



Australian Government

**Commonwealth of Australia
APSJobs - Vacancies Daily
PS45 Daily Gazette Wednesday - 10 November
2021**

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 - 11 November 2021.

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 - 11 November 2021.

Gazette Lodgement Inquiries

Phone: (02) 6202 3559

Email: contact@apsjobs.gov.au

IMPORTANT INFORMATION

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Vacancies

Vacancy VN-0697233

Australian Children's Education and Care Quality Authority

Closing Date: Wednesday 24 November 2021

Policy and Regulatory Systems
Regulatory Systems

Job Title	Power BI Developer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$89,507 - \$125,991
Classification	
Position Number	P00200
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

Power BI Developer

- Help children have the best start in life through high quality education & care
- Improve outcomes for children and families in early education and care.
- Join an expert team working across governments at the national level.

About [ACECQA](#)

We want children in Australia to have the best start in life.

We provide national leadership on the implementation of the National Quality Framework ([NQF](#)) and collaborate with the Australian and state and territory governments to:

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the [Education and Care Services National Law](#) across all states and territories
- support the early childhood education and care sector to improve quality outcomes for children

We strive for innovation and continuous improvement and are committed to keeping the sector and the community informed with the latest developments in early childhood education and care.

Duties

The Role

The Power BI Developer is responsible for the design and development of reports, templates, analytics, and dashboards used in the National Quality Agenda IT System (NQA ITS) and associated projects.

This role is full time for a fixed term for up to 20 months at ACECQA Band 5/6 (\$89,507 - \$125,991)

About You

To be successful in this role you will need:

- Exhibits a broad and in-depth knowledge of and experience with Power BI and other business intelligence tools, in particular Microsoft SQL Server Reporting Services
- Demonstrated advanced SQL programming experience and creation of SQL data warehouses
- Data analysis skills, including the ability to present complex information in an easy-to-understand way
- Highly developed communication skills, with experience working with diverse groups of stakeholders such as Regulatory Authority administrators
- Ability to craft report requirements rapidly and show responsiveness to new report requests

While not essential, the following attributes will greatly assist you in the role:

- Configuration and infrastructure experience with data warehousing and on-premise deployments
- Experience with on-premise Power BI report server including configuration and maintenance
- Experience working within Azure environments, including tools such as Azure AD and Azure SQL instances
- Experience working in a regulatory environment
- Knowledge of Microsoft Dynamics CRM, with a focus on integrating Power BI reports
- Experience with either ZAP BI or Smart Flows template generation software

ACECQA is committed to removing barriers and opening up opportunities. As an employer we seek to ensure people with differing needs and abilities have the same opportunities to successfully gain skills, knowledge and experience through work, social activities, education and training irrespective of their age, disability, colour, race, gender, religion, sexuality, family responsibilities, or location. In particular, we are committed to improving opportunities and outcomes for Aboriginal and Torres Strait Islander peoples. You must have the right to work and live in Australia to apply for this role.

The successful candidate will be required to consent to a national police check.

Eligibility

How to apply

The closing date for applications is **24 November 2021** at 11.59pm.

To apply, please register with the ACECQA [Recruitment Candidate Portal](#), navigate to the Power BI Developer vacancy and click **Apply for Job**. The application process will require you to:

- Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.
- Attach a cover letter on how you meet the criteria listed above.
- Provide the details of at least two referees that cover the last 3 years of employment.

All complete applications will be acknowledged.

Notes

More information

If you have any questions, please email the HR team at recruitment@acecqa.gov.au.

Notice to agencies

ACECQA will not accept applications from any source other than directly from a candidate for this vacancy. Recruitment agencies must have received instructions from ACECQA in relation to a specific vacancy in order to submit applications on behalf of candidates.

ACECQA is collecting the information requested in the advertisement for the purpose of selection, recruitment and engagement of staff. ACECQA is authorised to do so by the Education and Care Services National Law. Please refer to our Privacy Policy which can be accessed at <http://www.acecqa.gov.au/privacy-policy>.

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Sharon Bell, 0282404216
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0697179

Australian National Maritime Museum

Closing Date: Wednesday 01 December 2021

Executive
People and Culture

Job Title	Senior People and Culture Business Partner
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pymont NSW
Salary	-
Classification	Executive Level 1
Position Number	M014
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

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

Duties

Reporting to the Head of People and Culture you will manage and/or contribute at a senior level to a team responsible for a range of workforce and workplace activities directed at improving employees' experience of work, the performance of teams, brand and the capability of the Museum. Responsible for sourcing, attracting and retaining emerging talent as well as representing the Museum Brand at all times.

The Senior People and Culture Business Partner collaborates with the Head of People and Culture and other stakeholders to develop and implement People and Culture strategies, processes, procedures, systems, compliance frameworks and services for the Museum's workforce, and to provide information and reports to key stakeholders in line with legislative and organisational objectives.

Your main responsibilities will include but not limited to the following:

- Establishing and maintaining partnerships with internal stakeholders through the delivery of information, advice and assistance to executives on specific people management issues.
- Assists management and leadership in resolving employee relation issues, conducting effective investigations, and recommending action for sensitive and complex situations.
- Work and collaborate with PAC colleagues who have functional responsibilities to facilitate deliverables. The functional responsibilities to collaborate with PAC expertise include workforce planning, recruitment, employee relations, Work Health and Safety, Learning and Development and performance management.
- Deliver strategic insights from the client group's operations and environment to align PAC service offering across the Museum.
- Lead and provide support to agency and PAC initiated projects that deliver high quality People and Culture solutions, which support Museum's strategic vision.
- Develop, review and implement policies, guidelines and processes that underpin relevant legislation, industrial instruments, contemporary HR management practices and government policy.
- Participate in networks and manage relationships with external stakeholders such as unions or with other APS agencies, where they relate to Museum's employment matters.
- Develop high quality reports, analysis and recommendations relating to Museum's workforce and workplace activities, so as to contribute to informed, strategic decision making.
- Develop and implement PAC related information including training sessions, intranet and internal communications to employees and managers.
- Manage, drive and support the end-to-end recruitment and talent management process for the Museum's workforce including APS employees, third party labour hire, volunteers, interns and work experience placements.
- Ensure the Museum's workforce recruitment services and selection outcomes and standards are established, tracked and analysed for compliance with APS and Museum requirements.
- Identify continuous improvement opportunities in relation to timeliness, quality of selections and organisational capability.
- Ensure recruitment campaigns are tailored to meet business requirements and attract talented candidates, candidate management is efficient and effective and delivers a positive candidate user experience and effective candidate sourcing and talent identification and selection practices are in place.
- Deliver a responsive and consultative approach to managing the recruitment needs and experiences of Hiring Managers and Candidates.
- Support line managers as required in updating and developing role descriptions.
- Ensure work level standards are completed for all positions recruited for.
- Ensure Labour Hire vendor's contracts are managed in line with C0007 Contingent Workforce Scheme.
- Ensure e-recruit vendor relationship is maintained and contract reviewed yearly prior to end date.
- Reporting on PAC activities and workforce data as required by Museum Management, APS Act and related legislative requirements.
- Accountable for other tasks and projects as required and assigned from time to time.
- Support other PAC team member's responsibilities as required.

- As part of the PAC team contribute to the innovation and improvement of Museum's people management practice.
- Understand and comply with the agency risk management framework and relevant legislation, and contribute to the achievement of appropriate risk strategies. Guide others to identify and mitigate foreseeable risks.

Key selection criteria:

- Demonstrated experience in a similar position.
- Ability to engage Managers and provide expert PAC advisory and consultancy services on a wide range of PAC matters.
- Intermediate capability in Microsoft Applications (Excel, PowerPoint, Word, Visio).
- Proven capability using HRIS, and other related PAC systems such as LMS, E-Performance, E-Recruitments.
- PAC reporting skills and workforce data analysis experience.
- Experience in the development, review and implementation of a range of PAC-related policies, practices, procedures and frameworks.
- Sound knowledge and understanding of equality and diversity issues and employee relations issues / policies / procedures.
- An understanding of Workers Compensation and Injury Management requirements including the WHS Act 2011 and the SRC Act, rehabilitation case management and return to work processes.
- Excellent customer service and interpersonal skills with the ability to build rapport.
- Strong written and oral communication skills.
- Meticulous attention to detail.
- Demonstrated ability to plan, prioritise and organise work to achieve work goals and meet deadlines, including dealing with competing demands and managing multiple projects.
- Commitment to workplace diversity and working in a team environment.

Applications Close: 11:30 pm AEST, 1st December 2021. No Applications will be accepted by mail or email.

Eligibility

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

Notes

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

About the Australian National Maritime Museum

To Apply

Position Contact	People and Culture, 92983647
Agency Recruitment Site	https://www.sea.museum/en/About/About%20the%20museum/Our%20people/Work%20with%20us

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Vacancy VN-0697182

Australian National Maritime Museum

Closing Date: Wednesday 01 December 2021

Executive
People and Culture

Job Title	People and Culture Administrator
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Pymont NSW
Salary	-
Classification	APS Level 3
Position Number	T341 and T347
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-do

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

Duties

Reporting to the Chief People Officer you will provide administrative support to the People and Culture (PAC) team across all aspects of the employee lifecycle, such as on boarding, changes in employment and off boarding. You will also respond to PAC queries in a timely manner and assist in document filing, invoicing and tasks that arise to ensure an outstanding employee experience.

On a day-to-day basis, your responsibilities will include but not limited to the following:

- End to end PAC administration across all touch points of the employee lifecycle including recruitment (drafting employment contracts), training enrolment/reporting, creation of new starter packs, on boarding, ordering of

name badges, coordination of lockers, ordering of uniforms, assist with booking group induction sessions and tours and off boarding tasks related to PAC record maintenance.

- Produce a variety of PAC letters. Maintain PAC files in order, scanning documents into files as required. Coordination of confidential and time-sensitive material.
- Assist in identifying, coordinating and facilitating staff enquiries whilst delivering an excellent candidate experience and positively promoting the Museum's vision, mission and values.
- End to end processing of invoices along with external stakeholder management relating to the invoice process.
- Provide general administration support to the broader People and Culture team, which includes assisting with booking meeting rooms, setup of meeting rooms as well as assigned project related work.
- Maintain stationary/office supplies at all times and place orders when necessary.
- Assist the Chief People Officer (CPO) as well as other PAC team members identified by the CPO with any ad hoc projects/tasks.

Key Selection Criteria:

- Tertiary qualifications in relevant business subject or sound experience working in a similar role.
- Ability to multi-task, prioritise competing demands and provide a high level of accurate and timely work.
- Commitment to deliver a high standard of work with an eye for detail.
- Demonstrated experience working with data in excel, drafting letters/ emails and producing PowerPoint presentations.

Applications Close: 11:30 pm AEST, 1st December 2021. No Applications will be accepted by mail or email.

Eligibility

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

Notes

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

About the Australian National Maritime Museum

To Apply

Position Contact	People and Culture, 92983647
Agency Recruitment Site	https://www.sea.museum/en/About/About%20the%20museum/Our%20people/Work%20with%20us

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Vacancy VN-0697234

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	APS4 and APS5 Information Management and Mail Services Roles
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$78,024 - \$91,923
Classification	APS Level 4; APS Level 5
Position Number	05720212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

Are you seeking a career at an intelligence agency where you can contribute and make a difference to the security of Australia?

ASIO protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people

are ordinary Australians but they do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

The Roles

We are recruiting for Information/Records Management and Mail Services positions across the Organisation for both current and anticipated vacancies at the AE4 and AE5 levels.

ASIO manages a variety of information in both digital and hard copy formats. We are seeking self-motivated individuals with a commitment to excellent Information Management practices, to manage ASIO's information through the provision of advice and development of continuous improvement in support of ASIO's management of Information and the provision of mail services.

Suitable applicants at each level will have a combination of the competencies noted below, acknowledging the job physical demands in Appendix A (available on the ASIO Careers page) and will be able to demonstrate this within their application.

Duties

AE4 (APS4 Equivalent) Mail Services Officer – Canberra based only

Role Responsibilities

- Provide courier services; and
- Processing incoming and outgoing mail.

Key attributes

- Works collaboratively and is an effective team member;
- Enjoys working in a customer service role;
- Sound computer skills;
- Agile and flexible to changes in tasking;
- Attention to detail; and
- Drivers licence required.

AE4 (APS4 Equivalent) Information/Records Management Officer

Role Responsibilities

- Engage with internal and external clients on information management and information distribution;
- Assist with managing hard copy and digital holdings; and
- Contribute to the development, implementation and maintenance of information management procedures and systems.

Key attributes

- Works collaboratively and is an effective team member;
- Enjoys working in a customer service role;
- Sound computer skills;

- Agile and flexible to changes in tasking; and
- Attention to detail.

AE5 (APS5 Equivalent) Information/Records Management Officer

Role Responsibilities

- Engage with internal and external clients on information management and information distribution;
- Assist with managing hard copy and digital holdings;
- Contribute to the development, implementation and maintenance of information management procedures and systems;
- Applying sound judgement and lateral thinking on a day to day basis;
- Apply knowledge of relevant legislation and guidelines; and
- Prepare correspondence and provide support to information management projects.

Key attributes

- Highly developed interpersonal and oral skills;
- Ability to develop productive working relationships;
- Enjoy working in a customer service role;
- Takes responsibility for producing accurate, timely and high-quality work; and
- Understands, manages and responds efficiently and effectively to identified priorities.

Desirable qualifications

- Certificate III or IV in Records Management/Business (Records and Information Management) or willingness to obtain qualifications.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

Benefits

ASIO provides a number of benefits to its staff including:

- a competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- employer superannuation contributions of 15.4 per cent;
- a variety of leave options, including four weeks annual leave;
- flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options are generally not available);
- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A statement of claims, of no more than 1-2 pages (800 words maximum) outlining your skills and experience for the role and level you are applying for; and
- an up-to-date CV, no more than two pages in length.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Please ensure you review the Physical Demands associated with some of these roles attached at Appendix A (available on the ASIO Careers page).

Selection criteria

Referring to ASIO's People Capability Framework (available on the ASIO Careers page) and considering the position description, demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking
- Achieves Results
- Productive Working Relationships
- Personal Drive and Integrity
- Communicates with Influence
- Demonstrated skills and experience.

Please note: it is not necessary to address each sub heading of the selection criteria individually in your application.

Closing date and time

Wednesday, 24 November 2021 at 5:00 pm AEDT

Employment conditions

Employment is under the *ASIO Act 1979*. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the *Public Service Act 1999* and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697237

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	APS 6 Service Centre Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$94,632 - \$106,629
Classification	APS Level 6
Position Number	06020212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

Are you seeking a career where you can contribute and make a difference to the security of Australia?
ASIO is seeking applications from experienced and passionate customer service professionals to join our Service Centre team.

ASIO protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

Duties

Role Responsibilities

The Service Centre provides the first point of contact for support to ASIO's Corporate and IT services. The Service Centre is a dynamic environment with a focus on providing support to clients and triaging and escalating requests to relevant support areas.

As an AE6 Service Centre Officer, you will have a confident and approachable manner with excellent communication skills and the ability to build rapport. Your administrative and organisational skills, along with your attention to detail will ensure the Service Centre meets its requirements.

The Service Centre provides the foundational skills required to gain an understanding of the Organisation and to help shape the direction of your career within ASIO.

Your role will include:

- Provide a quality service to customers and resolve specific customer problems in an efficient and courteous manner.
- Provide customers with accurate and relevant information in response to their enquiries via phone, email and in person.
- Support other customer service officers in a wide range of systems, products and services relevant to a customer service centre.
- Conduct operational and administrative tasks within the office to ensure maximum efficiency in service delivery according to quality assurance procedures.
- Mentor and provide support to junior team members
- Support management in the delivery of the service that is provided to the Organisation
- Maintain Service Centre policies and procedures ensuring that they are current with Organisation security and operational requirements

Competencies

- Customer Service and Communication skills
- Experience in leading others;
- Well-developed relationship management skills;
- Well-developed independent judgement & decision making;
- Ability to develop policy and provide guidance when interpreting and applying policy and procedure;
- Sound written and oral communication skills;
- Personal resilience; and
- Problem solving experience.

Key attributes

Successful candidates will possess:

- An ability to follow direction, with minimal supervision
- An ability to work autonomously in a fast paced and agile environment
- An aptitude to learn requisite skills through on the job training
- A willingness to work as a team player in order to provide outstanding service delivery to the Organisation
- An ability to mentor, and provide support to, junior team members
- An ability to contribute to the team's strategic direction through process and service delivery improvement

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

Benefits

ASIO provides a number of benefits to its staff including:

- a competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- employer superannuation contributions of 15.4 per cent;
- a variety of leave options, including four weeks annual leave;
- flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options are generally not available);
- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

Location

These positions are located in Canberra, Sydney and Melbourne.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the

following:

- A statement of claims, of no more than 1-2 pages (800 words maximum) outlining your skills and experience for the role you are applying for; and
- an up-to-date CV, no more than two pages in length.

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ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Selection criteria

Referring to ASIO's People Capability Framework (available on the ASIO Careers page) and considering the position description, demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking
- Achieves Results
- Productive Working Relationships
- Personal Drive and Integrity
- Communicates with Influence
- Demonstrated skills and experience.

Please note: it is not necessary to address each sub heading of the selection criteria individually in your application.

Closing date and time

Wednesday 24 November, 5:00 pm AEDT

Employment conditions

Employment is under the *ASIO Act 1979*. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the *Public Service Act 1999* and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

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We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

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About the Australian Security Intelligence Organisation

To Apply

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Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697239

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	APS4 and APS5 Service Centre Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$78,024 - \$91,913
Classification	APS Level 4; APS Level 5
Position Number	05820212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

Are you seeking a career where you can contribute and make a difference to the security of Australia? ASIO is seeking applications from experienced and passionate customer service professionals to join our Service Centre team.

ASIO protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

The Role

We are recruiting for Service Centre positions across the Organisation for both current and anticipated vacancies at the AE4 and AE5 levels.

The Service Centre provides the first point of contact for support to ASIO's Corporate and IT services. The Service Centre is a dynamic environment with a focus on providing support to clients and triaging and escalating requests to relevant support areas.

While previous customer service/call centre experience will be valuable, it is not essential. We are seeking officers with the aptitude for learning the requisite skills (on the job training will be provided) and who have a desire for providing exceptional customer service.

As a dedicated team player, you will have a confident and approachable manner with excellent communication skills and the ability to build rapport. Your administrative and organisational skills, along with your attention to detail will ensure the Service Centre meets its requirements.

The Service Centre provides the foundational skills required to gain an understanding of the Organisation and to help shape the direction of your career within ASIO.

Duties

Suitable applicants at each level will have a combination of the competencies noted below and will be able to demonstrate this within their application:

AE4 (APS4 Equivalent) Role Responsibilities

- Provide a quality service to customers and resolve specific customer problems in an efficient and courteous manner.
- Provide customers with accurate and relevant information in response to their enquiries via phone, email and in person.
- Support other customer service officers in a wide range of systems, products and services relevant to a customer service centre.
- Conduct operational and administrative tasks within the office to ensure maximum efficiency in service delivery according to quality assurance procedures

Competencies associated with this role include;

- Customer Service and Communication skills.
- Ability to interpret and apply policy and procedures.
- Administrative experience.
- Attention to detail.

Key attributes

- An ability to follow direction, with minimal supervision.
- An ability to work autonomously in a fast paced and agile environment.
- An aptitude to learn requisite skills through on the job training.
- A willingness to work as a team player in order to provide outstanding service delivery to the Organisation.

AE5 (APS5 Equivalent) Role Responsibilities

- Provide a quality service to customers and resolve specific customer problems in an efficient and courteous manner.
- Provide customers with accurate and relevant information in response to their enquiries via phone, email and in person.
- Support other customer service officers in a wide range of systems, products and services relevant to a customer service centre.
- Conduct operational and administrative tasks within the office to ensure maximum efficiency in service delivery according to quality assurance procedures.
- Mentor and provide support to junior team members

Competencies associated with this role include;

- Customer Service and Communication skills.

- Ability to interpret and apply policy and procedures.
- Administrative experience.
- Attention to detail.
- Relationship management with internal and external stakeholders.
- Independent judgement & decision making.
- Problem solving.

Key attributes

- An ability to follow direction, with minimal supervision.
- An ability to work autonomously in a fast paced and agile environment.
- An aptitude to learn requisite skills through on the job training.
- A willingness to work as a team player in order to provide outstanding service delivery to the Organisation.
- An ability to mentor and provide support to junior team members.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

Benefits

ASIO provides a number of benefits to its staff including:

- a competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- employer superannuation contributions of 15.4 per cent;
- a variety of leave options, including four weeks annual leave;
- flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options are generally not available);
- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

Employment conditions

Employment is under the ASIO Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A statement of claims, of no more than 1-2 pages (800 words maximum) outlining your skills and experience for the role you are applying for; and
- an up-to-date CV, no more than two pages in length.

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ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Selection criteria

Referring to ASIO's People Capability Framework (available on the ASIO Careers page) and considering the position description, demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking
- Achieves Results
- Productive Working Relationships
- Personal Drive and Integrity
- Communicates with Influence
- Demonstrated skills and experience.

Please note: it is not necessary to address each sub heading of the selection criteria individually in your application.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697241

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	AE6 Information/Records Management Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$94,632 - \$106,629
Classification	APS Level 6
Position Number	05920212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

Are you seeking a career at an intelligence agency where you can contribute and make a difference to the security of Australia?

ASIO protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

Duties

Role Responsibilities

ASIO manages a variety of information in both digital and hard copy formats. We are seeking self-motivated individuals with a commitment to excellent Information Management practices, to manage ASIO's information through the provision of advice and development of continuous improvement.

As an AE6 Information/Records Management Officer in ASIO your role will include:

- Leading the enhancement of corporate culture that supports excellence in information governance and effective management of corporate records;
- Interpret and apply agency specific and whole of government information management requirements;
- Contribute to the improvement and development of ASIO information management practices;
- Highly developed interpersonal and oral skills;
- Prepare correspondence and conduct liaison with the Government agencies; and
- Draft advice for the Senior Executive of ASIO.

Key attributes

Successful candidates will possess:

- Demonstrated experience implementing best practice information management practice and standards;
- Aptitude and adaptability in the use of different technologies;
- Demonstrated ability to lead others;
- Demonstrated ability to interpret and apply legislation;
- Strong analytical skills, lateral thinking and attention to detail;
- Ability to make and justify decisions in a rational and reasoned manner; and
- Demonstrated persistence with difficult tasks and the ability to work with limited direction.

Required qualifications

Formal qualifications in Information/Records Management and/or relevant demonstrated skills and experience.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

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Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

Benefits

ASIO provides a number of benefits to its staff including:

- a competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- employer superannuation contributions of 15.4 per cent;

- a variety of leave options, including four weeks annual leave;
- flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options are generally not available);
- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

Location

These positions are located in Sydney and Canberra.

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- A statement of claims, of no more than 1-2 pages (800 words maximum) outlining your skills and experience for the role you are applying for; and
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Selection criteria

Referring to ASIO's People Capability Framework (available on the ASIO Careers page) and considering the position description, demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking
- Achieves Results
- Productive Working Relationships
- Personal Drive and Integrity
- Communicates with Influence
- Demonstrated skills and experience.

Please note: it is not necessary to address each sub heading of the selection criteria individually in your application.

Closing date and time

Wednesday, 24 November 2021 at 5:00 pm AEDT.

