch also undertakes Office reception and congratulatory messages from His Majesty The King and the Governor-General.

Duties

We are seeking a highly motivated and enthusiastic Administration and Project Officer to work as part of our Honours and Awards Branch in the Insignia & Budget team within Honours Business Services. The duties of the position include:

- Providing a high level of administrative support including research, analysis and report writing to maintain and improve documentation related to the Australian Honours system.
- Undertaking the procurement of medals/insignia and other related materials and coordinating the purchasing and replacement of medals/insignia.
- Completing financial duties such as raising purchase orders, processing invoices, budget forecasts, and monthly financial reporting.
- Preparing, engraving and despatching of insignia and warrants.
- Maintaining documentation and databases that complies with regulations regarding procurement and technical specifications of medals and services.
- Accurately updating and monitoring databases and electronic records management systems regarding stock control, storage and procurement.
- Coordinating clear and accurate communications with internal and external stakeholders as necessary.

Selection Criteria

- Proven ability in completing high level administrative, procurement and financial support activities.
- Ability to apply sound research and analytical skills to prepare briefing materials and documentation that help measure and evaluate program outputs and outcomes.
- Proven time management skills and flexibility to undertake a range of tasks and meet deadlines when managing a workload.
- Evidence in working collaboratively with sound judgement, discretion, management of sensitive information and high attention to detail.
- Experience in maintaining documentation and quality assurance across program and product deliverables.
- Demonstrated ability in establishing and maintaining strong relationships with internal and external stakeholders and contributing to a diverse, positive and safe workplace culture.

Desirable Qualifications / Experience

Relevant qualifications and/or experience in an administrative, procurement or financial support role. Experience in procurement, stock control, purchasing and financial management duties are highly desirable. **Eligibility**

To be eligible for employment, applicants must be Australian Citizens.

This position requires Baseline security clearance. The successful applicant will be required to obtain and maintain a police check and clearance at this level.

Notes

How to apply

Interested applicants should email a two-page maximum CV including the contact details of two current referees and a one-page pitch to hr@gg.gov.au.

The pitch should explain how the applicant's skills, knowledge and experience will be relevant to this role against the selection criteria.

A merit pool will be established from this selection process and may be used to fill future vacancies.

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To Apply

Position Contact	Deana Cuming, (02) 6283 3606
Agency Recruitment Site	https://www.gg.gov.au/

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0714791

Services Australia

Closing Date: Wednesday 23 November 2022

Operations Management
Various

Job Title	Assistant Director
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - SA SA, Various locations - QLD QLD, Various locations - NT NT, Various locations - ACT ACT, Various locations - WA WA, various locations in VIC VIC, Various locations - TAS TAS, Various locations - NSW NSW
Salary	\$109,738 - \$121,598
Classification	Executive Level 1
Position Number	EXT-EL-2022-2694
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencetypecode=ext>

Our Division supports simple, efficient delivery of the agency's payments and services through our staff assisted channels.

Assistant Directors within the Division assist with the operational delivery and service delivery assurance of a range of programs administered by the agency. Assistant Directors also contribute significantly to relationship management with internal and external stakeholders, and to change management in the workplace. They work closely with other Executive Level staff to provide service delivery advice and operational support. In addition, Assistant Directors work under the broad direction of the Executive Level 2 and National Manager to optimise the effectiveness of services in their area of responsibility. They exercise a considerable degree of independence, with decision-making substantially dependent on their high-level judgement and consideration of the wider agency implications.

Specialist Assistant Directors within the Division require a fundamental understanding of workforce management fundamentals and the technical and operational processes leveraged to improve customer service delivery through various channels. These channels include telephony, processing, front of house and digital services. Assistant Directors are also responsible for assisting in the management of a team of technical and operational experts, working with key internal and external stakeholders to drive continuous improvements to service delivery on behalf of Services Australia. These positions help the Australian community by managing and improving the delivery of services through strong leadership, change management and innovative thinking.

Duties

- Collaborating and liaising with business partners to understand operational drivers, challenges and form strong working relationships across Services Australia
- Providing leadership to implement operational policy, procedures and customer service initiatives as they relate to service delivery program assurance and related change initiatives
- Providing operational intelligence and recommendations for improvements to the Senior Executive
- Developing plans and frameworks relevant to customer service delivery
- Driving delivery of workload prioritisation strategies through the use of the agency's workload delivery tools, and providing technical advice to help drive the agency's Transformation Agenda
- Making balanced decisions using professional judgement, while maintaining an understanding of the agency's strategic environment
- Developing staff capability at all levels through coaching and mentoring, management of performance, attendance and health and well-being
- Preparing a range of written material including business cases, reports, Executive briefs and corporate documentation, or provide data/analysis to assist with the development of the agency's documents.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with Services Australia, applicants must be an Australian citizen.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

These positions are being advertised Nationally and are available in multiple Services Australia sites which will be discussed with the successful applicant. Candidates will be asked to list their preferred region when completing their application, noting that this is a preference only and you could be offered a position anywhere in Australia.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

Due to the size of the agency's footprint Australia wide, it is not uncommon for staff members to work in virtual teams. This means that a person may be separated from their line manager or other team members. Where possible, staff from the same Branch or Division are clustered for pastoral support.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Leah Stapleton, 02 8785 9226
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0714810

Services Australia

Closing Date: Wednesday 23 November 2022

Operations Management
Various

Job Title	Program Support Manager/Senior Program Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - TAS TAS
Salary	\$87,735 - \$101,451
Classification	APS Level 6
Position Number	EXT-APSL-2022-2696
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

The Operations Management Division supports simple, efficient delivery of the Services Australia's (the agency's) payments and services through our staff assisted and digital channels.

Program Support Manager/Senior Program Officers lead the operational delivery and service delivery assurance of a range of programs administered by the agency. They have a strong understanding of the operational requirements of high-level customer service delivery, and experience in communicating with a variety of audiences using different means. These roles contribute significantly to proactive and effective relationship management with internal and external stakeholders, and change management in the workplace.

Senior program staff use highly developed research skills and an investigative approach to assist in finding solutions to complex matters, identifying and connecting relevant information and work collaboratively across all functions of the team. They set work priorities and monitor performance and quality assurance. Working under the limited direction of senior staff, they exercise initiative and judgement in the interpretation of policy and in the application of practices and procedures. These positions may include the requirement to support, guide, mentor and build capability within our teams and drive continuous learning opportunities.

Duties

- Initiating and maintaining effective relationships with internal and external stakeholders to implement and deliver program services, build service delivery capability, promote the department's services and attend interagency meetings and forums to obtain and share information
- Providing specialist advice and interpretation on processes, standards and principles relevant to business operations and support the implementation of operational, policy, procedural and customer service initiatives
- Leading, supporting and developing staff through coaching and mentoring, management of performance, attendance and health and well-being
- Providing Operational support and expertise in supporting the department's response to emergency situations, including negotiating and building frameworks and extensive stakeholder engagement with internal and external stakeholders
- Providing operational intelligence and identify opportunities for business and process improvements, support change and develop innovative solutions to unique situations
- Risk manage and making balanced decisions using professional judgement, while maintaining an understanding of the department's strategic environment.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

To be eligible for employment with Services Australia, applicants must be an Australian citizen.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

These positions are being advertised Nationally and are available in multiple Services Australia sites which will be discussed with the successful applicant. Candidates will be asked to list their preferred region when completing their application, noting that this is a preference only and you could be offered a position anywhere in Australia.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

Due to the size of the agency's footprint Australia wide, it is not uncommon for staff members to work in virtual teams. This means that a person may be separated from their line manager or other team members. Where possible staff from the same Branch or Division are clustered for pastoral support.

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	Adam Richmond, 07 3551 7812
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0714812

Services Australia

Closing Date: Wednesday 23 November 2022

Operations Management
Various

Job Title	Program Support Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - TAS TAS
Salary	\$79,257 - \$85,523
Classification	APS Level 5
Position Number	EXT-APSL-2022-2698
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

Our Division supports simple, efficient delivery of the Agency's payments and services through our staff assisted channels.

Program Support Officers support effective delivery and assurance of a range of programs administered by the Agency. They have a strong understanding of the operational requirements of high-level customer service delivery, and experience in communicating with a variety of audiences using different means.

Program Support Officers apply research skills and investigative skills to assist in finding solutions to complex matters and work collaboratively across all functions of the team. Working under the limited direction of senior staff they exercise a degree of independent judgement and make decisions within defined parameters that require some reliance on skills and knowledge. They plan their own work and contribute to team goals in the context of competing priorities, changes in workplace practices and business improvement strategies.