Employment conditions

Employment is under the *ASIO Act 1979*. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the *Public Service Act 1999* and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

For more information about ASIO, please visit: www.asio.gov.au

About the Australian Security Intelligence Organisation

To Apply

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Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697246

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	EL1 Team Lead - Data Governance
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Melbourne VIC, Sydney NSW, Adelaide SA, Brisbane QLD
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	05420212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

Are you seeking a career where you can contribute and make a difference to the security of Australia? ASIO is seeking applications from experienced and passionate technology and data leaders to join our team. ASIO protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they

do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

Duties

Role Responsibilities

As both the tempo and complexity of the security environment evolves, mature data governance is critical to support organisational outcomes. As a Team lead Data Governance within ASIO you will be responsible for uplifting ASIO's data governance and maturity.

You will be instrumental in modernising ASIO's data governance, by:

- implementing and monitoring a data governance framework;
- developing and refining data and analytics strategy;
- leading on data and analytics governance guidelines, policies and procedures;
- developing and leading critical priorities, including enterprise data accountability and stewardship;
- leading a range of best practice initiatives, which may include data cataloguing, discovery and handling;
- problem solving, and providing high-level data governance advice;
- stakeholder focus, with an emphasis on culture and change management; and
- contributing to data literacy.

Key attributes

Successful candidates will possess:

- demonstrated experience in data policy, practices or processes (technical and non-technical);
- demonstrated experience in managing multiple streams of work, competing priorities and budget and resource capacity/constraints;
- change management knowledge and experience;
- demonstrated record of being highly influential, with a focus on delivering business value and organisational outcomes; and
- relevant experience in data (such as data governance or data management).

Qualifications

- Tertiary qualifications in a related field such as data management, data science, computer science and information technology are well regarded but not essential.
- Knowledge of the 'Data Management Body of Knowledge' (DMBOK), Master Data Management (MDM) practices or experience with the implementation of agile Data Governance change and reform programs are well regarded but not essential.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

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Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

Benefits

ASIO provides a number of benefits to its staff including:

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- a variety of leave options, including four weeks annual leave;
- flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options are generally not available);
- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- a succinct statement of claims up to 800 words against the selection criteria, using examples to demonstrate how your skills and experience meet the requirements; and
- an up-to-date CV, no more than two pages in length.

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ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Selection criteria

Referring to ASIO's People Capability Framework (available on the ASIO Careers page) and considering the position description, demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking
- Achieves Results
- Productive Working Relationships
- Personal Drive and Integrity
- Communicates with Influence
- Demonstrated skills and experience.

Please note: it is not necessary to address each sub heading of the selection criteria individually in your application.

Closing date and time

Wednesday, 24 November 2021 at 5.00 pm AEDT

Employment conditions

Employment is under the ASIO Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697247

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	EL1 - Technology and Data Team Lead
Job Type	Full-Time, Ongoing
Location	Perth WA, Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	05620212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

Are you seeking a career where you can contribute and make a difference to the security of Australia?

ASIO is seeking applications from experienced and passionate technology leaders to join our team and lead a number of technical teams across our organisation.

ASIO protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

Duties

Role Responsibilities

ASIO is looking to fill a number of Technology and Data Team Lead positions across the following areas:

- Server Infrastructure & Platform Services – providing the Organisation's corporate capability to deliver enterprise scale services such as Exchange, containerisation, Linux and Windows SOE's, Active

Directory, automation, monitoring and hosting of application services.

- Software Development & Operations – developing and maintaining software capabilities with responsibility for the lifecycle of analytic, forensic and corporate software capabilities.
- Service Improvement & Communications - delivering continual service improvement and the Organisation's Change and Incident Management Framework and associated capabilities.
- Data Engineering - developing and maintaining data engineering solutions and delivery of data pipelines for the entirety of their lifecycle.
- Communications Centre – the 24/7 transmission of information between ASIO and other domestic government and foreign intelligence agencies

In these roles you will:

- Lead a team of technology specialists.
- Seek out and implement continuous improvement, champion the adoption of good practices and ensure appropriate alignment to preferred patterns and architecture.
- Be accountable for maintaining a high standard in technical outcomes and advice.
- Drive the delivery of outcomes by collaborating and communicating with all relevant stakeholders.
- Establish and maintain effective working relationships internally and externally, including with international counterparts.
- Manage all aspects of ICT assets under your responsibility including budget, licensing, procurement and contracts.
- Provide mentoring and support for the personnel within your team.

Key attributes

Successful candidates will possess a significant proportion of the relevant attributes below:

- Demonstrated ability to lead and manage a technical or service delivery team.
- Demonstrated experience with engineering and operational practices and processes which enable incremental improvement, frequent delivery and constant feedback loops.
- Demonstrated experience managing multiple streams of work, competing priorities and budget and resource capacity/constraints in accordance with organisational requirements within a security environment.
- Demonstrated ability to work closely with stakeholders, including external Managed Service Providers.
- Understanding of the Information Technology Infrastructure Library (ITIL) framework (desirable).
- Familiarity with software development, software testing and/or software operations (desirable).

Qualifications

Desirable qualifications or certifications include:

- Tertiary qualifications in Computer Science, Data engineering, Data science, Information Technology, or Engineering.
- Industry certifications in Citrix, Microsoft, CISSP, VMWare, PMBoK, ITIL Foundation, Practitioner, Intermediate, Expert or Masters, Service Management, Project Management.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

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Notes

Benefits

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- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

How to apply

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- a succinct statement of claims up to 800 words against the selection criteria, using examples to demonstrate how your skills and experience meet the requirements; and
- an up-to-date CV, no more than two pages in length.

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Selection criteria

Referring to ASIO's People Capability Framework (available on the ASIO Careers page) and considering the position description, demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking
- Achieves Results
- Productive Working Relationships
- Personal Drive and Integrity
- Communicates with Influence
- Demonstrated skills and experience.

Please note: it is not necessary to address each sub heading of the selection criteria individually in your application.

Closing date and time

Wednesday, 24 November 2021 at 5:00 pm AEDT

Employment conditions

Employment is under the ASIO Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

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We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

For more information about ASIO, please visit: www.asio.gov.au

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 0262574916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697249

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	Senior Technical Specialist - Telecommunications Interception
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	05220212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

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Duties

Role Responsibilities

You will drive and manage capabilities that capture and deliver lawful Telecommunications Interception (TI) product in accordance with legislative requirements, standards and specifications.

The duties of the role include:

- Manage the development, implementation and maintenance of strategic or interim lawful interception capabilities.
- Provide technical leadership for the development of ASIO's interception and data request systems.
- Liaise with domestic and international:
 - Carrier/Carriage Service Providers (C/CSPs),
 - Interception Agencies (agencies) (mostly law enforcement),
 - Commercial providers (communications equipment and software vendors), and
 - Internal stakeholders.
- Regular testing of lawful interception and delivery systems. Analysing IP captures and performing protocol analysis and network-level problem-solving.
- Providing level 2 and 3 support for TI connections, collection, product assurance systems, data request and CLOUD Act data.
- Contribute to the provision of technical telecommunications SME advice to internal and external stakeholders, including for the provision of policy and process development.
- Contribute to the development of TI standards and specifications within Australia.

Key attributes

Experience, background or understanding of ANY of the following would be highly regarded:

- Demonstrated experience in Telecommunications technologies;
- Demonstrated experience with carrier networks and/or interception systems;
- Demonstrated experience in delivering capability projects;
- Experience in NiFi and cloud technologies;
- Understanding in any of the following:
 - IP Networks (architecture, systems and related protocols),
 - Architecture of mobile telephony networks, including SMS, GPRS and LTE, or
 - Carrier-level VoIP implementations.
- Previous exposure to European Telecommunications Standards Institute specifications.

Qualifications

Desirable technical qualifications and/or experience include:

- Tertiary qualifications in:
 - Electrical/Electronic/Telecommunications Engineering;
 - Computer Science; or
 - Information Technology.
- Telecommunications Certifications; or
- Industry experience in a C/CSP network engineering environment.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

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Notes

Benefits

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- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- With reference to ASIO's People Capability Framework (available on the ASIO Careers page) please submit a two page "pitch" (no more than 800 words) demonstrating what technical skills and experience you would bring to the role at the SITEC level; and
- an up-to-date CV, no more than two pages in length.

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Closing date and time

Wednesday, 24 November 2021 at 5:00 pm AEDT

Location

Positions available in Canberra, Sydney and Melbourne.

Employment conditions

Employment is under the *ASIO Act 1979*. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the *Public Service Act 1999* and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

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We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

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Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697251

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	EL1 Team Lead - Software Quality Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	05520212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

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changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

Duties

Role Responsibilities

As a Team Lead - Software Quality Management in ASIO you lead a small team that promotes, continuously improves and validates quality within ASIO's ICT systems. The Software Quality Management team plays a pivotal role in verifying the quality of ICT system changes that have been developed prior to their release into ASIO's business operating systems.

The Software Quality Management team is responsible for managing, raising and escalating any system defects and risks to relevant ICT and business stakeholders. The team designs test cases to validate an ICT system functions as per the intended future state. Validating these future ICT changes contributes to ensuring ASIO's ICT systems meet legislative, policy and business needs/requirements.

In this role you will:

- Lead a team of Software Testers to undertake testing duties as part of our software development cycle.
- Manage, forecast and schedule testing staff capacity to deliver a testing service to ICT stakeholders.
- Enhance and extend the software testing framework to ensure it is fit-for-purpose and delivers the required level of assurance.
- Manage the selection, implementation and sustainment of test tools including test automation tooling.
- Seek out and implement continuous improvement, champion the adoption of good practices and ensure appropriate alignment to preferred patterns and architectures.
- Drive the delivery of testing outcomes by collaborating and communicating with all relevant stakeholders.
- Establish and maintain effective working relationships internally and externally including with international counterparts.
- Manage all aspects of the software testing program including budget, licensing, procurement and contracts.
- Provide mentoring and support for the personnel within your team.

Key attributes

Successful candidates will possess:

- Demonstrated ability to lead and manage a software testing team.
- Demonstrated experience with software testing and test automation tools.
- Demonstrated experience managing multiple streams of work, competing priorities and budget and resource capacity/constraints in accordance with organisational requirements within a security environment.
- Demonstrated experience in agile software development methodologies and/or DevOps
- Demonstrated ability to identify risks and opportunities and take account of these in planning, decision making and priority setting.
- Familiarity with software development and/or software operations.

Qualifications

- ISTQB Foundation certification is essential.
- Desirable qualifications or certifications include:
 - o ISTQB Advanced Level Test Manager
 - o ISTQB Advanced Level Technical Analyst
 - o Agile Methodologies

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

Benefits

ASIO provides a number of benefits to its staff including:

- a competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- employer superannuation contributions of 15.4 per cent;
- a variety of leave options, including four weeks annual leave;
- flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options are generally not available);
- seven staff-led diversity and inclusion networks;
- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

How to apply

Click on '**Apply online**' to commence your application. Your application must be complete and include the following:

- a succinct statement of claims up to 800 words against the selection criteria, using examples to demonstrate how your skills and experience meet the requirements; and
- an up-to-date CV, no more than two pages in length.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Selection criteria

Referring to ASIO's People Capability Framework (available on the ASIO Careers page) and considering the position description, demonstrate what you bring to the position in relation to the criteria below:

- Strategic Thinking
- Achieves Results
- Productive Working Relationships
- Personal Drive and Integrity
- Communicates with Influence
- Demonstrated skills and experience.

Please note: it is not necessary to address each sub heading of the selection criteria individually in your application.

Closing date and time

Wednesday, 24 November 2021 at, 5.00 pm AEDT

Employment conditions

Employment is under the ASIO Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

For more information about ASIO, please visit: www.asio.gov.au

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697252

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	SITEC (EL1) Senior Technical Specialist - Machine Learning
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	05120212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

Are you seeking a career where you can contribute and make a difference to the security of Australia? ASIO is seeking applications from experienced and passionate technology leaders to join our team.

ASIO protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

Duties

Role Responsibilities

As a Senior Technical Specialist – Machine Learning you will join an established team responsible for the investigation, development, deployment and operation of Artificial Intelligence (AI)/Machine Learning (ML) solutions in ASIO. You will be focused on making use of contemporary advances in the field of Deep Learning to improve ASIO's ability to deliver on its mission.

You will provide a leading contribution in at least one of the following areas:

- Development and testing of AI techniques for use on ASIO's data holdings.
- Software and platform engineering to ensure reliable, performant delivery and operation of AI solutions.
- Supporting high-performance computing infrastructure which includes design, delivery and operations activities.

The role includes:

- Providing advice and mentoring to staff members across the team and wider organisation.
- Researching, learning and applying new AI/ML technologies and having a willingness to experiment and give things a go.
- Communicating complex concepts to stakeholders that have a range of technical experience.
- Possible line management of a small group of technical specialists

Key attributes

Successful candidates will have experience in:

- the use and management of Linux development environments;
- the Python programming language; and

- containerisation technologies, particularly Docker and orchestrators such as Kubernetes;

Ideally you will have a foundational understanding in the following areas:

- ICT concepts such as networking and server management;
- Computer science concepts such as algorithm design and complexity analysis;
- Software development concepts such as application design and the use of CI/CD systems;
- Statistics and data analysis; and
- Deep Learning and common frameworks such as Pytorch.

Qualifications

Tertiary qualifications or equivalent experience in related fields such as Computer Science, Statistics, Mathematics, Engineering are well regarded but not essential.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

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Notes

Benefits

ASIO provides a number of benefits to its staff including:

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- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- With reference to ASIO's People Capability Framework (available on the ASIO Careers page) please submit a two page "pitch" (no more than 800 words) demonstrating what technical skills and experience you would bring to the role at the SITEC level; and
- an up-to-date CV, no more than two pages in length.

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Closing date and time

Wednesday, 24 November 2021 at 5:00 pm AEDT

Employment conditions

Employment is under the ASIO Act 1979. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the Public Service Act 1999 and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

About the Australian Security Intelligence Organisation

To Apply

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Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697254

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	Senior Technical Specialist - Platforms and Infrastructure
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Melbourne VIC, Canberra ACT, Sydney NSW, Adelaide SA, Perth WA
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	05020212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

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ASIO protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they

do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

Duties

Role Responsibilities

As a Senior Technical Specialist – Platforms & Infrastructure, you will be part of a team working under broad direction to deliver and maintain ASIO's ICT Infrastructure and Platforms. You will have experience and comprehensive knowledge of ICT Infrastructure principles and practices and be responsible for the development and operation of infrastructure capabilities for the entirety of their lifecycle.

Roles in multiple teams are available including:

- The Desktop Virtualisation team supporting our Citrix based Desktop Virtualisation and Application Delivery Controller\NetScaler solutions and related services.
- The Identity and Access Management team responsible for the delivery and support of ICT solutions built to facilitate the management of identity and access across the enterprise.
- The Windows Desktop and Applications team responsible for delivering effective and secure Microsoft Standard Operating Environments.

Your role may include:

- Providing leadership and mentoring to a team of ICT professionals, within a critical technology portfolio, to ensure ICT systems are implemented, maintained and enhanced to meet organisational requirements and deliver business benefits.
- Identifying, managing and coordinating work packages on a day to day basis and allocating technical resources to meet ASIO's business needs in a timely manner.
- Manage all aspects of the technical capabilities under your responsibility including enhancements, documentation, patches and upgrades.
- Seek out and implement continuous service improvement, champion the adoption of best practices, process automation and ensure appropriate alignment to preferred patterns and architecture.
- Provide input to project submissions and technical documentation in collaboration with architecture, such as technical requirements, proof of concept plans, solution and security architecture documentation.
- Collaborate with internal and external stakeholders to investigate and implement business and technical solutions and, where required, provide high-level analysis to resolve technical issues.
- Establish and maintain effective working relationships internally and externally including with international counterparts.
- Provide mentoring and support for the personnel within your team to remedy knowledge and skill gaps.

Key attributes

Successful candidates will possess:

- Demonstrated subject matter expertise, including the design, implementation and management of enterprise solutions within their technical field.
- Strong stakeholder (incl. vendor) engagement and collaboration skills effectively used to deliver business outcomes, combined with 'can-do' attitude and a demonstrated ability to coach, mentor and develop junior staff.
- Demonstrated experience managing multiple streams of work, competing priorities and budget and resource capacity/constraints in accordance with organisational requirements within a security environment.
- A good understanding of technology licensing and Australian Government procurement and contract management practices
- Demonstrated experience contributing to the development of project submissions and solution briefs including planning resources, risk management, schedules and budgets.

Qualifications

Relevant technical certifications (e.g. Citrix, Microsoft, CISSP, VMWare, PMBoK, ITIL etc), Tertiary courses in computer science, information technology and engineering are well regarded but not essential.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

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Notes

Benefits

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How to apply

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- an up-to-date CV, no more than two pages in length.

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Closing date and time

Wednesday, 24 November 2021 at 5:00 pm AEDT

Employment conditions

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Enquiries

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More information

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About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697255

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	Senior Technical Specialist - Application Support
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Sydney NSW, Brisbane QLD, Perth WA
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	04920212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

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Duties

Role Responsibilities

As a Senior Technical Specialist – Application Support you will join an established team providing application deployment, maintenance and support services to enable ASIO's mission.

The role includes:

- Deploying, configuring and maintaining a range of Commercial-off-the-Shelf, Government-off-the-Shelf and custom applications including analytic, corporate and workflow tools.
- Defining and implementing changes and enhancements to ensure reliable, performant delivery and operation of applications.
- Informing ASIO's technology decisions relating to the lifecycle of applications, including adoption of new offerings, techniques and methodologies.
- Preparing and maintaining procedures and documentation for applications support.
- Supporting users and stakeholders that have a range of technical experience in applying technology to aid in achieving outcomes within their role.
- Providing occasional out-of-hours on call support as part of a broader support team (approx. 1 week every 2 months).
- Advising on and managing application security, licensing, upgrades, backups, availability and disaster recovery.
- Liaising with external vendors on configuration, incident and problem resolution.
- Providing mentoring to staff members across the team.

Key attributes

The ideal candidate will have experience in:

- working in an application support team;
- managing applications running in a Windows Server and/or Linux environments along with troubleshooting experience;
- Python, Powershell or other relevant scripting languages; and
- ICT concepts such as networking and server management.

Experience in one or more of the following (or similar applications/technology) will be well regarded:

- Frontier Software – HR21;
- Objective ECM;
- Palantir Gotham;
- Tableau;
- ESRI ArcGIS;
- Atlassian Jira, Confluence;
- Microsoft SharePoint;
- Technology One - Finance One;
- Applications hosted on AWS, Azure or other cloud providers;
- DevOps tooling and integration for applications; and/or
- Containerisation technologies, particularly Docker and orchestrators such as Kubernetes;

Qualifications

Qualifications in related Information Technology disciplines are well regarded but not essential.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

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Notes

Benefits

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How to apply

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Closing date and time

Wednesday, 24 November at 5:00 pm AEDT

Employment conditions

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Enquiries

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We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

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About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697256

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	Senior Technical Specialist - Software Development
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	04820212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

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Duties

Role Responsibilities

As a Senior Software Developer, you will be responsible for the design, creation, testing, deployment and documentation of new and amended software components for various applications. You will contribute directly to the organisation's mission by exploiting current and emerging technology. You will be working in a tight-knit, collaborative and supportive team and enjoy a fantastic organisational culture.

You must be able to collaborate and communicate in cross-functional, agile teams and have an openness to continuous feedback and iteration. As a developer in this environment you should be willing to understand the relationship between technology, process and business with a view to creating solutions that deliver value to the organisation. We need people who are resourceful and willing to experiment in implementing better ways of working through digital transformation. You will be active in a community of developers and contribute ideas while continuously developing together.

In this role, you will be making a leading contribution to tooling, processes and practices aimed at improving and enabling development at ASIO. This will include:

- Design, delivery and operation of CI/CD tooling to support development throughout ASIO.
- Leading the use of new technologies and practices in ASIO's development program.
- Identification of and delivery against opportunities for automation in new and existing workflows.
- Consultation with other project teams to improve their use of modern development practices.
- Mentoring new and existing staff in the use of modern software development tools and techniques.

Key Attributes

The ideal candidate will possess the following:

- Experience working as a software developer, and expertise in software development practices.
- Expertise programming in at least one of Python, C#, Java or Golang.
- Experience using containerisation technologies such as Docker.
- Experience in application and system design.
- Experience using and operating CI/CD tools and source control systems.

In addition, the following are desirable but not necessary:

- Experience using container orchestration platforms, especially Kubernetes.
- Experience using configuration-as-code workflows and deployment mechanisms.
- Experience integrating code assurance and security tooling with CI/CD systems.
- A foundational understanding of networking, virtualisation, OS and server management.
- A foundational understanding of information, network and application security.

Qualifications

Tertiary courses in computer science, information technology and engineering are well regarded but not essential.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

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- With reference to ASIO's People Capability Framework (available on the ASIO Careers page) please submit a two page "pitch" (no more than 800 words) demonstrating what technical skills and experience you would bring to the role at the SITEC level; and
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Closing date and time

Wednesday, 24 November 2021 at, 5.00 pm AEST

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Vacancy VN-0697257

Australian Security Intelligence Organisation

Closing Date: Wednesday 24 November 2021

NA
NA

Job Title	Senior Technical Specialist - Protective Security
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Melbourne VIC, Adelaide SA, Perth WA
Salary	\$120,282 - \$134,407
Classification	Executive Level 1
Position Number	04720212022
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Opportunity

Are you seeking a career within an intelligence agency where you can contribute and make a difference to the security of Australia?

ASIO is seeking applications from experienced and passionate electronic or physical security experts to join our T4 team.

ASIO protects Australia and Australians from threats to their security. In a complex, challenging and changing security environment, our success is built on the imagination and intelligence of our team. ASIO's people are ordinary Australians but they do extraordinary things - they are our most important asset. To be successful in our mission, we need talented people who are highly capable, dedicated, adaptable and resilient.

ASIO is committed to a diverse and inclusive environment, where all staff are valued and respected.

Duties

Role Responsibilities

As a Senior Technical Specialist – Protective Security in ASIO's T4, you will be part of a team working under broad direction to undertake complex technical projects. You will have experience working with or a comprehensive knowledge of electronics, particularly in the context of physical security applications, and be responsible for the autonomous evaluation of both electronic and mechanical physical security products. Your role will include but may not be limited to:

- Applying your subject matter expertise to conduct vulnerability testing and the high-level technical evaluation of physical security products;
- Producing high-level technical reports;
- Using your technical knowledge and high-level writing skills to develop pragmatic technical advice and guidance documents;
- Developing new and reviewing existing physical security policy documentation for use by a variety of Australian Government stakeholders;
- Building and maintaining productive working relationships with stakeholders within ASIO, industry, Australian Government, and the broader international intelligence community;
- Providing physical security advice and guidance to stakeholders, both inside and outside ASIO, including through the development and delivery of educational programme's and awareness material; and,

- Being flexible and creative when undertaking special projects that relate to high-level technical security problems.

Key attributes

We have scope to consider a range of technical backgrounds to suit the needs of the team. Successful candidates will possess some, but not necessarily all, of the below:

- A strong understanding of the interaction between electronics and physical security, including but not limited to, Electronic Access Control Systems (EACS) and Security Alarm Systems (SAS).
- High level writing and oral communication skills, and the proficient use of MS Office products.
- Experience working with mechanical or electromechanical security products, including keying systems, combination locks, and security containers or safes.
- The ability to consider and evaluate a physical security problem through a wide variety of perspectives.
- A working understanding of information technology (IT) networks, cyber-security principles, encryption techniques, and their vulnerabilities.
- A working understanding of Radio Frequency (RF) shielding technology.
- Well-developed presentation skills, with the ability to effectively communicate technically sophisticated concepts to non-technical audiences.
- Demonstrated ability to build and sustain stakeholder engagement, using professional oral and written communication, and effective negotiation.

Qualifications

The successful candidate may possess some of the below qualifications or industry experience:

- Trade certificate, qualification, or industry experience in electronics.
- Trade certificate, qualification, or industry experience in the design and/or installation of Electronic Access Control Systems (EACS) and/or Security Alarm Systems (SAS).
- Trade qualification and industry experience in locksmithing.
- Undergraduate or post graduate degree in electronic engineering.

Eligibility

To be eligible for the role, you must be:

- an Australian citizen.
- assessed as suitable to hold and maintain a Positive Vetting security clearance.

ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome and value applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Please advise us if you require any additional assistance in order to fully participate in the recruitment process or the workplace.

Notes

Benefits

ASIO provides a number of benefits to its staff including:

- a competitive salary, including a 7.5 per cent allowance for maintaining a Positive Vetting security clearance;
- employer superannuation contributions of 15.4 per cent;
- a variety of leave options, including four weeks annual leave;
- flexible working hours/arrangements to assist you to maintain your work-life balance (please note: due to our unique working environment, work from home options are generally not available);
- seven staff-led diversity and inclusion networks;

- study assistance, including financial support and study leave for tertiary education; and
- access to an Employee Assistance Program (EAP).

How to apply

Click on 'Apply online' to commence your application. Your application must be complete and include the following:

- With reference to ASIO's People Capability Framework (available on the ASIO Careers page) please submit a two page "pitch" (no more than 800 words) demonstrating what technical skills and experience you would bring to the role at the SIEE3 level; and
- an up-to-date CV, no more than two pages in length.

All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages.

ASIO holds all employment applications in the strictest of confidence. It is essential that you do the same. Please do not discuss your application with others as doing so may adversely affect your potential employment.

Closing date and time

Wednesday, 24 November 2021 at, 5.00 pm AEDT

Employment conditions

Employment is under the *ASIO Act 1979*. Conditions of service are similar to those applying in the Australian Public Service. We recognise entitlements accrued under the *Public Service Act 1999* and provide for continuation of superannuation under the Commonwealth schemes. Salary packaging arrangements are also available.

Enquiries

If you require further information after reading the selection documentation, please contact ASIO Recruitment at careers@asio.gov.au or phone 02 6257 4916.

We thank all applicants for their interest in applying. In accordance with ASIO policy, we will notify unsuccessful candidates but will not provide feedback on any aspect of the selection process.

More information

For more information about ASIO, please visit: www.asio.gov.au

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 02 6257 4916
Agency Recruitment Site	www.asio.gov.au/careers

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Vacancy VN-0697173

Australian Strategic Policy Institute

Closing Date: Sunday 28 November 2021

International Cyber Policy Centre
Information operations & disinformation

Job Title	ICPC Senior Analyst - Information operations & disinformation
Job Type	Full-Time, Non-Ongoing
Location	Barton ACT
Salary	-
Classification	APS Level 6; Executive Level 1
Position Number	1
Agency Website	https://www.aspi.org.au

Job Description

<https://www.aspi.org.au/jobs-at-ASPI>

ASPI's **International Cyber Policy Centre (ICPC)** has an outstanding opportunity for a talented and proactive senior analyst to join its centre for a 1-year period.

The successful candidate will work with a small, high-performing team to produce original research and analysis centred around policy responses to information operations and disinformation by state and non-state actors. They will also work with senior staff in the centre to engage globally with governments, social media and Internet companies.

ASPI is an independent, non-partisan think tank that produces expert and timely advice for the Indo-Pacific's strategic, defence & policy leaders. The ICPC is a large centre within ASPI comprising of approximately 30 staff that work on a broad range of topics including traditional cyber-security challenges, espionage & foreign interference, emerging and critical technologies, information operations and online disinformation, cyber-capacity building in the Indo-Pacific, and issues related to surveillance, satellite analysis and human rights. ICPC's research program on disinformation has a particular focus on the strategic balance in the Indo-Pacific region, and on the information operations and propaganda activities of the Chinese state.

Duties

Candidates must have:

- Exceptional open source and investigative research skills;
- Strong analytical and writing skills;
- The ability to initiate, set priorities and manage multiple work requirements;
- Demonstrated ability to lead small project teams within a larger program of work, contribute collaboratively to projects and mentor less experienced research staff;
- The ability to engage with senior counterparts working on similar topics across governments, academia, Parliament and the business community;
- An interest in, and understanding of, the ways in which state actors integrate information operations into strategies of grey-zone competition;
- An interest in, and understanding of, platform responses to the political risks and civic harms posed by disinformation;
- Quantitative and qualitative approaches to the analysis of social media data;
- The ability to work in Australia.

Other desirable skills include:

- Project management experience;
- Data mining/data science skills (R/Python);
- Experience in the application of artificial intelligence and machine learning to the detection of online harms;
- Social network analysis;
- Indo-Pacific languages.

Eligibility

Staff in ASPI's ICPC have diverse backgrounds and are usually involved in several projects at once. It is a busy and creative workplace that values its culture and flat hierarchy. There will be opportunities to both work in a collaborative team environment and work on solo projects. There will also be opportunities to pitch and fundraise for new projects this individual may be passionate about.

Senior analysts usually have a minimum of 15 years relevant work experience and, in addition to research, they take on a leadership role in the centre and tend to be involved in staff and project management, fundraising and stakeholder engagement. The successful candidate will be offered a remuneration package at a level aligned with their demonstrated skills and expertise. This is a contract position for an initial 1 year term with the option of extension.

At any one-time ASPI has multiple people working at the institute who are on unpaid leave or secondments from the Australian Public Service (APS). Similar arrangements - can be negotiated in this instance pending approval from the APS department/agency.

ASPI promotes a workplace that actively seeks to include, welcome and values unique contributions of all people. The institute strongly encourages people from diverse cultural backgrounds including applicants from Aboriginal and Torres Strait Islander backgrounds to apply. The position can be flexible to suit the successful applicant, including part time working arrangements.

Please note this is a temporary maternity cover position for a specified 1-year period, with the possibility of extension.

Interviews for this role will start immediately as applications come in. Applications should be submitted by email to: jobs@aspi.org.au, and these will be accepted up to **midnight 28 November 2021** and should include the following:

- A one-page letter that links your skills to the above requirements;
- A resume including names and contact details of two professional referees.

Notes

About the Australian Strategic Policy Institute

The Australian Strategic Policy Institute (ASPI) is an independent, non-partisan think tank that produces expert and timely advice for Australia's strategic and defence leaders. The Institute's work helps to foster strategic expertise in Australia through dialogue, research and its contribution to public debate.

To Apply

Position Contact	Fiona Torline, 62705100
Agency Recruitment Site	https://www.aspi.org.au/jobs-at-ASPI

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Vacancy VN-0697134

Defence Housing Australia

Closing Date: Wednesday 24 November 2021

Corporate Strategy and Enabling Services
Corporate Strategy and Enabling Services Provisioning & Investments

Job Title	Office Lease and Facilities Officer
Job Type	Full-Time, Ongoing
Location	Barton ACT
Salary	\$81,255 - \$88,295
Classification	APS Level 5
Position Number	492546
Agency Website	https://www.dha.gov.au/

Job Description

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

You will be required to liaise with various stakeholders including building owners, external property managers, and contractors to maintain facilities to a high standard, in good working order and repair requirements within the approved budgets. You will procure and manage repairs and maintenance contractors. This includes management of contractor performance against key performance indicators (KPIs), ensuring compliance and driving value for money to meet budget objectives.

You will work in collaboration and partner with the regional offices to ensure facilities maintenance matters are promptly addressed.

Duties

Our ideal candidate will have:

- Demonstrated experience in contractor management and contract administration
- A demonstrated ability in providing creative and innovation approach to solutions to suit business requirements.
- Practical experience in management and facilitating day-to-day maintenance and repairs for DHA Offices nationwide.
- The ability to present and communicate information clearly across a range of mediums (including written and verbal) and develop and maintain strong stakeholder engagement skills.
- Strong organisational skills with the ability to manage competing requests, demands and priorities.
- Experience working flexibly within a virtual team environment to meet organisation/team objectives.

For this role, we will consider how well you:

- Under limited supervision, manage and facilitate day-to-day maintenance and repairs for DHA Offices nationwide.
- Procure and effectively manage contractor performance, which includes discussions with contractors on their performance expectations against their contractual obligations, monitor and address performance issues promptly to ensure value for money is delivered.
- Reconcile and resolve invoices including annual office outgoings reconciliations, ensuring DHA is receiving value for money.
- Knowledge of Project Management principles, specifically related to office refurbishment, fit-outs and relocations
- Provide written advice and briefs to DHA stakeholders on office maintenance and repairs issues as required.

Eligibility

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

Notes

Applicants are short listed based on the merit principles contained in the Public Service Act 1999.

Any Order of Merit established from this selection process will remain active for up to 12 months from the date of this gazette and may be used to fill future ongoing or non-ongoing roles.

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	Jason VARLET, 6217 8563
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0697075

Department of Home Affairs

Closing Date: Tuesday 23 November 2021

Intelligence
Intel Enabling & Governance Various

Job Title	Intelligence Managers - Enabling & Governance
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - SA SA, Various locations - VIC VIC
Salary	\$101,396 - \$118,914
Classification	Executive Level 1
Position Number	JR 102109
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Branch:

The Intelligence Enabling & Governance Branch provides critical enabling functions for the Division, including managing the editing and distribution of our intelligence products; managing our critical internal and external customer relationships both domestically and internationally; and tradecraft leadership for all intelligence vocation staff. The Branch also manages and implements capability

projects including the Visa Risk Assessment program and the Border Risk Assessment Capability program.

About the role:

Working under limited supervision, Assistant Directors working in Intelligence Enabling & Governance are expected to be proactive, flexible and professional. You will lead a team of critical intelligence enablers to map, monitor and report on the Division's broad range of engagement activities using a variety of tools, metrics and face-to-face engagement. You will oversee the dissemination and receipt of border intelligence products, and troubleshoot related policy and technical issues. You will provide training and education to partners about Home Affairs intelligence, and you will represent Home Affairs in relevant internal and external forums.

Our ideal candidate:

Our ideal candidate will be able to build and lead a high performing team in a lean, often fast-paced, high-volume and flexible working environment. You will be able to think strategically regarding the Division's intelligence enabling capabilities, and have excellent judgement and problem-solving skills. Strong communication skills, including the ability to translate complex intelligence concepts and terminology to a variety of stakeholders, are essential. Well-developed interpersonal skills, necessary for building strong relationships with customers and eliciting their feedback for and requirements of the Division, are also important.

We are looking for someone who has prior intelligence experience in an analytical, operational or enabling role, and who is familiar with qualitative and quantitative metrics to measure stakeholder engagement.

Duties

Key Capabilities:

- Highly developed verbal communication, interpersonal, diplomacy and negotiation skills, with the ability to promote, develop and manage relationships with internal and external clients, service providers and stakeholders
- Highly developed written communication skills
- Demonstrated strong leadership ability
- Highly developed communication skills and solid representational experience
- Detailed knowledge of Australian Government and NIC priorities and those of our domestic and international partners
- Ability to understand the policy and strategic planning framework relating to the border
- Solid knowledge of the policy and strategic planning framework relating to the border.

Specific duties/responsibilities:

- Support high level negotiations with stakeholders
- Represent the Department at inter-departmental fora, external stakeholder meetings and committee meetings
- Engage in consultations with external and internal stakeholders on a variety of matters
- Champion the Government's priorities and key deliverables.

Role requirements/qualifications:

- Ability to obtain and maintain a minimum Negative Vetting 1 security clearance

Desirable:

- Knowledge of relevant legislation, departmental policies and programs and practices
- Knowledge of Divisional, departmental, whole of government and external business environments.

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
- Undergo a health assessment (where applicable).

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

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

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

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the 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 service 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	Gareth BAKER, (02) 6264 1442
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0697119

Department of Home Affairs

Closing Date: Sunday 21 November 2021

Integrity Security & Assurance
Integrity & Professional Standards Integrity Intelligence

Job Title	Integrity Intelligence Technologists
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	\$80,274 - \$94,974
Classification	APS Level 6
Position Number	JR 102403
Agency Website	www.homeaffairs.gov.au

Job Description

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

Overview of the Section:

The Integrity Intelligence Section provides intelligence and data support to the Department, Division and Branch, with a focusing on internal integrity matters. It conducts complex assessments of integrity complaints, and provides dedicated intelligence support to external and internal integrity related investigations. It is responsible for an active detection framework, data matching with trusted partners, and in providing technical support and process optimisation for other areas of the Branch.

The Integrity Intelligence section is a central point of contact for tactical intelligence requests from Australian Commission for Law Enforcement Integrity and related partners, and has an intelligence analytics function to provide technologist and targeting support to other teams within the Branch and Division.

About the role:

Intelligence Technologists will use their knowledge of information and communications technology (ICT), systems administration, business analysis, programming, engineering, or data modelling to directly support the Department's integrity framework and initiatives aimed at revealing fraud, corruption and serious misconduct.

Intelligence Technologists leverage a variety of software development languages, technologies and methodologies to deliver solutions with a focus on innovation, automation and self-service. They work closely with Intelligence Analysts and agency partners to translate ideas into functioning scripts, prototypes, applications, capabilities and proposals.

They provide expert guidance in matters of data matching and modelling, automated intelligence workflows, monitoring and detection of high-risk individuals and events, and timely advice to inform intelligence products. This may involve specialist analytical tasks such as geospatial, cyber, financial and open source analysis, or support other teams in these functions. Senior Technologists will support and develop staff in their team, and contribute to the Section's strategic plan and outcomes.

Duties

Specific duties/responsibilities:

- Design and develop solutions to automate and optimized business processes for branch teams, through scripting and data analytics technologies
- Develop and promote self-service capabilities for branch analysts and investigators

- Support and maintain intelligence services and systems in conjunction with departmental ICT and capability development functions to ensure they are meeting the needs of users and operating in accordance with the design specifications, corporate objectives, policies and procedures
- Provide technical expertise to support the identification and analysis of threats to the Department
- Translate intelligence requirements into business rules to deliver cases to the target area or teams.

Role requirements/qualifications:

- Experience in one or more of the following would be highly advantageous
- Experience in database design, optimisation and/or traversal
- SQL, JavaScript, R, Python, VBA or similar scripting or programming expertise
- Teradata EDW, Hadoop/Data lake, Splunk or similar big-data system experience
- Knowledge of social network and/or geospatial analysis techniques
- Experience with system auditing and log traversals is advantageous
- Contemporary knowledge of corruption in the public sector or law enforcement environments will be beneficial.

Short listed candidates will be invited to complete an interview using a digital interviewing platform. It may include verbal and written responses where a device with a camera, microphone and keyboard will be required. 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
- Undergo a health assessment (where applicable).

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

Notes

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

Remuneration: The Department offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position. For further details, refer to the 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>

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To Apply

Position Contact	John WILLIAMSON, 02 5127 7428
Agency Recruitment Site	https://career10.successfactors.com/career?company=DIAC

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Vacancy VN-0697244

Department of the Treasury

Closing Date: Tuesday 23 November 2021

Consumer Data Right Division
Various

Job Title	Policy Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$81,161 - \$110,916
Classification	APS Level 5;APS Level 6
Position Number	126-2021
Agency Website	www.treasury.gov.au

Job Description

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

About the Role

Treasury is looking for talented, team-oriented, flexible and highly motivated individuals to work at the centre of Australian Government policy thinking on consumer data access, digital, competition and innovation issues. This is a unique opportunity to play a key role in shaping policy advice and working to expand the Australian Government's Consumer Data Right and other data and digital initiatives.

APS5 and APS6 Policy Analysts work in a team structure and report to a Director or Assistant Director. They have a range of responsibilities that may include, but are not limited to:

- conducting research and analysis and providing advice to Treasury Ministers on matters relevant to the work of a unit or project team;
- coordinating cross-Treasury advice on digital and data policy, including through Budget and MYEFO processes;
- assisting in the preparation of reports, briefings to Treasury Ministers, submissions to Cabinet, speeches, replies to parliamentary questions and other correspondence;
- implementing large government programs, including through program management, drafting consultation papers, undertaking regulatory and governance assessments, and assisting Treasury's Law Design Office to develop draft legislation and subordinate legislation;
- engaging with internal and external stakeholders, including regulators, advocacy groups, corporations, and industry associations;
- contributing to a culture of continual improvement, including by identifying and implementing new systems/processes to enhance the work of the division; and
- undertaking other duties as required.

Duties

Our ideal candidates

In performing their roles, APS5 and APS6 Policy Analysts are expected to be able to:

- think critically: assess the implications of economic and policy developments and develop cogent insights as a basis for policy advice or program delivery;

- engage effectively: build and maintain relationships with internal and external stakeholders, including regulators, advocacy groups, businesses and fintechs;
- navigate strategic context: understand the policy landscape, identify opportunities and show good judgement;
- deliver results: deliver timely and high-quality outcomes that influence policy makers and effectively implement the Government's decisions; and
- show leadership: be proactive, innovative and inclusive.

Qualifications / Experience

Experience in one or more of the following will be well-regarded:

- Data and digital policy
- Government policy development and analysis
- Program delivery
- Legislative development and/or implementation
- Regulatory experience
- Relevant private sector experience (including in the financial services, telecommunications, energy and technology sectors)

Knowledge and interest in the consumer data right or the broader digital economy.

Two years' relevant experience for APS5 roles and three to four years' experience for APS6 roles.

Tertiary qualification(s) in a relevant field, including but not limited to; economics, law, commerce, finance, public policy, and/or mathematics.

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 APS5 and APS6 roles. A merit pool may be established to fill future ongoing and non-ongoing similar vacancies, should they become available within 12 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	Wendy Hau, 02 6263 3966
Agency Recruitment Site	http://careers.tspace.gov.au/cw/en/listing/

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Vacancy VN-0697130

Director of Public Prosecutions

Closing Date: Tuesday 23 November 2021

Enabling Services
Governance and Legal Practice Services Audit and Risk

Job Title	Assistant Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Melbourne VIC, Forrest ACT
Salary	\$102,719 - \$112,103
Classification	Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

The Commonwealth Director of Public Prosecutions (CDPP) aims to contribute to a fair, safe and just society by delivering an effective, independent prosecution service in accordance with the Prosecution Policy of the Commonwealth.

The CDPP prosecutes crimes including child exploitation, revenue and benefits fraud, commercial fraud and large-scale and cross-border organised criminal activity including drug offences, money laundering, human trafficking, slavery and terrorism offences.

We welcome and encourage applications from candidates with diverse backgrounds and experiences. We

encourage everyone to be themselves without fear of discrimination or judgement about their ancestry, age, gender identity, religion, sexual orientation, cultural background and/or disability status.

Duties

Working closely with the Chief Audit Executive, the Assistant Manager, Audit and Risk, provides advice on all aspects of the internal program of audit and assurance in accordance with relevant legislation, policy and procedures. In this role the Assistant Manager, operating with an appropriate level of independence and responsibility, will:

1. Provide operational support and specialist advice on all aspects of the strategic internal audit program;
2. Develop and deliver appropriate audit and assurance reporting for key stakeholders including the Executive Leadership Group and Audit Committee;
3. Support the planning and design of the strategic internal audit program and assurance;
4. Coordinate and support the execution of internal audits across all business functions in accordance with the strategic internal audit plan and undertake high level follow up activity;
5. Support and develop the assurance maturity and internal audit capability of the agency including the coordination and effective management of outsourced internal audit services;
6. Coordinate and support the provision of high-level secretariat support services to the Audit Committee;
7. Undertake complex problem solving, and provide issues management for internal and external stakeholders;
8. Contribute to and support the development and improvement of strategies, systems, procedures, policies and/or practices addressing future agency and stakeholder needs; and
9. Work collaboratively with the Branch leadership team to deliver on broader objectives.

Eligibility

To be eligible for employment with the CDPP, applicants must be Australian citizens. In accordance with CDPP's Security Policy, successful applicants will be required to complete a security check and obtain an Australian Government Security Clearance to, at a minimum, the BASELINE VETTING level prior to commencing employment. This security clearance must be maintained for the duration of employment with the CDPP.

Notes

An order of merit may be established and used to fill similar ongoing and non-ongoing vacancies at these levels.

Applicants are required to apply online at cdppcareers.nga.net.au. Additional information about the positions can be found in the Position Description on our website www.cdpp.gov.au/careers.

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 Director of Public Prosecutions

To Apply

Position Contact	Payal Allen, (03) 9605 4414
Agency Recruitment Site	https://cdppcareers.nga.net.au/cp/

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Vacancy VN-0697215

Future Fund Management Agency

Closing Date: Wednesday 17 November 2021

Legal
Legal

Job Title	Director, Legal
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	Executive Level 1
Position Number	1
Agency Website	www.futurefund.gov.au

Job Description

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

Reporting to the Head of Legal, the Director, Legal will be responsible for assisting the Legal team to provide high quality legal advice and services on all matters relating to the organisation's investment, operations and related business activities including, in particular, its derivatives platform. This role would suit someone with an interest in derivatives and the financial services industry generally. The Director, Legal will work with the General Counsel and Head of Legal to ensure the organisation's activities are conducted in line with international best practice, within the limits prescribed by applicable law and that the organisation's rights are fully protected through the provision of legal advice and services.

The role includes:

- Responsibility for managing the legal aspects of the organisation's derivatives platform with assistance from other members of the Legal team as required. This is a key component of the role and, at times, may comprise a significant part of the person's time; and
- Advising on Australian and offshore structured commercial transactions across a range of asset classes.