Duties

- Analysing and interpreting data to identify trends and risks to processes, standards and principles relevant to business operations and support the implementation of operational, policy, procedural and customer service initiatives.
- Liaising with internal and external stakeholders to obtain and share information, discuss identified trends and resolve systemic issues.
- Providing operational intelligence and identifying opportunities for business and process improvements, support change and develop innovative solutions to unique situations.
- Contributing new ideas, including the identification of efficiency improvements.
- Preparing a range of documents such as reports, emails and correspondence.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

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To Apply

Position Contact	Jace Mullins, 08 8402 0727
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0714813

Services Australia

Closing Date: Wednesday 23 November 2022

Operations Management
Various

Job Title	Senior Workload Analyst – Demand, Supply and Scheduling
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - NT NT, Various locations - WA WA, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	\$87,735 - \$101,451
Classification	APS Level 6
Position Number	EXT-APSL-2022-2697
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

Our Division supports simple, efficient delivery of the agency's payments and services through our staff assisted channels.

Senior Workload Analyst are responsible for collection, interpretation and examination of information or data, and contribute to the work area's reports, findings, decision making or recommendations using an evidence based approach. They apply their knowledge of best-practice in Workforce Management (WFM) processes to develop workload management strategies, accurate forecasts and quality schedules that ensure service delivery staff are in the right place, at the right time, and with the right skills to provide excellent services for our customers.

Senior Workload Analyst use highly developed research skills and an investigative approach to assist in finding solutions to complex matters. They interpret and negotiate stakeholder requests in order to achieve optimal outcomes for both the internal stakeholders and service delivery teams. Roles include specialist work streams including workload management, demand forecasting, capacity planning, workforce scheduling and short term strategy.

Senior Workload Analyst may manage and support staff, set work priorities and monitor performance and quality assurance. Working under the limited direction of senior staff, they exercise initiative and judgement in the interpretation of policy and in the application of practices and procedures.

Duties

- Developing, supporting and maintaining stakeholder relationships to support work area's priorities and goals
- Providing quality specialist advice to stakeholders in a timely manner to ensure compliance with relevant legislation and policy guidelines, and manage, anticipate and respond to stakeholder's requests and expectations

- Gathering, examining, and evaluating comprehensive information, applying strong research, analytical, creativity, problem solving and decision making skills to identify and assess the links between interconnected issues with a high level of detail and judgement
- Providing operational support and expertise in supporting the agency response to emergency situations
- Providing operational intelligence and identify opportunities for improvements, support change and develop innovative solutions to unique situations
- Managing risk and make balanced decisions using professional judgement, while maintaining an understanding of the agency strategic environment
- Providing feedback to staff to improve quality, consistency and accuracy of decision making.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain)

To be eligible for employment with Services Australia, applicants must be an Australian citizen.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

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To Apply

Position Contact	Nathan Cantatore, 08 7210 6130
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0714814

Services Australia

Closing Date: Wednesday 23 November 2022

Operations Management
Various

Job Title	Workload/Workforce Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - NT NT, Various locations - TAS TAS, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA
Salary	\$79,257 - \$85,523
Classification	APS Level 5
Position Number	EXT-APSL-2022-2699
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext>

Our Division supports simple, efficient delivery of the Agency's payments and services through our staff assisted channels.

Workload/Workforce Analysts support the efficient and effective management of operations by ensuring operational delivery teams can meet the agency's service commitments and improve the customer experience. This is achieved through the collection and analysis of data in relation to workforce, capacity planning and/or workload management functions. Workload Analysts work collaboratively with other areas of the agency to facilitate the efficient flow of information to enable critical business decisions to be undertaken.

Workload/Workforce Analysts work under the support and general direction of senior staff. They exercise a degree of independent judgement and make decisions within defined parameters that require some reliance on skills and knowledge. They plan their own work and contribute to team goals in the context of competing priorities, changes in workplace practices and business improvement strategies. Roles include specialist work streams including workload management, demand forecasting, capacity planning, workforce scheduling short term strategy and real-time management.