Duties

Key Tasks and Responsibilities

Legal Advice and Service

- Manage the legal aspects of the organisation's derivatives platform including:
 - o negotiating documentation in relation to over the counter and exchange traded derivatives;
 - o managing relationships with internal stakeholders and external counsel;
 - o delegating work to other Legal team members and supervising and managing the delivery of that work; and
 - o monitoring regulatory developments in this space.
- Provide timely, commercial legal advice and support to the organisation on a range of commercial investment and other transactional arrangements and issues
- Manage legal aspects of the implementation of public and private markets investment transactions, including the negotiation of transaction terms
- Coordinate aspects of the organisation's investment management agreements framework
- Review, draft and negotiate the organisation's commercial contracts including consultancy and other services agreements and operational contracts and arrangements
- Work with the General Counsel and Head of Legal to manage legal risk in accordance with relevant risk appetites including through contributing to internal training
- Work with the General Counsel and Head of Legal to identify and manage reputational risks
- Liaise with external counsel in relation to the legal aspects of the organisation's investment, operations and related business activities
- Monitor proposed and new legislation and regulatory developments which may affect the organisation's activities
- Ensure compliance with the Commonwealth Legal Services Directions and all applicable laws as well as relevant organisational policies, procedures and positions
- Work with the Head of Legal to drive continuous improvement of the Legal team function including developing and updating legal precedents, policies, procedures, guidelines and positions

Organisational leadership and relationship management

- Participate in, and contribute at a senior level to, projects or initiatives of strategic importance to the Legal team or broader organisation as required
- Develop and manage relationships with external lawyers and other professional advisors, including monitoring and managing legal fees expenditure and promoting efficiencies in the sourcing and use of external legal services
- Manage and mentor a direct report including managing their development and performance and providing active coaching
- Effective and supportive delegation of tasks to promote efficiencies and learning opportunities for other team members
- Proactively support and empower other Legal team members in their roles and contribute to a collaborative work environment
- Develop and maintain strong working relationships with key internal and external stakeholders and peers

Eligibility

Skills and Competencies

Qualifications

- A law degree from an Australian tertiary institution or other legal qualification recognised for the purpose of admission to legal practice in Victoria or another State of Australia is essential
- Admitted to practice in Victoria or another State of Australia as a solicitor and be currently eligible to hold a Victorian legal practising certificate

Experience

- A commercial transactional lawyer or a banking and finance lawyer with significant experience gained from a major commercial law firm and/or in-house in a high-quality commercial organisation advising on complex structured transactions ideally with either or both global investment and funds management law experience. The candidate will preferably have experience in relation to derivatives although this is not essential
- Excellent leadership and people management skills including the skill and ability to focus on the professional and personal welfare, development and empowerment of team members
- Excellent drafting and negotiation skills
- Demonstrated legal risk assessment and management experience
- Demonstrated ability to build and manage relationships and to work in partnership with others as a "trusted advisor"
- Demonstrated ability to not only provide legal input into matters, but to also add value from a solutions-focussed, strategic, business point of view

Attributes

- Has excellent interpersonal and communication skills including the ability to liaise with stakeholders at all levels
- Is able to build relationships, mentor others, engage effectively in a team and demonstrate leadership
- Is able to adapt to a busy and constantly evolving environment and manage time accordingly
- Shows initiative and is committed to striving to perform above and beyond expectation
- Demonstrates strong collaboration skills and actively contributes to shared goals
- Demonstrates a willingness to undertake tasks driven by stakeholder needs and team workloads
- Is commercially minded and solutions driven and able to tailor the approach to suit the issue and desired outcome

- Has high attention to detail, is methodical and can follow issues through to completion
- Has a continuous improvement mindset and best practice attitude
- Has a mature, calm demeanour which is maintained under pressure

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	Human Resources, 8656 6400
Agency Recruitment Site	https://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0697216

Future Fund Management Agency

Closing Date: Wednesday 17 November 2021

Investment
Private Markets

Job Title	Director, Private Equity
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	-
Classification	Executive Level 2
Position Number	1
Agency Website	www.futurefund.gov.au

Job Description

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

Role Profile

Working as a senior member of the Private Equity Team your role is to make an important contribution to the development, implementation and active management of global private equity strategies. Additionally, you will be required to provide insights into the Funds' broader investment programs to support the achievement of the investment objectives of the various investment mandates managed by the Agency.

Key Tasks & Responsibilities

Design and deliver a portfolio that meets Fund objectives

- Contribute to the development and evolution of the organisation's views on the global private equity investment universe.
- Contribute to research into specific private equity markets to support the identification of key top down or bottom up themes.
- Contribute to the construction of a portfolio of private equity investments that meets the agreed strategic objectives of the total Fund.
- Participate as a key input into the private equity and total fund portfolio construction process, with particular responsibilities for bringing forward views and supporting information on the opportunities and risks in the private equity sector.

Source, implement and maintain a quality portfolio of managers and assets

- Research and build enduring relationships with investment managers, potential strategic partners, peers and investment industry support professionals to maximise idea and opportunity flow. Extensive travel is required in fulfilling this responsibility.
- In your own right or as a member of a wider team, identify and validate attractive investment opportunities, undertake in-depth due diligence, prepare comprehensive recommendations and take responsibility for liaising with all relevant stakeholders (obtaining necessary input and approvals).
- As required take responsibility for the implementation or disposition/termination of investments or mandates, leading the commercial negotiations and project managing the internal transaction implementation team and external advisors.
- Proactively oversee and report on specific assets within the private equity portfolio.
- Maintain a current view on the optimum point an investment should be exited and make disposition recommendations as appropriate.

Supporting the Private equity team

- As required manage and deliver effective and efficient workflow, quality work processes and high quality investment papers, research outputs and portfolio information.
- Proactively support other team members in their delivery of the above.
- Proactively support and as required manage the development of the private equity team members.
- Positively contribute to a collaborative work environment including the private equity team specifically, teams and individuals that support, contribute to or influence the private equity investment program and more broadly across the organisation.

Collaboration and leadership

- As a senior member of the Investment Team contribute to
 - i) Our understanding of bottom up views and the resultant whole of fund positioning.
 - ii) Reviewing the investment ideas and portfolios of other teams and as required, contribute to wider organisational projects.
- Positively engage with the broader private equity investment industry and professions to foster an appropriate external brand and image.
- Support the development of a collaborative approach across the total organisation.

Duties

Skills and Competencies

Qualifications

- Likely to have a degree in Private equity, Business, Finance or Law. A complementary post graduate qualification in Private equity or Finance will be well regarded

Experience

- Significant experience in the investment industry and preferably, in the private equity or real assets investment industry.
- Most likely held a senior role which included the responsibility for:
 - i) Implementing and managing private equity investments or real assets, which may include direct investments, joint ventures, syndicates, unlisted funds/limited partnerships and investment mandates.
 - ii) Analysing Real Estate Investment Trusts and the construction of listed REIT portfolios.
- Demonstrated ability to build and manage relationships and to develop partnerships with investment partners, investment managers and investment, legal and finance professionals.
- Demonstrated understanding of private equity investment markets, preferably from a global perspective.
- Demonstrated awareness of investment risks across the breadth of capital markets, and an appreciation of whole of fund issues in portfolio construction.
- The strength, ability and willingness to respectfully challenge ideas and inconsistencies.
- Strong written and oral communication skills and experience in negotiation.
- Ability to apply critical thinking to a situation, develop deeper knowledge of issues and be creative in arriving at solutions.

Eligibility

Notes

About the Future Fund Management Agency

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

To Apply

Position Contact	Recruitment Team, 8656 6400
Agency Recruitment Site	https://career10.successfactors.com/career?company=myfuture

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Vacancy VN-0697191

Great Barrier Reef Marine Park Authority

Closing Date: Tuesday 30 November 2021

Environmental Assessment and Protection
Reef Protection

Job Title	Senior Permits Assessor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	\$75,084 - \$82,392
Classification	APS Level 5
Position Number	776
Agency Website	

Job Description

https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

We are seeking a natural resource management professional, with experience in environmental impact assessment, to join our team working to protect the Marine Park whilst providing opportunities for sustainable use of the Marine Park. This position is responsible for a range of moderately complex tasks with a key focus on undertaking environmental impact assessments, recommending impact mitigation and post-permit advice for proposed activities in the Great Barrier Reef Marine Park (GBRMP). The position will assess permit applications in accordance with the relevant legislation, policies and guidelines; make recommendations; and provide technical advice on the sustainable management of activities in the Marine Park.

Duties

1. Apply working knowledge, precedent and established legislation, policy, procedures and guidelines to manage, prepare and coordinate moderately complex environmental impact assessments and marine park permits relating to activities in the GBRMP including:
 - Develop a strong understanding of the context and operation of relevant Commonwealth and State legislation and policy frameworks
 - Provision of specialist and technical advice that is informed, timely, practical, transparent and risk-based
 - Research, interpretation and application of legislation
 - Preparing briefing material and analytical reports
 - Exercising delegations appropriately in relation to permit processes and decisions
2. Apply expertise and working knowledge relevant to environmental impact assessment, particularly sewage discharge and/or water quality to provide technical advice, assess risks and recommend management strategies
3. Working collaboratively, consult and partner with internal and external stakeholders on issues relating to environmental impact assessment and management within the Marine Park.
4. Work collaboratively with the Environmental Assessment and Protection section, actively participate in, and contribute to continuous improvements of practices and procedures that achieve more efficient business outcomes.
5. Assist in the review and implementation of impact management strategies, policy and permit procedures to support continual improvement of the Permissions System.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency. **Eligibility**

Applicants must:

1. be an Australian citizen at time of applying for position,

2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment,

Desirable qualifications or equivalent experience

- Tertiary qualifications (or equivalent experience) in natural resource management and/or a related discipline such as marine science, marine ecology, engineering or similar.

Notes

The full position description can be found at <http://www.gbrmpa.gov.au/careers/current-opportunities>

Your application must include:

1. a completed Applicant Details Form (located on the [GBRMPA Tools and Tips page](#))
2. your 'pitch' (as described in the Position Description)
3. proof of Australian citizenship
4. a current curriculum vitae (resume) that includes
 - an outline of your career history
 - qualifications and/or formal/informal training relevant to the position
 - contact details for at least two recent referees, one of whom should be your current supervisor.

If you require any reasonable adjustments throughout the recruitment process please email applications@gbmpa.gov.au

Contact Officer - Sandra Garvin - (07) 4750 0767

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Sandra Garvin, (07) 4750 0767
Agency Recruitment Site	https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

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Vacancy VN-0697218

Great Barrier Reef Marine Park Authority

Closing Date: Tuesday 23 November 2021

Field Management Strategy
Reef Protection

Job Title	Senior Compliance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Townsville QLD
Salary	\$75,084 - \$82,392
Classification	APS Level 5
Position Number	774
Agency Website	

Job Description

https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

We are seeking an experienced compliance professional to join our small team. This position works as a part of the Compliance Assessment Team within the Reef Joint Field Management Program for the Great Barrier Reef World Heritage Area (GBRWHA), which is jointly funded and managed by the Australian and Queensland Governments. The Compliance Assessment Team undertakes key functions including investigation and field operations within the GBRWHA. Field activities are delivered across the Great Barrier Reef Coast Marine Park (State) and Island National Parks (State), which are part of the World Heritage Area.

The position has a team focus, providing support to the Reef Joint Field Management Program through the assessment of reported offences, the administration of supporting systems, and the management of information and databases to support field surveillance operations and investigations.

Duties

1. Assist with management of the Compliance Assessment Team in providing support to field surveillance activities and investigations to effectively deliver the Reef Joint Field Management Program's compliance program.
2. Contribute to the analytical and statistical reporting for the Great Barrier Reef World Heritage Area by recording, collating and presenting compliance reports as required.
3. Develop and maintain contemporary procedures and operational protocols for the Compliance Assessment Team and participate in projects to improve the management and integration of information and systems that support compliance management in the Great Barrier Reef World Heritage Area.
4. Undertake quality assurance checks on information systems and data holding of the Reef Joint Field Management Program's compliance program.
5. Provide ongoing training on compliance systems and Compliance Officer functions, duties and responsibilities.
6. Engage and consult effectively with internal and external stakeholders.
7. Perform the role of Exhibits and Accountable Documents Officer, including the undertaking of exhibit audits and managing accountable documents.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency. **Eligibility**

Applicants must:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment.

Desirable qualifications or equivalent experience

- Knowledge of the multiple uses of, and the management framework for the Great Barrier Reef Marine Park and World Heritage Area.
- Relevant experience in marine protected area compliance.

Notes

The full position description can be found at <http://www.gbrmpa.gov.au/careers/current-opportunities>

Your application must include:

1. a completed Applicant Details Form (located on the [GBRMPA Tools and Tips page](#))
2. your 'pitch' (as described in the Position Description)
3. proof of Australian citizenship
4. a current curriculum vitae (resume) that includes
 - an outline of your career history
 - qualifications and/or formal/informal training relevant to the position
 - contact details for at least two recent referees, one of whom should be your current supervisor.

If you require any reasonable adjustments throughout the recruitment process please email applications@gbmpa.gov.au

Contact Officer - Jo Berry - (07) 4750 0577

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Jo Berry, (07) 4750 0577
Agency Recruitment Site	https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

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Vacancy VN-0697243

Great Barrier Reef Marine Park Authority

Closing Date: Tuesday 23 November 2021

Finance
Corporate Services

Job Title	Finance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Townsville QLD
Salary	\$60,922 - \$66,768
Classification	APS Level 3
Position Number	058
Agency Website	

Job Description

https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

We are seeking a customer focused, team player to join our team. Your role will play a key role in delivering a professional and quality level of customer service with the Finance section that is valued by our stakeholders.

The position will provide support, advice, and technical accounting services to the Senior Finance Officer, in relation to management of the Authority's finances, in particular accounts receivable and management accounting related tasks.

Responsibilities include ensuring the accurate and timely processing of accounts receivable invoices and receipts using the finance system (TechnologyOne), debtor collection management, accounts receivable ledger reconciliations including assisting with the Bank Reconciliation (month-end and year-end), managing accounts related enquiries, and other tasks related to the position as required.

Duties

1. Apply the knowledge, skill and experience to understand, analyse, maintain and manage accurate financial and asset records, provide monthly statements to clients as well as providing input to requisite taxation and internal monthly management reporting requirements.
2. Be responsible for processing accounts receivable invoices accurately and in a timely manner, through the Technology One accounts receivable system in accordance with the PGPA Act and internal standards and procedures.
3. Understand specific internal and external stakeholder needs, and interpret and apply a variety of legislation, policies and procedures to provide a high level of customer service

within the Finance section that is valued by all stakeholders including liaising with customers on outstanding debts, unreceipted amounts and matters impacting the customer's account.

4. Perform a range of finance tasks in support of the management accounting function including; assisting in undertaking chart of accounts maintenance, queries and updates; performing general ledger enquiries and data analysis as required and processing necessary journals; contribute to running scheduled and ad-hoc reports for stakeholders and to assist with revenue forecasting and financial modelling.
5. Contribute to the development, maintenance and enhancement of finance policies, procedures and manuals associated with accounts receivable to ensure they are efficient and effective in accordance with legislation, policy and procedures.
6. Work collaboratively in a team based environment which includes actively participating in, and contributing to work undertaken across the Finance section including backup for other roles at level as required to support the business objectives.

As an APS employee you may be reassigned to a different set of duties at the same classification level at the discretion of the agency head (CEO), taking account of operational requirements in the agency. **Eligibility**

Applicants must:

1. be an Australian citizen at time of applying for position,
2. be able to obtain and maintain a Baseline security clearance, failure to do so will result in termination of employment,

Desirable qualifications and/or experience

- Demonstrated experience, or tertiary study, in Finance, Business, or other administrative field would be an advantage.

Notes

The full position description can be found at <http://www.gbrmpa.gov.au/careers/current-opportunities>

Your application must include:

1. a completed Applicant Details Form (located on the [GBRMPA Tools and Tips page](#))
2. your 'pitch' (as described in the Position Description)
3. proof of Australian citizenship
4. a current curriculum vitae (resume) that includes
 - an outline of your career history
 - qualifications and/or formal/informal training relevant to the position
 - contact details for at least two recent referees, one of whom should be your current supervisor.

If you require any reasonable adjustments throughout the recruitment process please email applications@gbrmpa.gov.au

Contact Officer - Lalitha Maheswaran - (07) 4750 0603

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

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Lalitha Maheswaran, (07) 4750 0603
Agency Recruitment Site	https://www.gbrmpa.gov.au/careers/current-opportunities/_nocache

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Vacancy VN-0697185

National Capital Authority

Closing Date: Wednesday 24 November 2021

Planning and Design
Statutory Planning and Heritage

Job Title	Senior Officer, Town Planner
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$79,086 - \$94,876
Classification	APS Level 6
Position Number	178
Agency Website	https://www.nca.gov.au/about-the-NCA

Job Description

www.nca.gov.au/current-employment-opportunities

The NCA is seeking an experienced and motivated person to join the NCA's Statutory Planning and Heritage team in the Planning and Design Branch. Applicants with experience in assessing development proposals are encouraged to apply.

Duties

Under limited direction:

1. Assess works approvals under the National Capital Plan, including the preparation of reports, briefings, and Ministerial responses.
2. Provide high level planning policy, strategic and general planning advice to the Branch.
3. Prepare reports on planning proposals and submissions to the NCA on works approvals and processes.
4. Engage and collaborate with key stakeholders (external and internal), to identify opportunities, achieve outcomes and facilitate cooperation.
5. Represent the NCA at relevant meetings as required.
6. Manage resources (including consultants and contracts) and other tasks related to the Branch in accordance with legislation and NCA policies and guidelines as required.
7. Assist the Director, Statutory Planning and Heritage with reporting and administrative functions as required.
8. Participate as a constructive member of the National Capital Authority and provide reasonable support with Branch functions as required.

Job Skills and Qualifications

- Tertiary qualifications in planning, urban design, architecture, landscape architecture or a related discipline are mandatory.
- Ability to gain and maintain a security classification of Baseline is mandatory.

Preferred Experience

- At least 2 years' experience working in a development assessment environment, with ability to demonstrate knowledge and understanding of the Territory's planning regime.

Selection Criteria

1. Experience in works approvals (development assessment), including a general knowledge of the range of issues which impact on statutory planning processes.
2. Highly developed written and oral communication, analytical, research, time management skills and ability to exercise sound judgment.
3. Demonstrated ability to develop productive internal working arrangements, as well as undertake external representation duties.
4. Ability to plan for results, manage resources, implement change and to manage own performance within the APS context, including people management, diversity, and WHS.

Eligibility

To be eligible to work with the NCA you must:

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

Notes

Before submitting your application, you must obtain the selection criteria from our website at www.nca.gov.au.

The contact officer can provide further information about the duties of the position if required.

About the National Capital Authority

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

To Apply

Position Contact	Ilse Wurst, 02 6271 2860
Agency Recruitment Site	www.nca.gov.au/current-employment-opportunities

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Vacancy VN-0697193

National Capital Authority

Closing Date: Wednesday 24 November 2021

Operations
Human Resources

Job Title	Officer, Human Resources
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$71,716 - \$76,494
Classification	APS Level 5
Position Number	475
Agency Website	https://www.nca.gov.au/about-the-NCA

Job Description

www.nca.gov.au/current-employment-opportunities

The NCA is seeking an experienced and motivated person to join the NCA's Human Resources team in the Operations Branch. Applicants with experience in Human resources and payroll are encouraged to apply.

Duties

Under limited direction:

1. Assist the Manager, Human Resources with the daily functions of the Human Resources (HR) area, including managing the coordination of payroll variation submission and trial pay processing, recruitment processing and organisation of learning and development and provide a high level of customer service to internal and external clients.
2. Assist with HR projects, including researching legislation and government policy.
3. Undertake staff inductions and coordinate new starter processes as required.
4. Assist with the management of outsourced service provider arrangements including payroll, Employee Assistance Program and Rehabilitation Services.
5. Assist with the provision of regular reports such as annual reporting, Board papers and Audit Committee papers as required.
6. Manage status reports for HR, and for other reporting requirement as requested, such as staffing and establishment reporting, exit survey collation and organisational structure charts.
7. Assist with HR spot check audits for leave and other HR functions as required.
8. Undertake secretariat duties and arrange meetings for HR and the section as required.
9. Provide effective day-to-day supervision of reception staff.
10. Participate as a constructive member of the National Capital Authority and provide reasonable support with Branch functions as required.

Job Skills and Qualifications

- Experience in HR functions, including payroll
- Ability to gain and maintain a security classification of Baseline is mandatory.

Preferred Experience

- At least 3 years demonstrated experience working in a client-focused environment, and staff supervision/management is desirable.
- Demonstrated knowledge of the APS employment framework.

Eligibility

To be eligible to work with the NCA you must:

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

Notes

Before submitting your application, you must obtain the selection criteria from our website at www.nca.gov.au.

The contact officer can provide further information about the duties of the position if required.

About the National Capital Authority

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

To Apply

Position Contact	Mandy Ryan, 0484 226 783
Agency Recruitment Site	www.nca.gov.au/current-employment-opportunities

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Vacancy VN-0697196

National Capital Authority

Closing Date: Wednesday 24 November 2021

Operations
Finance

Job Title	Director, Finance (CFO)
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	\$118,187 - \$151,803
Classification	Executive Level 2
Position Number	358
Agency Website	https://www.nca.gov.au/about-the-NCA

Job Description

www.nca.gov.au/current-employment-opportunities

The National Capital Authority (NCA) is seeking a suitably qualified professional to provide strong strategic leadership to the Finance section and provide strategic financial advice to the Senior Executive of the agency.

Working as part of a small and energetic team the successful applicant will be responsible for all aspects of the finance function, including internal and external financial reporting, internal and external budgeting, asset accounting and working closely with Project Officers who are responsible for the management and renewal of the NCA's assets.

The person we are looking for:

- Will have sound judgement, emotional intelligence and be an excellent communicator.
- Will be an energetic, critical thinker with a demonstrated ability to undertake independent assessments and provide recommendations regarding budget and financial matters.
- Will have experience in all aspects of accounting and have a good knowledge of the Commonwealth Financial and Budget Frameworks.

Duties

1. Provide leadership to the Finance Section and work with them to deliver the agreed outputs of Government. Develop and motivate the team to achieve the required strategic goals of the Section.
2. Develop and implement financial strategy within a complex financial and budgetary environment.
3. Responsibility for non-financial asset management, accounting policy and revaluations. The NCA maintains and renews non-financial assets worth over one billion dollars, making it a material agency.
4. Provide strategic financial management and advice of a high order to the Executive and Authority (Board).
5. Undertake the formal role of Chief Financial Officer, including in the preparation of financial statements, audit processes and compliance obligations.
6. Manage the corporate responsibilities for agency financial management functions including high-level leadership, day-to-day performance and resource management and development of people in the work group in the context of the APS workplace environment.
7. Represent the agency at a range of forums and demonstrate highly developed stakeholder engagement skills. The CFO is required to interact on a regular basis with the Authority (Board), Audit Committee, and NCA Executive as well as the portfolio and central agencies.
8. Effectively engage with diverse stakeholders including the ANAO, Department of Finance, consultants and contractors as required.
9. Participate as a constructive member of the Senior Leadership Team of the National Capital Authority and provide reasonable support as required.

Job Skills and Qualifications

- Tertiary qualifications in Finance or a related discipline are essential.
- Certified Practising Accountant (CPA) or equivalent qualification is highly desirable.

Preferred Experience:

- At least 10 years demonstrated experience working in a leadership role, and staff supervision/management is desirable.

Eligibility

To be eligible to work with the NCA you must:

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

Notes

Before submitting your application, you must obtain the selection criteria from our website at www.nca.gov.au.

The contact officer can provide further information about the duties of the position if required.

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To Apply

Position Contact	Coleen Davis, Recruitment@nca.gov.au
Agency Recruitment Site	www.nca.gov.au/current-employment-opportunities

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Vacancy VN-0697238

Office of National Intelligence

Closing Date: Tuesday 23 November 2021

NIC Enterprise
NIC Capability and Performance

Job Title	Assistant Directors, Performance
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Classification	Executive Level 1
Position Number	Multiple
Agency Website	

Job Description

<https://www.oni.gov.au/vacancies>

The Office of National Intelligence

ONI is the principal advisory agency to the Prime Minister on intelligence collection and assessment priorities and the allocation of resources. ONI evaluates NIC performance, develops strategy, and co-ordinates and collaborates with stakeholders to develop joint capabilities and shared services across the NIC.

ONI's assessment teams provide a wide range of intelligence product to inform government and its decision-making. ONI's Open Source Centre is a centre of excellence for open source collection, analysis and tradecraft and is a key resource for NIC agencies.

ONI is supported by a diverse range of highly talented people who are committed to ensuring Australia has an agile, integrated intelligence enterprise to meet the challenges of Australia's evolving security environment.

Background

ONI's NIC Capability and Performance Branch (NCP) provides Government with evidence-based advice on NIC priorities, performance and capability. The Branch provides insights on the NIC's ability to realise the Government's current objectives, as well recommends strategies to mitigate future risks. It identifies and delivers capability investment options to enhance enterprise intelligence outcomes for Government.

Current vacancies are in the NIC Performance, Capability and Investment section.
This team is responsible for :

- co-design and implementation of a NIC enterprise evaluation framework;
- design, capture and analysis of enterprise data that informs senior decision-makers on the health and performance of the NIC;
- delivery of intelligence capability related advice to Government on current and future investments to address strategic intelligence capability gaps and opportunities; and
- support to NIC capability forums and delivery of an enterprise Business Intelligence system.

Duties

The Roles

ONI is looking for committed individuals with the right attributes to drive whole-of-government coordination, integration, strategic capability planning, investment and/or program evaluation to deliver improved intelligence outcomes for Government.

The successful applicants will be responsible for:

- engaging NIC agencies on their annual commitments, performance, health, capability needs and contributions to priority intelligence missions;
- leading management of the Joint Capability Fund (used to finance enterprise intelligence projects) including developing forward capability and investment plans
- improving the business intelligence and other systems and mechanisms that support the enterprise management framework
- organising, participating in and representing ONI at a variety of internal and external meetings and working groups.

Eligibility

Am I eligible to apply?

You must be an Australian citizen and you must be willing to undergo a security clearance check. You will be asked to provide evidence of your Australian citizenship and we must be able to verify, from independent and reliable sources, [cumulative] periods 12 months or more that you may have spent outside Australia.

Notes

About the Office of National Intelligence

To Apply

Position Contact	Human Resources, 02 6144 0650
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0697250

Office of National Intelligence

Closing Date: Tuesday 23 November 2021

NIC Enterprise
Capability & Performance

Job Title	Director Capability, Performance and Investment
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	-
Classification	Executive Level 2
Position Number	974
Agency Website	

Job Description

<https://www.oni.gov.au/vacancies>

The Office of National Intelligence

ONI is the principal advisory agency to the Prime Minister on intelligence collection and assessment priorities and the allocation of resources. ONI evaluates NIC performance, develops strategy, and co-ordinates and collaborates with stakeholders to develop joint capabilities and shared services across the NIC.

ONI's assessment teams provide a wide range of intelligence product to inform government and its decision-making. ONI's Open Source Centre is a centre of excellence for open source collection, analysis and tradecraft and is a key resource for NIC agencies.

ONI is supported by a diverse range of highly talented people who are committed to ensuring Australia has an agile, integrated intelligence enterprise to meet the challenges of Australia's evolving security environment.

Background

ONI's NIC Capability and Performance Branch (NCP) provides Government with evidence-based advice on NIC priorities, performance and capability. The Branch provides insights on the NIC's ability to realise the Government's current objectives, as well as recommending strategies to mitigate future risks. It identifies and delivers capability investment options to enhance enterprise intelligence outcomes for Government.

Current vacancies are in the NIC Performance, Capability and Investment section. This team is responsible for

- co-design and implementation of a NIC evaluation framework;
- design, capture and analysis of enterprise data that informs senior decision-makers on the health and performance of the NIC;
- delivery of intelligence capability related advice to Government on current and future investments to address strategic intelligence capability gaps and opportunities; and
- support to NIC capability forums and delivery of an enterprise Business Intelligence system.

Duties

The Role

Do you want to do something that matters? ONI is seeking a highly-skilled, motivated and experienced professional to lead and manage the NIC Capability, Performance and Investment section.

As the Director (EL2) you will lead a small team that delivers a strategic approach to evaluating performance, including to determine capability barriers and opportunities for investment. You will be responsible for oversight of the Joint Capability Fund (used to finance enterprise intelligence projects) and long-term capability planning. You will implement appropriate capability and performance frameworks and design a reporting framework to inform and support regular briefing to senior stakeholders. You will drive a culture of collaboration and continuous improvement.

Eligibility

Am I eligible to apply?

You must be an Australian citizen and you must be willing to undergo a security clearance check. You will be asked to provide evidence of your Australian citizenship and we must be able to verify, from independent and reliable sources, [cumulative] periods 12 months or more that you may have spent outside Australia.

Notes

About the Office of National Intelligence

To Apply

Position Contact	Human Resources, 02 6144 0788
Agency Recruitment Site	https://www.oni.gov.au/vacancies

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Vacancy VN-0697217

Office of the Australian Information Commissioner

Closing Date: Thursday 25 November 2021

Legal Services
Corporate

Job Title	APS6 Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$85,541 - \$94,197
Classification	APS Level 6
Position Number	N/a
Agency Website	https://www.oaic.gov.au/about-us/

Job Description

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

The Office of the Australian Information Commission (OAIC) is an independent Commonwealth statutory agency within the Attorney-General's portfolio. The OAIC integrates three key functions:

- privacy functions conferred by the Privacy Act 1988 and other laws
- freedom of information functions, in particular oversight of the operation of the Freedom of Information Act 1982 (the FOI Act) and review of decisions made by agencies and ministers under the FOI Act
- government information policy functions conferred on the Australian Information Commissioner under the Australian Information Commissioner Act 2010.

These three functions give the OAIC a unique perspective that comes from integrating the protection of personal information under the Privacy Act with the broader public interest in the free flow of information and with an individual's right to access government information under the FOI Act.

Duties

The role

We are looking for highly motivated individuals at the APS 6 level, who enjoy working both independently and in a team. Working closely with the Director of Legal, General Counsel and Senior Lawyers, the role of a Lawyer within the Legal Services team works on a variety of matters and is responsible for:

- conducting legal research and prepare legal advice (oral and written) to the Executive on administrative law, statutory interpretation, with a focus on FOI and privacy law
- providing legal advice to current business areas of the OAIC to assist those areas with the:
 - development of policy, guidelines and procedures in privacy and FOI planning, management and investigation of privacy and FOI complaints
 - conduct of IC reviews and privacy determinations
 - drafting of privacy determinations
- providing legal analysis and advice for the preparation of briefs and submissions on legislative and other law reform proposals relevant to FOI and privacy law
- processing FOI requests received by the OAIC;
- providing corporate legal services to the OAIC in a broad range of areas relevant to public administration including advising on contracts and MOUs;
- liaising effectively with both internal stakeholders including the business areas, and with external stakeholders, including external legal service providers and other government agencies having contact with the OAIC;

- representing the Legal Services team and the OAIC in internal and external forums.
- assist with the training of staff within the Legal Services Team and the development of guidance material.
- performing other tasks as directed.

Selection Criteria

1. Supports strategic direction
2. Achieves results
3. Supports productive working relationships
4. Displays personal drive and integrity
5. Communicates with influence

Job specific criteria

1. Holds qualifications in law and be, or meet the necessary requirements to be, admitted as a legal practitioner and eligible to obtain a Practising Certificate (mandatory)
2. Has relevant experience in administrative law, freedom of information and privacy law, statutory interpretation, litigation and/or other relevant areas of legal practice.

For more information on the general selection criteria see
www.apsc.gov.au/integrated-leadership-system-ils-aps-6-profile

Eligibility

- Section 22 of the Public Service Act 1999 requires that APS employees must be Australian citizens.
- There are restrictions on employment of people who have, within the previous 12 months, accepted a redundancy benefit from an APS agency or a non-APS Commonwealth employer.
- For the duration of your employment with the OAIC you will be required to obtain and maintain an Australian Government security clearance at the Negative Vetting Level 1 background.

Notes

How to Apply

1. Go to <https://www.oaic.gov.au/about-us/join-our-team/> and click on the vacancy
2. Please complete the application sheet (located within the candidate information pack) as part of your application.
3. You are asked to provide a covering letter of up to two pages explaining your interest and the skills and experience you will bring to the organisation and the position, having regard to the eligibility requirements, selection criteria and main responsibilities
4. All items should be sent as one document, including your full resume, to: jobs@oiac.gov.au
5. Your email should have your name and job title in the subject heading.

Closing Date: 11:59pm Thursday, 25 November 2021

More information: visit www.oaic.gov.au or email jobs@oiac.gov.au or visit <https://www.oaic.gov.au/about-us/join-our-team/>

The OAIC is committed to diversity and inclusion. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds, and mature age people

About the Office of the Australian Information Commissioner

To Apply

Position Contact	Emma Liddle, A/g Assistant Commissioner, Corporate, 02 9284 9717
Agency Recruitment Site	https://www.oaic.gov.au/about-us/join-our-team

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Agriculture, Water and the Environment

Vacancy VN-0697120

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 01 December 2021

Finance
Funding & Revenue Several

Job Title	Policy and Administration Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	\$84,150 - \$95,543
Classification	APS Level 6
Position Number	2021/6698
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Funding and Revenue branch is the arm of Finance Division. Our work requires public service professionals in administrative, policy and financial roles that come together under the leadership of our directors. We are the perfect place to come if you are a policy, operational or administrative officer who is looking to add some corporate experience to your resume. Our work is often high profile and we often get to engage directly with the department's external stakeholders including industry, representative groups and our Ministers.

The Cost Recovery Sections support the department's vision by developing and implementing cost recovery policy and arrangements for many of our regulatory activities. Cost recovery is a fundamental component of the department's resource base. It enables key regulatory and service provision activities across environmental, exports, biosecurity and water resource regulation. Three sections within the funding and revenue branch provide the policy and administrative services for a range of the department's cost recovered arrangements. The Levies Section administers the collection and dispersal of primary industry levies and delivers a national levies compliance program. Key functions of the team include financial management, systems administration, stakeholder engagement, legislation and policy. The External Budgets Section is a small team in Finance Division that provides budget and costing advice, estimates management, portfolio coordination services to the department and portfolio entities about the external budget process.

Duties

The Jobs

Dependent on the role duties may include:

- contributing to a multi-disciplinary team that develops, implements, administers and improves one or more of the department's cost recovery arrangements and provides advice to the department's executive on the sustainability and suitability of these arrangements
- providing advice and assistance to other divisions on cabinet submissions and new policy proposals and processes
- applying legislative and policy frameworks, improve business processes, and undertake stakeholder engagement activities to ensure efficient administration and reporting of levies
- reporting on budget and strategic financial management processes to the department's executive and ministers
- building productive relationships within the portfolio and with external stakeholders, including other government departments and industry representatives.

Eligibility

What we are looking for

Knowledge and experience

- Demonstrated experience in teamwork in the areas of policy development and administration.
- Financial and project management experience and good Microsoft Excel/Words skills will be advantageous.

Notes

*On 30 November 2021 the salary range for this position will increase to \$85,833 - \$97,454.

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, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team . What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Alex Campbell, 02 5156 5973
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0697143

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 24 November 2021

Parks Australia
Strategic Partnership & Australian National Botanic Gardens Site Services

Job Title	Asset and Development Manager
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$84,150 - \$95,543
Classification	APS Level 6
Position Number	2021/6643
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

Australia's National Botanic Gardens (ANBG) is the nation's largest living collection of Australian native plants. It's a tranquil setting for walking and spending time with family and friends, and a living classroom for visitors of all ages. The Gardens play a significant role in the conservation and propagation of rare and threatened plants. Our biodiversity science programs—the Australian Biological Resources Study, the Centre for Australian National Biodiversity Research, the National Seed Bank - and Biodiversity Informatics—are partnerships for research, for management of physical and digital biological collections, and for management of fundamental national biodiversity data and information and are accessed nationally and internationally.

The role has two main priorities, asset maintenance involves overseeing a range of asset contractors that undertake a range of maintenance activities across the ANBG's facilities. The asset maintenance role is supported by a two staff within the team - a Carpenter and an Irrigation Technician. The other priority of the role is to provide project support during the design and construction stages of a range of major capital projects at the ANBG over the next 18 months.

Duties

The Job

- Leading and managing the Asset Maintenance team including two staff, resources, and equipment.
- Applying technical knowledge to facilitate a broad range of repairs, maintenance and upgrade works derived from work programs at the ANBG.
- Co-ordinating work programs within the Asset Management team including operational planning, performance management and change management.
- Managing contractors in the delivery of repairs and maintenance programs.
- Providing assistance in the project management of major capital projects, supporting the Project Managers in the review of design specifications and construction activities, undertaking procurement, contract management, budget management and record keeping.
- Actively participating in the development and implementation of wider Gardens programs, including liaising and collaborating with other units of the ANBG.
- Undertaking all tasks according to WH&S and Parks Australia risk assessment policies and procedures.

Eligibility

What we are looking for

Knowledge and experience

- Knowledge of asset management best practice and understanding of technical operations required to manage assets.
- Experience and skills in co-ordinating design and construction projects including skills in project management, contract management, procurement and budget management.

Notes

Please note that this recruitment process is advertised as both an ongoing and non-ongoing position. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of 18 months with the possibility of extension up to a maximum period of 3 years in total. Should a non-ongoing position become ongoing then the merit pool established through this selection process, which is valid for a period of twelve months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill the vacancy on an ongoing basis.

Note: On 30 November 2021 the salary range for this position will increase to \$85,833 - \$97,454.

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	Craig Cosgrove, 02 6250 9522 or 0407292628
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0697152

Department of Agriculture, Water and the Environment

Closing Date: Wednesday 24 November 2021

ABARES
Agricultural Forecasting & Trade Impact and Engagement

Job Title	Project Administration Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	\$74,765 - \$82,018
Classification	APS Level 5
Position Number	2021/6768
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Agricultural Forecasting & Trade Branch provides research, analysis and advice on agricultural commodities price and production status and outlook; agriculture adjustment and sector policy; trade and global markets; and emerging policy issues.

The ABARES Impact and Engagement Section supports ABARES' research activities through the provision of management and coordination services across project, program and resource management, major and regional events, corporate and business planning, communications and departmental library services.

Duties

The Job

As a member of the Impact and Engagement team, you will provide support across a range of areas including the following:

- undertaking accounts payable and receivable transactions on behalf of ABARES
- undertaking month-end reporting and forecasting
- coordinating project and milestone payments across all activities of the division
- providing support to program leads for the approval and submission of timesheets using TechnologyOne
- assisting with the preparation of business documents and associated reporting to clients, stakeholders and the ABARES Executive
- assisting with procurement and contract management activities
- assisting in the development of divisional policies, procedures, and templates to enable appropriate financial and project governance and reporting within the division.

Eligibility

What we are looking for

Knowledge and experience

Experience in financial and business management activities together with strong interpersonal skills.

Notes

*On 30 November 2021 the salary range for this position will increase to \$76,260 - \$83,658.

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

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To Apply

Position Contact	Kylie Field, 02 6272 4516
Agency Recruitment Site	https://awejobs.nga.net.au

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Agriculture, Water and the Environment

Vacancy VN-0697230

Department of Agriculture, Water and the Environment

Closing Date: Sunday 28 November 2021

Legal
Several Litigation

Job Title	Principal Legal Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	\$142,956 - \$155,739
Classification	Executive Level 2
Position Number	2021/7207
Agency Website	https://www.awe.gov.au/

Job Description

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

Who we are

The Legal Division is responsible for all legal services and advice required by DAWE. This includes the provision of strategic advice to the Secretary, the Executive and the business areas of DAWE. The Legal Division is managed by the Chief Counsel and consists of four Branches which are responsible for the coordination of external legal services and the provision of internal legal advice including:

- litigation and claims resolution
- contracts and grants management
- commercial and corporate law
- statutory interpretation and advisings
- employment law
- regulatory law
- legislative development
- information law including privacy advice and managing freedom of information requests
- debt recovery
- investigations and enforcement.

The Legal Division operates in a fast-paced, exciting environment dealing with numerous complex pieces of legislation. We facilitate excellent legal outcomes for our clients and focus on ensuring our staff are supported and developed so that they are in the best position to take on the challenges of the work.

Duties

The Job

DAWE is seeking a Principal Legal Officer to manage the Litigation section in the Environment, Employment and Litigation Practice. Reporting to, and supporting, the General Counsel and Chief Counsel, the Principal Legal Officer will be responsible for managing DAWE's litigation, including administrative law litigation, commercial disputes, employment law disputes, work health and safety matters and claims of negligence in a range of Courts and Tribunals. The Principal Legal Officer is a leadership role which helps to drive the vision and direction of the Practice as set out by the General Counsel. You will be responsible for motivating, mentoring and supervising your section to deliver on initiatives and goals whilst striving to create an inclusive, responsive and effective environment.

Please note that whilst we have an immediate vacancy for a Principal Legal Officer in our Litigation team, the merit pool established through this selection process, which is valid for a period of twelve months from the date the vacancy was advertised in the Gazette, may be used to fill future ongoing and non-ongoing Principal Legal Officer vacancies within the Division. We encourage you to apply if you are interested in other Principal Legal Officer opportunities.

Eligibility

What we are looking for

Knowledge and experience

- Significant previous experience of legal practice, with a minimum of five years post-admission experience.

Mandatory qualifications

To be eligible for these positions you are required to hold a degree in law and be eligible to hold an ACT legal practising certificate.

Notes

Note: On 30 November 2021 the salary range for these positions will increase to \$145,815 - \$158,854.

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, Water and the Environment

The Department of Agriculture, Water and the Environment began 1 February 2020. The Department is led by Secretary Andrew Metcalfe, supported by the Executive Leadership Team. What we do: We protect Australia's natural resources, agriculture and way of life. Our purpose: Our goal is to deliver policies and programs that: •drive strong and sustainable agricultural industries •manage our unique environment and heritage •support our regional communities. Our role: Our role is diverse and far reaching. We: •assure our clean and green status by keeping pests and diseases out of Australia •protect and sustainably manage Australia's biodiversity, ecosystems and heritage •prepare and coordinate our response to outbreaks of pests, diseases and weeds provide data and analysis on agriculture and the environment •support sustainable natural resource management •establish and manage Commonwealth protected areas •maintain and secure new markets for Australia's agricultural exports.

To Apply

Position Contact	Angela Gullace, 02 6272 3848
Agency Recruitment Site	https://awejobs.nga.net.au

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Defence

Vacancy VN-0697184

Australian War Memorial

Closing Date: Tuesday 23 November 2021

National Collection
National Collection Research Centre

Job Title	Reference Officer
Job Type	Full-Time, Non-Ongoing
Location	Campbell ACT
Salary	\$65,349 - \$77,397
Classification	
Position Number	60000253
Agency Website	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

Job Description

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

The Memorial's Research Centre holds the written records of war, both published and unpublished. They manage and provide access to these collections, digitise archival collections and deliver reference and information services about Australian military history, the Memorial and its collections. The Research Centre's Information Services team contributes strongly to the Memorial's research and information dissemination activities through the reference enquiry services and contributions to public programs, exhibitions and projects. The section also manages the Research Centre's collections of publications and serials. The work of the Information Services team supports the Memorial's aims of helping Australians understand our wartime experience.

Reference Officers work collaboratively within the Information Services team to deliver a wide range of high quality reference and information services both onsite in the Research Centre's reading room and to our geographically dispersed clients. Reference Officers provide research advice about the Memorial, its collections and Australian military history using a variety of sources including online resources, library and archival collections.

Duties

- Deliver high quality reference and information services to Research Centre clients about the Memorial's collections and Australian military history.
- Delivery of reference and information services, by participating in the reference roster and responding to correspondence received through the reference service systems.
- Supervise and provide administrative support in managing Research Centre volunteers including communicating key messages and coordinating meetings
- Promotion of Research Centre collections and services to contribute to the community's understanding of Australia's wartime experience.

Additional Requirements

- Includes rostered hours within the standard ordinary hours
- Some out of hours work

Eligibility

Notes

This vacancy will be filled for a period of up to the 30 December 2022.

The Memorial is committed to workplace diversity and maintains an environment that values the contribution of people from different backgrounds, experiences, and perspectives. The Memorial welcomes applications from Aboriginal and Torres Strait Islander people, veterans, mature age people, people from diverse backgrounds and people with a disability. To be eligible for ongoing or non-ongoing employment, Australian Citizenship is required.

For further information on the position, please call the **Contact Officer: Jennie Norberry, 6243 4316**

To Apply

TO APPLY, please visit: <https://www.awm.gov.au/get-involved/work-or-volunteer/employment>

Applications should be submitted in WORD (.doc or .docx) or .PDF by **11:59 pm (AEST) on 23 November 2021**

If you experience any problems with the application system please contact the Recruitment Team on 02 6243 4234 or email employment@awm.gov.au

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

About the Australian War Memorial

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

To Apply

Position Contact	Jennie Norberry, 6243 4316
Agency Recruitment Site	https://www.awm.gov.au/get-involved/work-or-volunteer/employment

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Defence

Vacancy VN-0697107

Department of Defence

Closing Date: Wednesday 24 November 2021

Joint Capabilities Group
Joint Logistics Command

Job Title	Deputy Director Infrastructure and Logistics Planning
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	\$106,074 - \$119,651
Classification	Executive Level 1
Position Number	JCG/05909/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=972240F9-EC7F-3B2E-FA76-BFFFF8F59FEC>

Duties

The Role

Are you looking to challenge yourself? Can you apply your skills in the Defence Logistics Environment?

The Directorate of Defence Logistics Network Optimisation is seeking two enthusiastic and highly motivated Executive Level 1 (EL1) Officers who thrive in a team environment, who present new ways of thinking and who are change agents that can communicate with influence and solve problems.

As an EL1 (Deputy Director), you will work with considerable independence, manage concurrent tasking, be forward leaning in terms of your approach and outcomes all while working with an integrated workforce. You will be responsible for influencing and developing strategies, priorities and operational practices in support of the Defence logistics network to meet changing needs of the Defence enterprise. Examples of the current bodies of work being undertaken across the Directorate include, the current and future warehouse capacity requirements, plotting the relationship between fuel, ammunition, and spare parts across the distribution network, and understanding the capacity of the network to surge in a time of need.

The two Deputy Director Infrastructure & Logistics Planning roles include the following key responsibilities:

- Understanding the logistic network needs and articulating requirements through analysis of key documents and engagement with key stakeholders.
- Identify new strategic relationships (i.e. Industry, Australian, and State Governments) and/or enhance those existing relationships to optimise and promote the logistics' network.
- Lead external strategic partnerships, including the management of those arrangements.

- Provide strategic guidance and input into Joint Capabilities Group (JCG) infrastructure and facilities requirements.
- Lead communication on outcomes and implement change.

Both positions will suit a high-functioning, proactive self-starter that:

- Is an experienced communicator, who can effectively engage with internal and external stakeholders, customers and colleagues with a diverse range of backgrounds.
- Has highly developed skills in negotiation and building relationships, and is positioned to represent the Department at meetings, conferences and seminars.
- Has a track record of independent (high level) decision making, judgement and actively seeks to contribute on matters that will have a direct impact on the Defence Logistics Network.
- Has the ability to develop and implement ideas that value add and drive continuous improvement.
- Has the ability to set priorities, remain flexible, and thrive in changing environment.
- Drives performance and outcomes through the use of Industry and other Government partners.

About our Team

The Directorate of Defence Logistics Network Optimisation is a reshaped team within Strategic Logistics Branch that reports to Joint Logistics Command (JLC). At its core, the Team is responsible for defining and optimising the Defence Logistics Network through engagement with Defence, Industry and other Government partners.

It also manages the Network to meet changing needs of the Defence enterprise by the introduction of business intelligence and data-driven insights. The Branch is overseen by the Deputy Commander Joint Logistics whose primary accountability is to lead and shape a future-focused logistics enterprise ready to support the ADF of the future (5-10 year horizon).

The Branch has responsibilities across the Defence Logistics enterprise to engage in the Capability Lifecycle, develop strategy, concepts and training, as well as support international partnerships to achieve logistics access and interoperability outcomes.