Duties

- Undertaking research, collecting, collating and interpreting data from different sources, including the extraction of data from databases to identify trends and risks including workload patterns, and resource demands and shortfalls
- Liaising with stakeholders to obtain and share information, discuss identified trends and resolve data anomalies
- Providing advice and support to stakeholders regarding forecasting, scheduling, capacity planning or real-time management requirements and functions
- Developing and maintaining schedules, capacity plans or forecasting reports that best meet service delivery requirements and are in-line with organisational policy and guidelines
- Using workload management systems and technologies to perform planning, forecasting and develop schedules
- Preparing a range of documents such as reports, emails and correspondence
- Contributing new ideas, including the identification of efficiency improvements for forecasting, scheduling or capacity planning processes
- Exercising delegations in accordance with legislation and guidelines.

Eligibility

Security Clearance level required: Baseline (or ability to obtain and maintain).

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Some positions within Services Australia may be required to work in settings where mandatory COVID-19 vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

These positions are being advertised Nationally and are available in multiple Services Australia sites which will be discussed with the successful applicant. Candidates will be asked to list their preferred region when completing their application, noting that this is a preference only and you could be offered a position anywhere in Australia.

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

Due to the size of the Agency's footprint Australia wide, it is not uncommon for staff members to work in virtual teams. This means that a person may be separated from their line manager or other team members. Where possible staff from the same Branch or Division are clustered for pastoral support.

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

About the Services Australia

We are one of Australia's largest public sector employers. We are located in every capital city and over 400 local, regional, and remote locations across Australia. Job opportunities in Services Australia can be right where you are or might be right where you want to be. We are looking for people who want to work with us to deliver a simple, helpful, respectful, and transparent experience for our customers. We offer diverse employment opportunities so you can plan to take your career anywhere you want to. We celebrate people with different cultural backgrounds and disabilities. We are also a leading employer of First Nations Australians and an LGBTI+ gold employer. When you work with us, you will be doing something that matters and be respected for the unique views and skills that you bring. What our people say about working with us 'It's rare you find a job that provides such a direct link to the community' 'You can work for the same agency for your whole career but have the opportunity to work in many different roles' 'Highly supportive team and flexible working conditions where you can be at your best'

To Apply

Position Contact	Jessie Dorian, 02 4985 6438
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Treasury

Vacancy VN-0714785

Australian Taxation Office

Closing Date:Friday 18 November 2022

ATO People
Payroll Service

Job Title	Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Moonee Ponds VIC, Parramatta NSW
Salary	\$73,086 - \$79,323
Classification	APS Level 4
Position Number	EXT_ATOP_953_22
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/?jati=C3D3CED9-70FC-A4E0-17A2-C917940EE621>

Duties

We are seeking experienced individuals to join our Payroll Services team.

As a Payroll Officer, in our ATO People business area, you'll undertake a range of payroll tasks across the employee life cycle including processing employee pay and conditions, superannuation, compensation and off-boarding. You will utilise your payroll skills and provide advice to various stakeholders to assist in the resolution of pay-related issues.

You will organise and manage your own workflow and be involved in training and coaching new and existing members of the team. You'll be working in a collaborative, client focused team whilst contributing to a supportive and innovative environment.

Eligibility

Notes

People with disability and Aboriginal and Torres Strait Islander peoples are encouraged to apply.

This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions may be offered for up to 18 months.

Non-ongoing vacancies have the potential to become ongoing. These non-ongoing positions may become ongoing within the next 18 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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

About the Australian Taxation Office

We're building a leading tax and superannuation administration known for contemporary service, expertise and integrity. Our work makes a real difference to the lives of Australians and contributes to their economic and social wellbeing. Our people are committed, innovative, client-focused and collaborative. We are an inclusive workplace. We celebrate and champion diversity to reflect the community we serve. We are a flexible employer and are open to discussing employment arrangements that suit you best at this time. Work within an environment that encourages participation, recognises effort and works to build capability and expertise.