Our Ideal Candidate

To be successful in this role you should have the following capabilities:

- You have the ability to organise and manage multiple tasks simultaneously.
- You have proven analytical skills, in that you can ask the right question(s) with an ill-defined problem(s) and unstructured material and then positioned to collaborate, resolve and answer them.
- You are able to work independently and as a part of a multi-disciplinary team with internal and external stakeholders/customers with a diverse range of backgrounds.
- You demonstrate exemplary communication skills by producing quality, considered written material and being persuasive orally, including to diverse audiences.
- You exemplify personal drive and integrity by committing to action, displaying resilience, showing personal courage and engaging with risk in a dynamic environment.
- Whilst desirable (not essential) you may also have a background or be positioned to quickly acquire skills in technical business intelligence, contract management or logistics (in sectors such as warehousing and distribution, shipping, aviation, fuels or other Defence capability programs).

Eligibility

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

Notes

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

About the Department of Defence

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

To Apply

Position Contact	Patrick Ford, (02) 5108 3390
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=972240F9-EC7F-3B2E-FA76-BFFFFF8F59FEC

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Defence

Vacancy VN-0697117

Department of Defence

Closing Date: Wednesday 24 November 2021

Capability Acquisition and Sustainment Group
Commercial

Job Title	Commercial Policy Officer
Job Type	Full-Time, Ongoing
Location	Brindabella NSW
Salary	\$76,611 - \$82,059
Classification	APS Level 5
Position Number	CASG/05487/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=AAC2AD66-1757-9276-5CF7-C0006F57AE60>

Duties

The Role

As a Commercial Policy Officer within Commercial Policy and Practice, you will have the exciting opportunity to contribute to the development and maintenance of the Defence Commercial Framework and innovative commercial solutions for Defence. You will be accountable to perform and achieve complex procurement policy work within an integrated workforce, requiring a high level of commercial acumen, in-depth knowledge of legislative frameworks, government decision-making and Defences strategic goals.

As a Commercial Policy Officer you will interpret and provide advice on procurement policy based on legislation, policy and procedures, and undertake specialist research and analysis, conduct reviews and perform procedural and support work to achieve results.

As a Commercial Policy Officer you will be required to engage and communicate with stakeholders across Defence, government and industry to identify, respond and provide advice on commercial policy-related issues.

Your role as a Commercial Policy Officer will focus on:

- Working collaboratively across a range of stakeholders to find practical solutions to a range of policy/procedural issues.
- Ensuring that Defence complies with relevant legislation and frameworks by drafting new policies, procedures, guidelines and instructions that are clear and concise.
- Providing relevant, accurate and timely policy advice to a broad range of stakeholders across Defence including Portfolio Ministers; SEC/CDF; senior leaders and operational personnel.
- Working collaboratively with APS, Military personnel and external contractors to build and sustain effective relationships.
- Managing the Procurement Policy Helpdesk and ensure all artefacts on the Commercial Framework are up to date.

About our Team

The Commercial Policy team provides high level strategic commercial policy advice to a range of stakeholders including Defence Ministers, Senior Executives and Defence projects. The team develops and manages procurement policies, processes and guidance materials to support Defence in its mission to defend and protect Australia and advance its strategic interests. The Commercial Policy team works with central and key policy agencies to develop whole-of-government policies and ensure that Defence procurement policies are compliant with Commonwealth legislation, frameworks and policies.

Our Ideal Candidate

Defence is seeking highly skilled and qualified professionals who demonstrate strategic thinking, have the ability to think outside the square and understand the significant importance of enhancing Defence's capabilities for the future.

You will possess exceptional communication and stakeholder management skills with a strong emphasis on engaging with stakeholders to deliver outcomes in a complex and technical environment. You will be agile and comfortable in managing risk and achieving capability outcomes in a collaborative manner.

As a Commercial Policy Officer you will be confident and professional when engaging with a variety of stakeholders and will work collaboratively in a team environment to achieve shared objectives. The role requires a highly motivated individual who is solution focused, with the ability to understand and assist with translating policy into practical guidance that supports procurement and contracting practitioners.

As a Commercial Policy Officer you will ideally have:

- demonstrated experience in a procurement and/or contracting related role, in either the public or private sector;
- demonstrated experience in policy roles or the application of policy to operational requirements with a track record in delivering products and services;
- well-developed understanding of relevant legislative frameworks, government decision-making and Defence's mission and policy requirements;
- strong written and oral communication, and research and analytical skills.

Eligibility

Security Vetting

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

Notes

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To Apply

Position Contact	Angela Bowes, 02 5109 5125
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=AAC2AD66-1757-9276-5CF7-C0006F57AE60

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Defence

Vacancy VN-0697158

Department of Defence

Closing Date: Wednesday 24 November 2021

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Governance and Quality Officer
Job Type	Full-Time, Ongoing
Location	Wollongong NSW
Salary	\$83,928 - \$95,873
Classification	APS Level 6
Position Number	DIG/05233/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=3A5A9E48-A18D-1C4B-1ED1-C00072A3869C>

Duties

Your Role

The Australian Hydrographic Office (AHO) is currently seeking a qualified APS 6 Governance and Quality Manager within the Maritime Assurance and Governance Section. The AHO is Australia's national hydrographic and charting authority, and forms part of the Australian Geospatial-Intelligence Organisation. The AHO is responsible for managing hydrographic data and producing nautical charts and other products to support Australia's maritime interests and Defence operations, ensuring safety and environment protection.

As a core member of the team, the Governance and Quality Manager will be responsible for the on going implementation of the MG Branch Governance, Risk and Compliance (GRC) model. This position is a key enabling role for the Branch, and incorporates oversight of the Quality Management System, the MG Branch Risk Management framework, as well as managing MG Branch reporting inputs to Defence and external stakeholder groups.

Our Team

The team is a part of the Deputy Hydrographer Directorate within the Australian Hydrographic Office. The office is approximately 150 personnel, an integrated workforce of Navy, APS and contractors, working together to enable safe navigation in Australian waters, support to Australia's blue economy, contributing to protection of the marine environment and support to Defence operations.

Embedded within the Maritime Assurance and Governance team, but working closely with all Directorates, this position will undertake complex reporting tasks, as well as managing the MG Branch Quality, Risk and Performance management systems, contributing to the Branch's integrated approach to governance risk and compliance. This management approach is a critical element of MG Branch operations, directly enabling valuable geospatial products and services to be produced, supporting Australia's economy and protecting Australia's precious marine environment and safety of life at sea.

The Maritime Assurance and Governance team is responsible for the provision of business support, corporate governance, quality management and reporting functions for the AHO and Maritime Geospatial Branch.

Our Ideal Candidate

This role will ideally suit a highly motivated and experienced individual with a background in business management and experience in the management of ISO 9001 quality management systems and contemporary corporate governance.

To be the successful candidate for this position, you will demonstrate:

- proven experience in the management of quality management systems and corporate governance;
- excellent communication skills; with a high level of attention to detail
- auditing experience
- demonstrated analytical skills and an ability to think strategically when solving problems
- experience with or knowledge of business intelligence systems
- the ability to interact positively with internal and external stakeholders and industry with a focus on mutually beneficial outcomes and performance;

This position offers a unique opportunity to combine an exceptional career challenge with a highly desirable coastal lifestyle. You will have access to excellent workplace conditions and flexible working arrangements and opportunities to undertake further professional development as it becomes available. **Eligibility**

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

Notes

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

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To Apply

Position Contact	Name Withheld, (02) 4286 9575
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3A5A9E48-A18D-1C4B-1ED1-C00072A3869C

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Defence

Vacancy VN-0697171

Department of Defence

Closing Date: Wednesday 24 November 2021

Estate and Infrastructure Group
Service Delivery Division

Job Title	Director of Information, Graphics and eResources
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW
Salary	\$123,159 - \$147,828
Classification	Executive Level 2
Position Number	EIG/05622/21
Agency Website	

Job Description <https://defencecareers.nga.net.au/?jati=F30A7BBB-95C6-58E9-88D4-C000AA5F8810>

Duties

The Role

The EL 2 Director Information, Graphics and eResources in the Service Delivery Division (SDD) of Estate and Infrastructure Group (E&IG) is responsible for management of a range of products and services that provide critical information management across the Branch, Division and Defence. You will need to respond to the information needs and priorities of a diverse range of stakeholders at all levels.

A key aspect of the role is effective management and leadership of a large and geographically diverse team responsible for delivery of key outcomes on time and to a high standard. You will require great stakeholder management skills, knowledge of policy development, an understanding of procurement processes, information management skills and understanding of the Defence Data Strategy. The role is exciting and dynamic, often liaising directly with the Senior Leadership Group.

About our Team

The Director Information Graphics and eResources manages a large and complex team covering a broad range of deliverables.

Key functions of the directorate include:

- Information management for SDD, including projects to improve internet, intranet and extranet content
- Online library subscriptions and resources
- Defence corporate graphic design and branding
- Publishing and printing
- Procurement activities
- E&IG Records/File Management (Objective)
- Divisional Communications
- E&IG Business Process Modelling and Governance– Holocentric
- Management and coordination of the Defence wide COVID-19 Restrictions Matrix

The team is geographically spread across three States and the role currently has eight Executive Level 1 direct reports. The directorate is in the Program Management and Governance Branch of SDD which is responsible for a wide range of activities supporting the ADF and the broader Defence organisation.

Our Ideal Candidate

The ideal candidate will be confident in dealing with senior managers, tactful, prepared to manage the detail but also confident to set direction and manage strategically. You will apply strong interpersonal skills to maintain relationships with Defence Groups and Services and you will have strong people leadership skills and be able to set clear direction for your team. **Eligibility**

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	Edward Louis, 0467 805 263
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F30A7BBB-95C6-58E9-88D4-C000AA5F8810

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Finance

Vacancy VN-0697172

Independent Parliamentary Expenses Authority

Closing Date: Tuesday 23 November 2021

IPEA
Transparency, Assurance and Legal Audit & Assurance

Job Title	Assurance Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$86,429 - \$112,613
Classification	APS Level 6
Position Number	9010094
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

<https://www.ipea.gov.au/about-ipea/employment>

IPEA's ideal applicant is a dedicated professional, experienced in research, investigatory and compliance roles. The Assurance Support Officer will work as part of IPEA's Audit & Assurance team conducting sensitive and complex investigations into the use of parliamentary work expenses.

Duties

1. Support IPEA's Audit & Assurance team performing audits, reviews or investigations into allegations of misuse of parliamentary work expenses.
2. Perform research and analysis of information relating to the use of parliamentary work expenses, including identifying trends, anomalies and incidences of non-compliance.
3. Draft investigations and audit reports, including developing evidence-based recommendations or actions.
4. Provide administrative assistance in the conduct of investigations and audits, including arranging meetings and interviews and providing necessary preparation and records management support.
5. Draft briefs, papers, reports and other correspondence relevant to the work of the Audit & Assurance team.
6. Contribute to the development and implementation of investigation and audit plans, protocols, procedures and templates and contribute to their ongoing review and improvement.
7. Support senior managers through the provision of technical advice.
8. Engage with internal and external stakeholders on complex and/or sensitive issues, demonstrating tact and professional judgement.
9. Provide guidance and support to team members performing similar tasks.

Eligibility

1. Experience performing detailed and complex investigation, audit and analysis work.
2. Strong research, analytic and report writing skills.
3. Excellent interpersonal skills, including the ability to liaise with high profile stakeholders and to exercise professional judgement.
4. Ability to work both independently and in small teams.
5. Formal qualifications in investigations or audit (or similar) will be highly regarded.

Notes

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

This is a designated security assessed position. The successful applicant will be required to have or obtain and maintain a security assessment at the Baseline level.

Non-ongoing opportunities will be offered for a specified term.

Non-ongoing positions may be offered for a period of up to 18 months.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Agency over the next 12 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 Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority's (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Adrian Valeri, (02) 6215 1889
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Finance

Vacancy VN-0697174

Independent Parliamentary Expenses Authority

Closing Date: Tuesday 23 November 2021

IPEA
Transparency, Assurance & Legal Audit & Assurance

Job Title	Assistant Director/ Senior Audit and Assurance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	\$111,876 - \$144,331
Classification	Executive Level 1
Position Number	9010023
Agency Website	https://www.ipea.gov.au/about-ipea

Job Description

<https://www.ipea.gov.au/about-ipea/employment>

Our ideal applicant has demonstrated experience as an Executive Level 1, who will assist the Executive Level 2 (Director) to lead a small team conducting sensitive and complex assurance activities including preliminary assessments, assurance reviews, audits and postpayment checks into the use of parliamentary work expenses. To be successful in this position, you will:

- be able to work flexibly and independently;
- possess strong interpersonal skills, including the ability to liaise with high-profile stakeholders and exercise professional judgement; and
- have the ability to manage competing priorities and work effectively to short timeframes.

Duties

1. Conduct assurance activities, including research, information gathering, data analysis and drafting reports, with regard to relevant legislation and guidelines.
2. Engage with internal and external stakeholders on complex and/or sensitive issues, including gathering information in relation to assurance activities, demonstrating tact and professional judgement.
3. In conjunction with the Director, supervise the work of, and coach, team members to conduct assurance activities including interpreting relevant legislation.
4. Assist with the development, implementation and ongoing review of operational procedures and other key documents which outline IPEA's approach to conducting its oversight functions, including considerations of risk.
5. Draft high quality documents such as reports, submissions, meeting papers and briefings.
6. Mentor, guide and support the professional development of team members.

Eligibility

The selection criteria for this position are based on the Australian Public Service Commission [Integrated Leadership System EL1 profile](#) and are:

1. Shapes strategic thinking
2. Achieves results
3. Cultivates productive working relationships
4. Exemplifies personal drive and integrity
5. Communicates with influence

Whilst not required, experience in compliance/investigation roles, audit and analysis work and/or legal qualifications will be highly regarded.

Notes

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

This is a designated security assessed position. The successful applicant will be required to have or obtain and maintain a security assessment at the Baseline level.

Non-ongoing opportunities will be offered for a specified term.

Non-ongoing positions may be offered for a period of up to 18 months.

This selection process may be used to establish a merit pool. The pool might be accessed to fill ongoing and non-ongoing vacancies for similar roles in the Agency over the next 12 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 Independent Parliamentary Expenses Authority

The Independent Parliamentary Expenses Authority's (IPEA) roles and functions reflect those prescribed in the Independent Parliamentary Expenses Authority Act 2017 and include: • providing advice to parliamentarians and their staff on travel expenses, allowances, and related expenses • administering travel expenses, allowances, and related expenses, including processing these claims • reporting on work expense claims • auditing work expense claims

To Apply

Position Contact	Tony de Smet, (02) 6215 2829
Agency Recruitment Site	https://www.ipea.gov.au/about-ipea/employment

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Foreign Affairs and Trade

Vacancy VN-0697259

Austrade

Closing Date: Sunday 28 November 2021

Investments and Sectors
Strategic Investment Projects

Job Title	Senior Communications & Insights Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Brisbane QLD
Salary	\$103,401 - \$116,312
Classification	Executive Level 1
Position Number	5325
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

The Australian Trade and Investment Commission – or Austrade – is responsible for promoting Australian trade, investment and education to the world.

We help Australian businesses grow by linking them to global export opportunities; we attract international investment to help Australia reach its economic potential; we help startups innovate and go global and we promote Australia's leading-edge education services to the world to help drive growth within this sector.

We're seeking to hire a highly motivated, experienced, creative and forward-looking Senior Communications & Insights Officer with excellent writing skills for internal and external communication channels. This role sits within Austrade's Strategic Investment Projects team within the Investment and Sectors division, but will work across the business.

Duties

- Develop and produce timely and insightful communications to support the GM Investment & Sectors and other executives, including speaking points, social media, e-mails and presentations
- Provide input to and/or develop relevant ministerial briefs, correspondence, and taking points on issues of relevance to foreign investment promotion and attraction, working closely with Austrade's government division.
- Work with the marketing, content, social media and digital services teams to develop and implement an overarching communications strategy to support Austrade's investment promotion and attraction work, including online web and social media presence, and ensure content is on-brand, consistent in terms of style, quality and tone of voice.
- Work with the digital services and social media teams to synthesise web and social media analytics and provide meaningful insights to the team to inform the refinement of communications strategies.

Eligibility

Australian citizenship – our successful candidate must be an Australian citizen.

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 Austrade

The Australian Trade and Investment Commission – Austrade – is Australia's leading trade and investment agency. We are experts in connecting Australian businesses to the world and the world to Australian businesses. We have a proud history of helping Australian businesses pursue their global ambitions and have the power to open doors, unlock opportunities and help Australian businesses go further, faster. We help attract game-changing investment to Australia, to support new industries, enhance existing ones and bolster our world-class research and development – strengthening global supply chains, creating local jobs and boosting the economy. With over 80 offices around the world, our experts in Australia and abroad collaborate to provide the best 'in-country' advice. Our diverse team, consisting of country experts, industry specialists, and trade and investment analysts, provides clients with actionable macro and micro insights. From trade and investment processes to protocols and regulation - we help Australian businesses, big or small, navigate complex overseas markets and make it easier for them to go global. At the same time, our advice, contacts and support at every step, reduce the commercial risk of exporting to overseas markets. And, our work continues. At a time of increasing global uncertainty, we are transforming our services, to help ensure Australia's growth and a global future for all. Austrade offers exciting careers both in Australia and overseas. Here are some key reasons why you might choose to work for Austrade: - Interesting work supporting Australia's trade and investment development - Networking with people from all over the world - Opportunities for overseas travel and postings - Career opportunities within Austrade and the broader Australian Public Service

To Apply

Position Contact	Carolyn Conner, +61 434 656 757
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0697161

Aged Care Quality and Safety Commission

Closing Date: Monday 22 November 2021

Corporate Services
ICT

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	Parramatta NSW
Salary	\$104,562 - \$119,254
Classification	Executive Level 1
Position Number	20033440
Agency Website	

Job Description agedcareassessor.submittable.com/submit/208570/el1-assistant-director-ict-operations

The Corporate Services Group supports the Commission's Information Communication and Technology (ICT) platform to manage, maintain and enhance the ICT Operations through the provision of high-quality customer support.

The Commission ICT environment will be one that represents modern ICT platforms and practices to ensure it is agile and able to deliver an improved experience for staff and consumers alike.

Duties

- Active engagement with the business to understand user requirements, ICT issues and pain points. Work with ICT teams to remediate and communicate with the business.
- Maintain relationship with both internal and external customers along with partners. This may include conducting one-on-one or group training in new ICT developments.
- Improve business efficiency and minimise business risk by leading the development of ICT Solutions.
- Produce both structured and ad-hoc reports, memos, policies, procedures and analysis on ICT services both for customer consumption and on vendor performance.
- Maintain currency of knowledge to support the Agency's ICT environment.
- Budgets are developed, managed and reported on for all activities under responsibility.
- To ensure all ICT Operations are delivered to achieve the required business outcomes for the Agency.
- Participate and lead projects that enhance the Agency's ICT environment and customer service capabilities.
- Provide mentoring, performance, development and workflow of permanent and/or temporary direct report(s) so that resources are adequately allocated work and tasks are completed on time and staff members are coached and developed.
- Develop and deliver the ICT strategy in consultation with the CIO.

Eligibility

- Experience in the technical management of ICT Operations.
- Technical knowledge, skills and understanding of ICT Operations, together with project management experience
- Experience in managing a team of internal and external resources in the delivery of ICT services
- Experience in vendor management and knowledge of ITIL practices and processes relevant to the role
- Effective communications, problem solving and decision-making skills with an ability to lead by example
- Understanding of Australian Government ICT Security policies or equivalent Industry best practices
- Relevant qualifications in ICT or Business and/or equivalent relevant experience

Notes

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

Salary offered will be between \$104,562 to \$119,254 per annum depending on skills and experience.
In addition, 15.4% superannuation will be paid.

Some interstate travel may be required

A Merit Pool established through this selection process may be used to fill this or future vacancies on an ongoing basis.

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

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 or respond to targeted questions, attach your Resume and Application Cover Form. The Application Cover Form is located as a link under the job title on the careers page.
 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 5:00pm (local time) on Monday, 22 November 2021.
- Only completed applications will be accepted.

Contact Officer:

Please contact our recruitment team on (02) 9633 3262 or hrservices@agedcarequality.gov.au for assistance with accessing our website or with lodging your application. Specific questions about the role can be directed to Shane Richards via email: Shane.Richards@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 recognize 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 Quality Commission, office locations and other related resources, please visit 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	Shane Richards, 02 8831 1017
Agency Recruitment Site	agedcareassessor.submittable.com/submit/208570/el1-assistant-director-ict-operations

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Australian Digital Health Agency

Closing Date: Tuesday 23 November 2021

Digital Strategy Division
Architecture, Informatics & Product Ownership

Job Title	Product Manager
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT
Salary	\$106,340 - \$121,282
Classification	Executive Level 1
Position Number	Multiple
Agency Website	https://www.digitalhealth.gov.au/

Job Description

<https://au.hudson.com/jobs/australiandigitalhealthagency-jobs/>

The EL1 Product Manager will develop, drive and implement a complex product strategy and roadmap for strategically significant products to meet the Agency's business objectives and the interoperability needs of the Australian healthcare sector. Their stakeholders range from government agencies to clinical peak bodies and medical software developers, and their strong background in delivering fit-for-purpose products will ensure the business goals are met be a measure of success in the role.

Duties

About the Role

The EL1 Product Manager will apply their expertise to the Agency's strategy and work plan, develop a sound plan to achieve business goals using their in-depth knowledge of legislation, policy and integration concepts, and ensure that the Agency products meet the needs of consumers and the Australian healthcare sector. They will also be required to:

- Continuously update product strategies and roadmaps, prioritising stakeholder needs in alignment with the National Healthcare Interoperability Implementation Plan
- Lead and participate in multiple projects, represent the team as a Subject Matter Expert (SME), and be a customer advocate to ensure the Voice of the Customer (VoC) is captured and assessed to continuously improve the product.
- Contribute new product ideas in line with the Agency workplan and lead in transitioning Agency products into fit for purpose solutions as an end to end project manger
- Build capability in the team through coaching and knowledge sharing whilst keeping current with all legislative and policy frameworks
- Develop, manage and maintain quality relationships with a broad range of stakeholders, promoting collaboration to achieve business objectives and goals

Skills and Experience

The EL1 Product Manager will be a proven leader with measurable success in developing and implementing product ideas in a complex environment. They will also possess:

- Expert knowledge in how to navigate legislation, policy and best practice when developing new products in the digital health landscape
- Demonstrated success in managing multiple projects, with a broad range of stakeholders to deliver products that provide value and enhance business operability
- Proven collaborator at all levels of an organisation with the goal to deliver a quality product to end users.
- A leadership style that enables the team to grow their skills sets and knowledge in a positive way, thus contributing to the business goals.

Eligibility

Ability to obtain and maintain a security clearance at a level designated by the Agency on request.

Ability to obtain and maintain national police check.

Australian Citizenship is a condition of eligibility.

Notes

This position may attract a job specific allowance.

This is an opportunity for APS promotion or s26 at level transfer.

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

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

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

Pool of Merit: Applicants rated as suitable will be placed in a pool of merit that may be used to fill similar positions throughout the Agency for up to 12 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>.

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

About the Australian Digital Health Agency

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

To Apply

Position Contact	Crystal Lugge, 0410 448 699
Agency Recruitment Site	https://au.hudson.com/jobs/australiandigitalhealthagency-jobs/

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Health

Vacancy VN-0697211

Australian Digital Health Agency

Closing Date: Wednesday 24 November 2021

Digital Strategy
Data Insights and Design

Job Title	Insights Analyst
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Brisbane QLD
Salary	\$86,534 - \$97,625
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health 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.

About the Role

Under limited direction, the Insights Analyst is accountable for work that is complex in nature, playing a critical role in creating actionable insights which will drive customer experiences, innovation and behavioural change utilising quality data and evidence.

Applying initiative and judgement in signifying the value of insights through the analysis of internal and external data, the Insights Analyst will leverage data to inform the design of digital products and services and drive health innovation research projects in a fast-moving environment with agility and adaptability.

Duties

Skills and Experience

- Preparing high level reports, correspondence, and resources for a range of audiences, and then presenting detailed and complex information in a clear and concise manner which champions the Agency approach to insight-led portfolio of programs
- Perform literature reviews, and critically analyse research required to make decisions that are of high quality, fit for purpose and timely
- Acquire, maintain, and apply in-depth knowledge and experience from within a Digital health domain
- Monitoring and management of internal evidence and contribute to evaluating methods for enhancing systems and practices.
- Understand complex messaging and translate them into actionable insights which support the Agency's agenda, decision making and benefits realisation.
- Balance competing demands and manage complex project needs that meet ethical, legislative, regularity, security, and privacy requirements
- Build and sustain internal and external relationships by providing strategic advice about research and benefits
- Perform other ad-hoc tasks within the team such as reviewing reports, data requests, and responding to research inquiries.

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.

Digital Health 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.

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

Notes

This position may be filled in Brisbane, Sydney or Canberra. 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.

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

Please contact us via email at careers@digitalhealth.gov.au if you have any questions about the position. The total remuneration package for this position is \$99,860.00 – \$112,659.00 (including superannuation)

For APS applicants, please refer to APS Jobs for details of salary ranges. These are in accordance with the Agency's s24 Determination 2021.

Closing date: COB Wednesday 24 November 2021

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	Lien McGowan, 02 8298 2167
Agency Recruitment Site	https://www.seek.com.au/Australian-Digital-Health-Agency-jobs/at-this-company

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Home Affairs

Vacancy VN-0697151

Australian Criminal Intelligence Commission (ACIC)

Closing Date: Wednesday 24 November 2021

Intelligence Operations
Collection Operations Physical Surveillance Operations

Job Title	Senior Operative Physical Surveillance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Perth WA
Salary	\$103,746 - \$125,076
Classification	Executive Level 1
Position Number	50000461, 50000562, 50000565, 50000588, 50000590, 50000484, 50000599, 50002972
Agency Website	https://www.acic.gov.au/

Job Description

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

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. We advise senior decision makers on serious and organised crime impacting Australia. We are a full member of the National Intelligence Community, a Department of Home Affairs portfolio agency, and a member of the Five Eyes Law Enforcement Group.

In a team environment, the Senior Operative Physical Surveillance is responsible for the provision of covert physical evidence/intelligence gathering, operational safety provisions and countermeasure services in support of ACIC operations.

The job requirements are demanding, and Operatives need to be flexible, innovative, self-motivated, and committed. Operatives are required to have a contemporary policing background and capacity to garner a good understanding of the nature of serious and organised crime in Australia. Extensive and contemporary tactical physical surveillance experience is desirable, but not mandatory for this role, as training can be provided. Proven ability to service the highly demanding requirements of working within a small team of committed professionals is essential.

The ACIC actively welcomes diversity within our workforce and values the ability of our operatives to reflect the social and cultural diversity within our Australian community. We support inclusive team environments and respectful behaviours to allow all of our employees to thrive.

Duties

The principal accountabilities and responsibilities include:

- Under the direction of an Assistant Director, a Senior Operative Physical Surveillance will carry out covert surveillance in support of ACIC operations. In particular:
 - o foot surveillance
 - o vehicle surveillance
 - o operate specialised electronic equipment
 - o monitor and record product from electronic devices
 - o capture, record and manage images and associated surveillance product
 - o compile accurate and comprehensive accounts of surveillance activities
 - o attend legal proceedings and give evidence as required
 - o remain abreast of mandatory training requirements, and
 - o carry out other duties as required
- Travel at short notice, including extended periods away from home, participate in an on-call roster and work additional hours as required.
- Be committed and value-add to the effectiveness of a small team, cooperate and accept responsibility, and look for ways to improve personal performance and the performance of the team.
- Maintain professional relationships and a spirit of cooperation in situations where interoperability with other agencies is directed.
- Demonstrate appropriate Work, Health & Safety and Equity & Diversity practices and how these requirements relate to the surveillance work environment.
- Operatives may be rotated into other roles for career development and succession planning.

Eligibility

Mandatory:

To be considered for this position, candidates must:

- be a current serving or recent sworn member of an Australian State or Commonwealth law enforcement agency with a minimum of five years operational service; and
- hold and maintain a current or recent qualification in operational safety and tactics which includes use of a firearm with an Australian State or Commonwealth law enforcement agency; and
- have passed a recognised driving course delivered by a State or Commonwealth law enforcement agency and hold a current qualification to drive a 'police vehicle' (to be re-assessed and successfully passed at least once every two years); and
- Have the ability to obtain and maintain a recognised and contemporary course in the application of physical surveillance delivered by a State or Commonwealth law enforcement agency;
- Ability to maintain and demonstrate continued competencies associated with an annual Operational Readiness Assessment that tests core surveillance skills relevant to the ACIC environment, this may include driving skills specific to the surveillance environment, capacity to operate specialised equipment and maintenance of core surveillance competencies referenced in a basic surveillance course;
- Ability to successfully complete the Criminal Intelligence Development Program Level 1;
- Ability to successfully complete the Criminal Intelligence Development Program Level 2;
- Currently hold a Diploma of Police Intelligence Practice, or the ability to successfully complete within 12 months
- Ability to successfully complete the Intelligence Collections Course

This is a position of trust. The occupant must satisfy and abide by the ACIC's security requirements, which include Australian citizenship. The occupant must also satisfy a rigorous security assessment by the Australian Government Security Vetting Agency and is required to gain and maintain a Negative Vet 2 clearance. In assessing suitability for employment, the ACIC conducts a pre-employment screening process. This requires the applicant to complete a pre-employment screening form for the purpose of character and background checking, and a psychological assessment.

At this time, pursuant to a comprehensive risk assessment, all vacant roles across ACIC's National offices are advertised on the basis that full vaccination against COVID-19 is a pre-condition of employment. This is required to ensure the safety of all employees and the public with whom they interact, pursuant to ACIC's work health and safety obligations. Satisfactory proof of vaccination status will be required before an offer of employment is made.

Notes

The job requirements include psychological welfare assessments, and where a recognised physical surveillance course is provided, terms of employment will include the capacity to successfully complete that course within a reasonable timeframe.

Applicants may be required to attend an interview panel, practical assessment, psychometric testing as part of this recruitment process.

Operatives may work irregular and extended hours which includes on-call duty, and must be able to respond with physical presence to the metro area within their State within a reasonable timeframe.

The ACIC 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.

About the Australian Criminal Intelligence Commission (ACIC)

The Australian Criminal Intelligence Commission (ACIC) is Australia's national criminal intelligence agency. Our vision is an Australia hostile to criminal exploitation. We work with our national and international partners to conduct investigations and collect intelligence to combat serious and organised crime, cybercrime and national security threats. We develop and maintain national information and intelligence sharing services and systems for use by state, territory and Commonwealth law enforcement agencies. We also deliver nationwide background checking services to support employment or entitlement decisions to keep the Australian community safe. The ACIC Board provides strategic direction to the ACIC and represents Commonwealth, state and territory law enforcement and other regulatory agencies. Our purpose is to protect Australia from criminal threats through coordinating a strategic response and collecting, assessing and disseminating intelligence and policing information.

To Apply

Position Contact	Darren, 02 6268 7712
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0697169

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date: Wednesday 24 November 2021

Regulation, Education and Policy
Education, Capability and Communications Contact Centre

Job Title	Contact Centre Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Chatswood NSW
Salary	\$71,143 - \$78,835
Classification	APS Level 4
Position Number	625
Agency Website	https://www.austrac.gov.au/

Job Description

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

ROLE CONTEXT

AUSTRAC is Australia's anti-money laundering regulator and specialist financial intelligence unit. The regulatory function oversees compliance with the requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

The Contact Centre's primary role is to provide high quality assistance and customer service to both internal and external stakeholders. Contact Centre Officers engage with AUSTRAC's stakeholders to promote compliance and increase knowledge of the obligations outlined within the AML/CTF Act and Rules. External stakeholders include the general public and regulated entities such as the banking sector, money transfer businesses and gaming industries. AUSTRAC also works closely with law enforcement, government agencies, industry associations and professional services providers.

Duties

The duties of a Contact Centre officer are to:

- Respond to a broad range of inquiries, from stakeholders including regulated entities, industry bodies, members of the general public and other government agencies, via multiple channels and communication platforms.
- Contribute to the success of the team within the scheduled Contact Centre business hours (Monday to Friday) including state public holidays and as required
- Contribute to the improvement of team processes and procedures aiming for best practice
- Make outbound calls to support AUSTRAC's regulatory campaigns
- Work to agreed outcomes and time constraints as well as being flexible and adaptable to change to meet operational requirements
- Take responsibility for personal and professional development

Limited domestic travel may be required as part of this role.

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 CHATSWOOD OFFICE WILL BE RELOCATING TO SYDNEY CBD IN 2022

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	Natalie Klak, (07) 3838 0127
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Industry, Science, Energy and Resources

Vacancy VN-0697258

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date: Sunday 28 November 2021

Governance
Enterprise Legal

Job Title	Legal Counsel (Property & Procurement)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	\$117,000 - \$138,000
Classification	
Position Number	77291
Agency Website	http://www.csiro.au

Job Description

<https://jobs.csiro.au/>

The Opportunity

- Draw on your deep knowledge of property and procurement law in a government context
- Contribute to exciting projects such as the Square Kilometre Array project
- Provide high-quality legal advice across the organisation, supporting CSIRO's strategic objectives.

In the role of Legal Counsel (Property & Procurement), you will be a key member of the Enterprise Legal Team, providing high-quality, expert legal advice, tailored to meet the requirements and circumstances of internal clients.

Taking into account CSIRO's strategic objectives, the focus of this role will be in property and procurement matters, with the opportunity to work on exciting and unique projects such as the Square Kilometre Array (SKA) project (an international collaboration to build the world's largest radio astronomy observatory).

Duties

- Provide high-quality, pragmatic legal advice, documentation and decision-making support in relation to a wide range of property and procurement matters and transactions.
- Develop a deep understanding of CSIRO's strategic objectives, business operations, internal and external stakeholders, political context and relevant industry partners.
- Build relationships with key internal and external clients and strengthen the position of the Enterprise Legal Team as a "trusted advisor".
- Contribute to the ongoing legal education and capability building of CSIRO staff.
- Maintain confidentiality when dealing with personal and commercially sensitive information.
- Collaborate widely, communicate effectively and resolve challenges using creativity, reasoning and past experience.

Location: Black Mountain (Canberra) Australian Capital Territory (*other capital city locations may be considered*)

Salary: AU\$117k - AU\$138k plus up to 15.4% superannuation

Tenure: Specified term of 18 months

Reference: 77291

To be considered you will need:

To be considered you will hold a degree in law from an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the classification and duties of the Legal Counsel (Property & Procurement) role.

- A current Australian practising certificate or entitlement to hold an Australian practising certificate.
- A minimum of approximately four (4) years of post-admission experience, in the legal practice areas of property and procurement, either in private, in-house and/or government role(s).
- Deep and extensive technical knowledge and applied post-admission experience in property law and transactions, as well as procurement and probity matters, either in government and/or for government clients.
- The ability to work independently, autonomously, efficiently and effectively as one of CSIRO's primary property and procurement law advisers.
- Strong relationship building skills and a history of professional behaviours.
- A flexible approach and the ability to anticipate and manage problems in ambiguous situations.
- High-level communication and influencing abilities.
- A record of adherence to professional ethics and standards.

To see all the criteria required for success in this role, click on the 'Position Details' link below.

[Position Description](#)

Eligibility

To be appointed to this position you must be an Australian/New Zealand Citizen, or an Australian Permanent Resident currently residing in Australia.

The successful applicant will be required to obtain and provide a National Police Check or equivalent. Additional integrity checks may be required for specific roles which require security

clearance for working with children, Australian Government cybersecurity requirements or other identified security roles.

Notes

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work.

About CSIRO

At CSIRO Australia's national science agency, we solve the greatest challenges through innovative science and technology. We put the safety and wellbeing of our people above all else and earn trust everywhere because we only deal in facts. We collaborate widely and generously and deliver solutions with real impact.

Join us and start creating tomorrow today!

Diversity and Inclusion

We are working hard to recruit people representing the diversity across our society, and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

How to Apply

To apply online, please provide a CV and cover letter outlining your motivations for applying and your suitability for the role, paying particular attention to the requirements outlined in the [position description](#).

Applications Close

Sunday 28 November 2021 11:00pm AEDT

About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)

We imagine. We collaborate. We innovate. We are Australia's national science research agency. We solve the greatest challenges using innovative science and technology. At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues to unlock a better future for our community, our economy, our planet. We pride ourselves on recruiting the best talent - bold change-makers, imaginative problem solvers and people driven by impact, whose creativity and skill match their enthusiasm for science and innovation. Join us, and help unlock a better future for everyone.

To Apply

Position Contact	Wade Barker, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0697132

Department of Industry, Science, Energy and Resources

Closing Date: Wednesday 24 November 2021

Chief Information Officer
Digital Strategy and Cyber Security

Job Title	Strategic Business Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$107,777 - \$114,458
Classification	Executive Level 1
Position Number	509142
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

About the team

Digital Engagement are part of the Chief Information Officer (CIO) Group. We are a dynamic team who work on a wide range of ICT projects and activities at the strategic level to support the department's delivery of digital services and solutions.

Core functions of the team include:

- a digital 'front door'
- Organisational Change Management
- Agile expertise
- ICT training and
- strategic Project Management and Business Analysis streams.

Our ideal candidate

We are looking for a dedicated individual with analytical skills to drive excellence with in this strategic role.

Our ideal can candidate will:

- have 3 years Business Analysis experience with a thorough understanding of a project management methodology
- have a sound understanding of ICT concepts and an ability to learn new technologies quickly
- have significant agile methodology experience
- be able to demonstrate value-add at the strategic level by influencing executive level decisions for the benefit of the Department.

They will:

- be comfortable in a dynamic fast-paced environment
- be flexible and willing to collaborate in the team and across other teams
- have demonstrated success in business process improvement
- have proven ability to show initiative and problem solve
- have strong verbal and written communication skills
- have strong interpersonal skills and the ability to quickly build and maintain effective relationships.

Duties

As the Strategic Business Analyst, you will:

- Work effectively in an agile methodology within the wider Digital Engagement team
- Be actively involved in team leadership and develop junior staff
- Undertake analysis of complex divisional and departmental problems and recommend solutions for the Executive
- Provide project Business Analysis capability as required by executive priorities
- Engage with business areas to understand their ICT requirements and facilitate the development of business cases for new digital initiatives
- Maintain positive and collaborative relationships with internal and external stakeholders
- Provide effective guidance and support to the department through sound organisational knowledge and understanding of the services and solutions delivered by the CIO Group.

Eligibility

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

These positions require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level.

Notes

The Department has a flexible working policy, and for the next 6 months will be transitioning from lockdown to a minimum 3 days in the office, 2 days working from home. We highly encourage flexible working arrangements as long as they align with the business need.

This process is being used to fill immediate Executive Level 1 vacancy within the Branch. A merit pool may be established and used to fill future vacancies for 12 months from the date the vacancy was advertised in the Gazette.

The APS ILS Framework applies to this position. A guide to the ILS can be found on the APSC website:

<https://www.apsc.gov.au/working-aps/aps-employees-and-managers/classifications/integrated-leadership-system-ils/ils-guide-integr>

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Helen Shi, 02 6102 9304
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0697142

Department of Industry, Science, Energy and Resources

Closing Date: Wednesday 24 November 2021

Science and Commercialisation
Various

Job Title	Managers (Various roles)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$129,974 - \$139,938
Classification	Executive Level 2
Position Number	509148
Agency Website	http://www.industry.gov.au/

Job Description

<http://careers.pageuppeople.com/771/cw/en/listing/>

About the Division

The Science and Commercialisation Division supports and harnesses Australia's scientific expertise to drive innovation, enhance productivity and generate solutions to national and international challenges. We advise on and deliver significant parts of Australia's science and innovation system. This includes policies and programs that support basic research, business research and development, commercialisation and research translation, and collaboration between industry and the research sector – including Australia's world-class science agencies.

The division comprises four branches:

- Science Policy and Governance Branch
- International and Astronomy Branch
- Research and Collaboration Branch
- Commercialisation Branch.

It also works closely with Australia's Chief Scientist and her Office, and the Office of Industry Innovation and Science Australia.

Our ideal candidate

Our ideal candidates will thrive in a flexible, fast-paced and inclusive workplace. You will have a track record in delivering impactful advice and leading teams to achieve outcomes. You will have excellent interpersonal skills, and relationship management skills, with an ability to drive complex agendas, and you will be a good communicator, both verbal and written.

You will have demonstrated achievements in:

- Creating and maintaining productive working relationships with a range of internal and external stakeholders.
- Leading and managing a high performing, inclusive and collaborative team, and contributing to organisational objectives
- Communicating clear advice to senior executive and other audiences, presenting key issues and risks succinctly and with awareness of the broader context.
- Exercising judgement and the ability to manage competing priorities to deliver quality outcomes
- Creating a supportive team and inclusive workplace, providing support to colleagues at all levels.

Duties

We are looking to fill multiple roles across the division, working at the forefront of science and commercialisation policy and supporting delivery of major government programs. These roles involve a range of responsibilities, including:

- leading work on science policy issues, and providing strategic advice to Ministers and the department's executive
- supporting delivery of major government programs aimed at driving research, collaboration and commercialisation outcomes
- representing the department to a range of stakeholders, establishing strong relationships within the organisation, across the APS, and externally to deliver outcomes
- supporting the work of portfolio bodies such as the Office of Industry, Innovation and Science Australia, IP Australia, publicly funded research and national science organisations such as the CSIRO, ANSTO and Australian Institute of Marine Science.
- deliver briefing and other products for senior executive and Ministers on a wide range of issues related to science, research, industry collaboration and commercialisation policies and programs
- leading and managing a team to deliver outcomes in line with branch, division and departmental objectives, and play an active role as part of the branch's leadership team.

Eligibility

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

These positions require a Baseline security clearance. The successful applicants will be required to obtain and maintain a clearance at this level.

Notes

For further information about this job, please click on **Apply Now** to visit the department's Current Vacancies page.

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

About the Department of Industry, Science, Energy and Resources

The department drives growth and job creation for a more prosperous Australia, by facilitating economic transformation and boosting business entrepreneurialism. We facilitate the growth and productivity of globally competitive industries, by bringing together industry, energy, resources, science. We support the affordable, reliable, secure and competitive operation of energy markets for the long term benefit of the Australian community and industries through improving Australia's energy supply, efficiency, quality, performance and productivity. We also support the building of a strong scientific capability, business innovation, and the commercialisation of new ideas as critical requirements for productivity and economic growth. The department's Enterprise Agreement and policies provide for a flexible working environment to assist staff balance their work and home life. Staff and managers work together to balance the operating needs of the work unit with the needs of the individual. Options may include full time/part time working arrangements, working from home or other arrangements as agreed by all parties. The department is committed to a workplace culture that is respectful, inclusive, and diverse, where all employees have a sense of belonging and can bring their authentic whole selves to work every day. We encourage applications from Aboriginal and/or Torres Strait Islander people, mature age, people with disability, culturally and linguistically diverse people and people of the LGBTIQ+ community, including transgender, gender diverse, and intersex people. Please contact our Inclusion team at Inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss this in more detail. We strongly believe that diversity of experience, perspectives, and background will lead to a better environment for our employees and better outcomes for Australia.

To Apply

Position Contact	Anthony McGregor, 02 6102 8920
Agency Recruitment Site	http://careers.pageuppeople.com/771/cw/en/listing/

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Industry, Science, Energy and Resources

Vacancy VN-0697124

Geoscience Australia

Closing Date: Sunday 28 November 2021

Place, Space and Communities Division
Community Safety Field Operations and Engineering

Job Title	Fitter and Machinist
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$87,917 - \$101,767
Classification	APS Level 6
Position Number	16882
Agency Website	www.ga.gov.au

Job Description

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

The Field Operations and Engineering section, delivering innovative and expert field, operational, mechanical and electronic engineering skills to Geoscience Australia. The Technical and Engineering team plays a crucial role in positioning the section to deliver organisational programs by:

- Managing, prioritising and delivering technical, engineering and field support services and advice across Geoscience Australia land and marine field projects, including priority programs and mission critical activities.
- Working collaboratively with the Field Operations and Engineering Director to contribute your expertise to drive the development and sustainment of agency wide scientific operational and technical skills and knowledge

This role resides in the mechanical engineering workshop and is responsible for delivering high quality machining services using manual and CNC controlled machinery to the team. The role

also provides support to the design and fabrication areas of the workshop and field support services to the broader agency. **Duties**

Working with a level of independence, in this role you will:

- provide manual and CNC machining services to support section and client needs
- utilise subject matter expertise to provide technical guidance advice and requirements on concept designs
- work with engineering team, clients and external stakeholders to develop prototype designs
- manufacture scientific and technical equipment, systems and components, complete testing, installation, operation and maintenance
- provide support to design and fabrication areas
- adhere to and promote the Work Place Health and Safety requirements specific to a mechanical engineering work area and the broader public service work environment
- undertake field work duties to support GA programs
- undertake procurement of goods and services to meet section needs in accordance with Australian Government procurement framework
- contribute to building a positive team environment

Eligibility

- To be eligible for this position you must be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.
- Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

Notes

Diversity and inclusion: We value diversity in gender, age, disability, religion, sexual orientation and cultural background. We know that our work has the greatest impact when it is informed by diverse experiences and perspectives. We 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.

Accessible recruitment: We are committed to creating an inclusive and accessible workplace for all our staff, especially those who have a disability. If you require adjustments to the recruitment and selection process or require an alternative format to any of the application material, please contact us.

Health and wellbeing: We value the health, safety and wellbeing of our employees and offer flexible work practices and arrangements for our staff.

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 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	Andrew Hislop, 02 6249 9322
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0697177

Geoscience Australia

Closing Date: Wednesday 24 November 2021

Corporate Division
Data Policy and Informatics

Job Title	Data Engineer
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	\$87,917 - \$101,767
Classification	APS Level 6
Position Number	10824
Agency Website	www.ga.gov.au

Job Description

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

The Data Policy and Informatics section within the Digital Science and Information branch creates, implements, and promotes policies, platforms and tools that improve and support the quality, discoverability, accessibility, and general usability of Geoscience Australia's science data products. The section consults with internal and external research, government and industry partners to establish collaborative data frameworks, architectures and models within Geoscience Australia (GA) and across broader national and international communities of practice. The section innovates, builds and maintains tools, systems, processes and governance that enable digital data management, cataloguing and open data delivery.

The Data Engineer works within the Informatics team to design, implement and promote data pipelines

which make data more Findable, Accessible, Interoperable and Reusable (FAIR), and to facilitate machine to machine interactions with GA data. The Data Engineer works closely with other developers, data scientists and engineers within the Digital Science & Innovation (DiSI) division, as well as diverse stakeholders both within and external to GA.