To Apply

Position Contact	Marina Robertson, (03) 9275 9950
Agency Recruitment Site	https://ato.nga.net.au/?jati=C3D3CED9-70FC-A4E0-17A2-C917940EE621

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0714912

Department of Veterans' Affairs

Closing Date: Wednesday 23 November 2022

Chief Operating Officer
People Services People Capability

Job Title	HR Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	\$74,462 - \$79,419
Classification	APS Level 4
Position Number	DVAO1620
Agency Website	https://www.dva.gov.au/

Job Description

<https://www.dva.gov.au/about-dva/jobs>

The Department of Veterans' Affairs is seeking APS4 HR Advisors in the People Services Branch. The HR Advisor is required to undertake work of moderate complexity and operate under general direction with the ability to work independently. You will be accountable for organising workflow and taking decision within defined parameters relating to the area of responsibility.

Duties

- Participate across a range of functional activities in a specific area that contribute to the team goal.
- Provide specialist and administrative support to managers and staff on a range of Human resource processes and workplace policies, in particular recruitment and onboarding, consistent with legislation and Australian Public Service (APS) requirements.
- Communicate within defined boundaries relating to the area of responsibility using expertise and knowledge governed by legislation, regulations, best practice principals or relevant operating instructions and procedures
- Build rapport and maintain stakeholder relationships within defined parameters by resolving moderately complex enquiries and provide information and advice as representative of the work area.
- Work collaboratively with other teams across the branch to ensure alignment and knowledge sharing.
- Undertake quality assurance activities to ensure the accuracy and appropriateness of information and procedures.
- Contribute new ideas and identify opportunities to improve the efficiency of business processes.
- Exercises some discretion with respect to how procedures and guidelines are interpreted and applied.
- Demonstrate capability in line with the Integrated Leadership System at the APS 4 level.

Eligibility

Applicants must be an Australian citizen to apply.

Notes

A merit pool will be established that may be used to fill similar positions within the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to meet the Nation's commitment to care for our veteran and defence service community who have served Australia in times of war and conflict as well as peacetime. We do this through programs of care, compensation, commemoration, income support and Defence support services. Our aim is to ensure enhanced self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, the Department of Defence, the international veteran community and international veterans' administrations. DVA's vision is to be a responsive and flexible organisation, efficiently delivering high quality, connected services to all generations of veterans and the wider veteran community.

To Apply

Position Contact	Alissa Kilpatrick, 0262896239
Agency Recruitment Site	https://www.dva.gov.au/about-dva/jobs

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Communications and the Arts

Vacancy VN-0714740

Australian Communications and Media Authority

Closing Date: Wednesday 30 November 2022

Corporate and Research
Digital and Technology Services ICT Platform Services and Support

Job Title	Assistant Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pymont NSW, Belconnen ACT, Melbourne VIC
Salary	\$103,442 - \$116,652
Classification	Executive Level 1
Position Number	A220289
Agency Website	http://www.acma.gov.au

Job Description

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

The Assistant Manager is a leadership role that has people, program and stakeholder responsibilities that combine to provide a positive employee experience. They work with a considerable degree of independence and under broad direction to:

- Oversee the management of ACMA's ICT hybrid infrastructure, application platforms including incident management and remediation, proactive maintenance of platforms and services and reporting on service health and status.
- Manage vendor relationships and contracts.
- Plan and allocate personnel and resources to activities in accordance with relevant priorities.
- Work collaboratively with stakeholders to ensure communication is effective and expectations are appropriately managed.
- Coordinate with the digital project team and service delivery team on release activities, environment management and utilisation, knowledge sharing and transition activities.

Please note: This role is based in Canberra. Any merit listing for future vacancies in all sites (Sydney, Canberra and Melbourne)

Duties

To succeed in this role, you will have previous experience in managing a technical team who are responsible for the security, reliability, performance, sustainment, and maintenance of software platforms, and their underlying networks and infrastructure.

You will be a future focussed, forward-thinking leader, skilled at building and maintaining superior interpersonal relationships within organisations that drive high-standards of individual, team and organisational performance.

You will be purposeful and outcomes-focused and able to adapt quickly to changing expectations and priorities by being agile and flexible. You will have curious and questioning mindset and be keen to explore new ways of addressing ongoing challenges and creating opportunities. You will be collaborative, and seek to engage proactively and creatively with stakeholders, demonstrating a clear understanding of their issues and challenges.

Eligibility

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

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

Notes

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term. Applicants may have their application and assessment results shared with other Australian Public Service (APS) agencies looking to fill similar roles.

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

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, the internet, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Nathan Penhaligon, (02) 6219 5144
Agency Recruitment Site	https://www.acma.gov.au/careers

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