Duties

In this role you will:

- Design, implement and support data transformation tools and data cleansing and preparation pipelines.
- Implement enhancements to the enterprise catalogue based on GeoNetwork
- Participate in projects to implement new data encodings and services conforming to international best practice and relevant standards.
- Help to design and implement data infrastructure to support best practice in data management, usage and publication at GA.
- Assist GA scientists in achieving best practice in all aspects of their data management, usage and publication.
- Work on science division projects as needed to design and implement components of data pipelines.
- Maintain an awareness of technology directions for open data and geospatial data.
- Contribute to discussions, sprints, daily stand-ups and other team-based activities.
- Interact and communicate effectively and positively with management, peers, service providers and clients.
- Contribute to system knowledge management practices such as sharing knowledge among the team and ensuring current documentation is made available.
- Participate in quality maintenance practices such as code reviews and walk-throughs.

Eligibility

- To be eligible for this position you must be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.
- Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

Notes

Diversity and inclusion: We value diversity in gender, age, disability, religion, sexual orientation and cultural background. We know that our work has the greatest impact when it is informed by diverse experiences and perspectives. We 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.

Accessible recruitment: We are committed to creating an inclusive and accessible workplace for all our staff, especially those who have a disability. If you require adjustments to the recruitment and selection process or require an alternative format to any of the application material, please contact us.

Health and wellbeing: We value the health, safety and wellbeing of our employees and offer flexible work practices and arrangements for our staff.

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>

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	Shyni Sasikale, 02 6249 9014
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0697248

IP Australia

Closing Date: Wednesday 17 November 2021

Customer Services
Patents Oppositions, Business Improvement and PBR Group Quality &
Examination Practice

Job Title	Assistant Director
Job Type	Full-Time, Ongoing
Location	various locations in NT NT, Various locations in WA WA, Various locations in SA SA, Various locations in NSW NSW, Various locations - ACT ACT, various locations in VIC VIC, Various locations - TAS TAS, various locations in QLD QLD
Salary	\$105,575 - \$118,824
Classification	Executive Level 1
Position Number	6581
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Duties

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 Peoples, People with Disability and LGBTIQ+ people are encouraged to apply for any advertised position, that they may be suitable for, within IP Australia.

- Undertake exciting and purposeful work that allows you autonomy and mastery
- High performing and passionate team with an empowering and agile culture
- Career advancement that's based on performance and ability.

Do you have highly developed leadership and organisational skills? Do you have excellent interpersonal skills at all levels? Do you exceptional analytical and reasoning skills? If so, we would love to hear from you!

The Assistant Director will work under the limited direction of the Director and take personal responsibility, in consultation with the Patent Examination Group AGMs, for leading and delivering on initiatives to support the continuous improvement of the Patent Examination Group's quality, efficiency, and customer-centricity. You will have the support of a small team and subject matter experts from the Patent Examination Group.

Position Duties

As the Assistant Director, you will:

- Work collaboratively and flexibly with the Patent Examination Group to support their key priorities.
- Provide clear and transparent communication and promote and support change.
- Support the section to deliver on its responsibilities

For additional information please click [apply now](#).

Eligibility

To be successful in this role:

- The successful candidate will hold Acceptance delegation or be able to demonstrate that they possess prior learning which can be recognised to quickly acquire this delegation.

Notes

You can expect to be notified of the outcome of your application 3 - 4 days after applications close, with interviews conducted approximately 1 week after the applications close.

The start date and location of the position is flexible. If working remotely, it will be your responsibility to ensure you have an appropriate internet connection.

This recruitment process will be used to fill current vacancies, as well as future ongoing and non-ongoing vacancies that may arise over the next 12 months in various similar roles within the Program.

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	Clinton McCarthur, 02 6283 7924
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0697253

IP Australia

Closing Date: Sunday 21 November 2021

Policy and Corporate
Policy and Stakeholders Office of the Chief Economist

Job Title	Economist
Job Type	Full-Time, Ongoing
Location	Various locations - TAS TAS, various locations in QLD QLD, Various locations in NSW NSW, Various locations - ACT ACT, various locations in VIC VIC, Various locations in SA SA, Various locations in WA WA, various locations in NT NT
Salary	-
Classification	APS Level 6
Position Number	6709
Agency Website	https://www.ipaustralia.gov.au/about-us

Job Description

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

Duties

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

- Diverse role which will keep you challenged to deliver successful outcomes
- Highly collaborative work environment with a passionate team of people
- Work in an environment that foster knowledge growth and expertise

Are you an Experienced economist? Do you have well-developed analytical, verbal and written communication skills with the ability to develop and present plans and reports? If so, we would love to hear from you!

IP Australia is seeking a highly motivated and qualified applicant, interested to contribute to IP Australia's efforts to analyse and improve how the IP system affects innovation, competition and trade in Australia and its global context.

This is a unique opportunity to join a high performing team tasked with analysing rich economic microdata, assessing and shaping policy, increasing operational excellence and driving engagement with domestic and international stakeholders. The team develops and analyses large and complex datasets – linking IP data to newly available microdata sources – using leading edge econometric techniques.

The successful candidate will contribute to IP Australia's economics research program and provide evidence-based advice to inform economic policy. Prospective candidates should have the ability to communicate analytical findings in written and verbal forms to expert and non-specialist audiences.

Position Duties

As an Economist, you will be responsible for the following duties:

- Propose and undertake policy relevant research independently
- Conduct and deliver robust economic/statistical analysis
- Collaborate with academics and other stakeholders on economic research
- Contribute to the production of high quality publications
- Communicate analytical findings to technical and non-technical audiences
- Provide considered economic advice on policy issues
- Represent the Office of the Chief Economist or IP Australia as necessary
- Deliver ad hoc analytical services to the agency's business groups

For additional information please click [apply now](#) Eligibility

To be successful in this role, you must have:

- Recent experience in applied economics or another quantitative research field is required.
- Aptitude for using data analysis software packages (e.g. Stata, R and/or Python) is desirable.
- The ideal candidate will have relevant tertiary qualifications in economics or a related discipline.

Notes

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	Michael Falk, 02 6283 2445
Agency Recruitment Site	https://www.ipaustralia.gov.au/about-us/careers/vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0697190

Civil Aviation Safety Authority Australia

Closing Date: Tuesday 30 November 2021

National Operations and Standards
Airworthiness and Engineering

Job Title	Branch Manager Airworthiness and Engineering (Affirmative Measure - Indigenous or Disability)
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	2787
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

CASA is seeking suitably qualified candidates to join the National Operations and Standards Division leadership team as Branch Manager, Airworthiness and Engineering. As an integral part of the Division's leadership team, the role is accountable for the development and delivery of initiatives which assure enhanced safety outcomes for the travelling public and aviation industry participants.

Along with the essential technical and regulatory skills and experience, the Branch Manager Airworthiness and Engineering will demonstrate highly developed capabilities to lead, develop and coach a multi-disciplinary team responsible for delivering certification and maintenance standards across a complex regulatory environment.

Duties

The Branch Manager, Airworthiness and Engineering Branch is responsible for the following deliverables, which represent an ongoing body of work:

- Lead CASA's certification and maintenance standards development and airworthiness functions, ensuring associated guidance material is delivered in an efficient and effective manner.
- Oversee the passage of Australian safety legislation through the regulatory review process, including stakeholder liaison, consultation, and communication, in association with other CASA stakeholders.
- Lead the development of clear policy and procedures which CASA's staff will use when determining compliance with initial and continuing airworthiness and licensing functions.
- Develop and coach staff within the Airworthiness and Engineering Branch to effectively interpret, provide advice and establish guidance on airworthiness and engineering functions to internal and external stakeholders including the Australian Transport Safety Bureau (ATSB), Airservices Australia, other government agencies, the aviation industry and the general public.
- Represent CASA at international airworthiness and engineering forums and with the senior airworthiness and engineering representatives of Australian industry.
- Manage the discharge of CASA's obligations under section 11 of the Civil Aviation Act 1988 through the oversight and management of appropriate workplans and systems, ensuring relevant obligations under the Chicago Convention, Australia's State Safety Program and Australia's participation in the International Civil Aviation Organization (ICAO) are achieved.
- Works supportively and cooperatively with Aboriginal and Torres Strait Islander peoples to achieve shared outcomes.
- Engages with Aboriginal and Torres Strait Islander employees in a sensitive, respectful and equitable manner.
- Promotes workplace safety, equity and diversity and participative management and environmental management practices in the workplace and act in accordance with CASA values and behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. Before you prepare an application, you must ensure you meet all the eligibility requirements:

- prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- candidates must be an Australian citizen and be able to obtain and maintain a Negative Vetting Level 1 security clearance.
- candidates must have significant experience leading in a Commonwealth, aviation organisation, or similar regulatory oversight environment.
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. This vacancy is available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

This position is identified as safety sensitive. The incumbent may be required to perform, or be available to perform, safety sensitive aviation activities, as defined in the relevant regulations. As this position is a safety sensitive position you will be subject to the requirements of CASA's Alcohol and Other Drugs Directive which includes a pre-employment alcohol and/ or other drug test and periodic (random) testing.

Notes

To be suitable for this role, you will have:

- Exceptional leadership capabilities and the ability to drive change in a multi-disciplined technical environment
- Highly developed interpersonal and stakeholder engagement skills with the ability to drive positive outcomes with a variety of internal and external stakeholders
- Extensive aviation maintenance and/or certification management experience at a senior level within the aviation industry or a regulatory authority
- Extensive knowledge of the Australian and/or other National Airworthiness Authorities' aircraft certification and maintenance legislation
- Demonstrated understanding of quality assurance and risk management principles
- Demonstrated understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.
- Professional engineering qualifications which would qualify for membership of the Institute of Engineers Australia
- Experience and formal qualifications in Project Management

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Chris Monahan, 02 6217 1625
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0697194

Civil Aviation Safety Authority Australia

Closing Date: Tuesday 30 November 2021

National Operations and Standards
Airworthiness and Engineering

Job Title	Branch Manager Airworthiness and Engineering
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	2787
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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- Demonstrated understanding of quality assurance and risk management principles
- Demonstrated understanding of the diversity of Aboriginal and Torres Strait Islander peoples, their cultures, and their issues and to be able to communicate respectfully with them.
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To Apply

Position Contact	Chris Monahan, 02 6217 1625
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Civil Aviation Safety Authority Australia

Closing Date: Monday 22 November 2021

Corporate Services
Business Transformation

Job Title	Team Leader Enterprise Portfolio Management Office (EPMO)
Job Type	Full-Time, Non-Ongoing
Location	Woden ACT, Brisbane QLD
Salary	\$104,764 - \$122,496
Classification	Executive Level 1
Position Number	1132
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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The Civil Aviation Safety Authority (CASA) conducts safety regulation of civil air operations in Australia, Australian civil airspace and the operation of Australian aircraft overseas.

The Business Transformation Branch is responsible for enterprise change management, the project portfolio office, continuous improvement services and CASA's Service Delivery Transformation (SDT) program. The SDT program presents an exciting time for CASA as it delivers new digital experiences, such as drone registration, for our external clients. This is a long-term program that is changing the way CASA operates and delivers services to clients.

The Team Leader, Enterprise Portfolio Management Office (EPMO) works under broad direction and exercises a considerable degree of independence to lead and manage a team responsible for guiding the successful delivery of complex programs and projects through the provision of strategic and operational guidance and support.

Duties

The Team Leader, Enterprise Portfolio Management Office uses high levels of judgement and is responsible for the following:

- Collaborating across CASA to lead enterprise portfolio management and delivering a high level of expert and consistent advice on a range of program/project management matters.
- Leading, developing and coaching a team to support the delivery of project outcomes and working cooperatively and collaboratively with other operational and project teams including program/project management, design, IT and client services.
- Delivering the project management capability program across CASA, coordinating and overseeing project managers to ensure appropriate alignment of skills to projects.
- Managing the collection, consolidation and analysis of program and project data to support effective decision making by strategic committees and the CASA Board.
- Maintaining the Project Management, Assurance and Benefits Management Framework including a standard set of practices, processes and templates for managing projects consistently and efficiently to reduce project related risk and costs and support successful delivery.

- Establishing and delivering a program of project assurance reviews on a regular basis to support effective project management, and monitoring and reporting on compliance to ensure the organisation adheres to agreed policies and standards.
- Promoting workplace safety, equity and diversity, participative management and environmental management in the workplace and acting in accordance with CASA's Values and Behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the Civil Aviation Act 1988. Before you prepare an application, you must ensure you meet the eligibility requirements:

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Notes

The ideal candidate will have the following skills and experience:

- Proven high-level skills and experience in leading and driving dynamic and complex organisation-wide portfolio management, using appropriate methodology, processes and tools.
- Demonstrated experience in the development of an enterprise wide program of work, and the conduct of risk-based project governance/assurance/health reviews, against a formal project management and risk framework.
- Demonstrated experience or ability to lead a small team to effectively deliver effective oversight of an enterprise portfolio of work that achieves strategic objectives.
- Qualifications in project management or auditing.
- Demonstrated knowledge and experience with project management methodologies including Agile.
- Demonstrated experience in continuous improvement and/or quality management and the monitoring, oversight and assessment of benefits realisation at an enterprise level.
- Excellent negotiation, facilitation and communication (verbal and written) skills to manage and influence a broad and diverse range of stakeholders, and drive innovative outcomes that support organisational priorities and strategies.

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To Apply

Position Contact	Michelle Massey, 03 9518 2715
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0697207

Civil Aviation Safety Authority Australia

Closing Date: Monday 22 November 2021

Corporate Services
Business Transformation

Job Title	Team Leader Enterprise Portfolio Management Office (EPMO) (Affirmative Measure - Indigenous or Disability)
Job Type	Full-Time, Non-Ongoing
Location	Brisbane QLD, Woden ACT
Salary	\$104,764 - \$122,496
Classification	Executive Level 1
Position Number	1132
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0697219

Civil Aviation Safety Authority Australia

Closing Date: Wednesday 24 November 2021

Corporate Services
Information Technology Branch

Job Title	Test Analyst (Affirmative Measure - Indigenous or Disability)
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$70,746 - \$76,735
Classification	APS Level 4
Position Number	1128
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Digital Solutions Section is responsible for maintaining the ICT applications that support the CASA 's objectives and strategic directions.

The Test Analyst reports to the Quality Assurance test Manager and works closely with other teams within the Section to deliver Quality Assurance / Test specialist services supporting CASA's strategic objectives.

The Test Analyst will be responsible for reviewing business requirements, functional design specifications, developing and executing test cases as well as provide key subject matter expertise across testing lifecycles, methodologies and processes.

Under the supervision of the Assurance and Analysis Team leads, the Test Analyst works closely with other teams within the Section to deliver Quality Assurance / Test specialist services supporting CASA's ICT applications.

Duties

The Test Analyst is responsible for the following deliverables:

- Identifying and preparing test cases, test data and providing input into the test execution plan.
- Execute tests and record results, linking blocked and failed test cases to respective defects.
- Demonstrated defect reporting and management experience – test dashboards & test matrix.
- Provide the team lead with test effort estimates and test status reports.
- Create workflows showing possible paths and outcomes for test case creation.
- Undertake formal review and/or peer review of own and other testing resources artefacts/ test cases.

- Liaise with the application team to determine a testable delivery schedule.
- Work closely with the team in Reporting, triaging, and monitoring defects.
- Undertake application performance testing and system verification.
- Contribute to workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*.

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australia citizen as this role requires a Baseline security clearance
- The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975' and under Section 27 of the Australian Public Service Commissioner's Direction 2016. This vacancy is available to Aboriginal and/or Torres Strait people, or people with disability. To be engaged under the Affirmative Measures provision, evidence of Aboriginal or Torres Strait Islander Australian heritage or disability may be required.

Notes

The ideal candidate will have the following skills and experience:

- Demonstrated understanding of test methodologies and processes.
- Proven experience in test design and execution including designing reusable test procedures, cases, and scripts with a keen attention to detail.
- Experienced and proficient in software testing techniques, authoring, review, and application of test cases.
- Ability to function across multiple simultaneous projects with overlapping timelines.
- Demonstrated knowledge of the software development lifecycle and agile development practices.
- Effective stakeholder management skills with the ability to communicate effectively at all levels and strengthen and maintain relationships.
- Strong analytical and problem-solving skills with the ability to quickly identify and document the root cause of an issue.

The following are desirable requirements for the role:

- Advanced skills in Microsoft office (Word, Excel, Visio, Project).
- Knowledge of Azure DevOps for test planning, defect management and traceability.
- Knowledge of EAP, SharePoint, AEM, CRM, ISSIS, ESB integration and across platform testing would be of advantage.

About the Civil Aviation Safety Authority Australia

"Safe skies for all—it begins with you." As part of CASA, you will: • be part of something bigger by contributing to aviation safety • be engaged in challenging and varied work • join a workforce that values diversity and inclusion • have time for what counts through opportunities to balance work and life • be recognised for your contribution. Who we are We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the input and ideas of others. What it's like here Now is one of the most exciting times to come to CASA. There are rapid and exciting changes in the aviation sector, with the expansion of emerging technologies in the use of remotely piloted aircraft, high altitude systems, space launch and recovery activity, urban mobility and artificial intelligence, and greater reliance on systems and data. This change drives the need for a diverse workforce with unique skills and capabilities focused on future aviation systems and capabilities. We seek and value people from diverse backgrounds and are committed to creating an inclusive work environment. We are a respectful workplace and expect ethical behaviour by all, aligned to our CASA

values; • Excellence—to strive to excel in all we do • Courage—to act with strength of character and conviction while being accountable for our actions • Teamwork—to work together to promote a strong, cohesive and highly effective workforce • Fairness—to ensure our actions and decisions are informed, consistent, risk-based, evidence driven and without bias • Integrity—our actions and behaviour are open, transparent and ethical • Respect—to engage with our peers, colleagues and the wider aviation community in a clear, concise and respectful manner at all times • Innovation—to challenge existing practices and look for opportunities to support effective continuous improvement. Through our CASA awards, people are recognised for innovation and continuous improvement, leadership at all levels, inclusive behaviour and going 'above and beyond' to assist the aviation community and colleagues. Where we are On average, we have 850 employees working out of nine offices around Australia in Cairns, Brisbane, Tamworth, Sydney, Canberra, Melbourne, Adelaide, Perth and Darwin. What's in it for you You will be supported to manage all areas of your life in an inclusive work environment, with attractive workplace conditions, including generous and accommodating leave provisions and flexible working arrangements. At CASA we support continuous learning and development with a comprehensive training calendar, studies assistance, certified technical training and leadership development. You will be provided with challenging, meaningful and diverse work. If you are excited and energised by change and innovation and you are looking to make a contribution to both aviation safety and the Australian public, join us and be part of CASA's ongoing transformation.

To Apply

Position Contact	Chad Abeywickrama, 02 6217 1475
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0697221

Civil Aviation Safety Authority Australia

Closing Date: Wednesday 24 November 2021

Corporate Services Division
Information Technology Branch

Job Title	Test Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	\$70,746 - \$76,735
Classification	APS Level 4
Position Number	1128
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

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

The Digital Solutions Section is responsible for maintaining the ICT applications that support the CASA 's objectives and strategic directions.

The Test Analyst reports to the Quality Assurance test Manager and works closely with other teams within the Section to deliver Quality Assurance / Test specialist services supporting CASA's strategic objectives.

The Test Analyst will be responsible for reviewing business requirements, functional design specifications, developing and executing test cases as well as provide key subject matter expertise across testing lifecycles, methodologies and processes.

Under the supervision of the Assurance and Analysis Team leads, the Test Analyst works closely with other teams within the Section to deliver Quality Assurance / Test specialist services supporting CASA's ICT applications.

Duties

Additionally, the Test Analyst is responsible for the following deliverables:

- Identifying and preparing test cases, test data and providing input into the test execution plan.
- Execute tests and record results, linking blocked and failed test cases to respective defects.
- Demonstrated defect reporting and management experience – test dashboards & test matrix.
- Provide the team lead with test effort estimates and test status reports.
- Create workflows showing possible paths and outcomes for test case creation.
- Undertake formal review and/or peer review of own and other testing resources artefacts/ test cases.
- Liaise with the application team to determine a testable delivery schedule.
- Work closely with the team in Reporting, triaging, and monitoring defects.
- Undertake application performance testing and system verification.
- Contribute to workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.

Eligibility

Employment with CASA is subject to conditions prescribed within the *Civil Aviation Act 1988*.

- At minimum, prospective CASA employees must undergo pre-employment screening. You must be willing to provide required information to successfully undergo a police record check.
- Must be an Australia citizen as this role requires a Baseline security clearance

Notes

The ideal candidate will have the following skills and experience:

- Demonstrated understanding of test methodologies and processes.
- Proven experience in test design and execution including designing reusable test procedures, cases, and scripts with a keen attention to detail.
- Experienced and proficient in software testing techniques, authoring, review, and application of test cases.
- Ability to function across multiple simultaneous projects with overlapping timelines.
- Demonstrated knowledge of the software development lifecycle and agile development practices.
- Effective stakeholder management skills with the ability to communicate effectively at all levels and strengthen and maintain relationships.
- Strong analytical and problem-solving skills with the ability to quickly identify and document the root cause of an issue.

The following are desirable requirements for the role:

- Advanced skills in Microsoft office (Word, Excel, Visio, Project).
- Knowledge of Azure DevOps for test planning, defect management and traceability.
- Knowledge of EAP, SharePoint, AEM, CRM, ISSIS, ESB integration and across platform testing would be of advantage.

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To Apply

Position Contact	Chad Abeywickrama, 02 6217 1475
Agency Recruitment Site	https://www.casa.gov.au/about-us/careers-casa

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0697180

Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Sunday 21 November 2021

Online Safety, Media and Platforms
Classification Operational Policy

Job Title	Executive Level 1 - Program Assistant Director
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Sydney NSW
Salary	\$108,264 - \$114,229
Classification	Executive Level 1
Position Number	37325
Agency Website	https://www.infrastructure.gov.au/

Job Description

<https://www.infrastructure.gov.au/departments/careers/index.aspx>

The department has an Individual Flexibility Arrangement (IFA) Framework for rewarding and retaining high performing ongoing Executive Level (EL) employees. EL employees may get the opportunity to access up to an additional 15% on top of the department's maximum standard pay point under this Framework.

Our Department Values

- We are **Collaborative** – we work together and with others across the system, to achieve our objectives and deliver for the Australian community.
- We are **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.

- We are **Informed** – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices.
- We are **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.
- We are **Accountable** – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

A little bit about us

The Department of Infrastructure, Transport, Regional Development and Communications is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences.

The Department's Online Safety, Media and Platforms Division leads the development of policy and regulatory responses which:

- Ensure all Australians can connect to media and online services safely
- Foster access and inclusiveness and underpin sustainable economic benefits to the community
- Protect and promote Australian news, culture, community identity and media diversity to support and inform democracy and civil engagement
- Sustain an efficient, vibrant and resilient Australian media industry

We are a busy Division, providing advice to Government on issues that affect the lives of all Australians. In a rapid changing global technology and media environment we are focused on identifying and responding to both current and emerging policy issues. Now is an exciting time to join the Division.

Classification Branch

The Classification Branch provides advice to the Minister for Communications, Urban Infrastructure, Cities and the Arts on classification matters. The Classification Branch also provides secretariat services to the Classification Board and the Classification Review Board, promotes compliance and provides classification training for both boards, industry and government.

We work with varied stakeholders including the states and territories (who are joint partners in the National Classification Scheme), the Classification Board and Classification Review Board, industry (including video gaming, cinema, video on demand and DVD) and community groups.

Duties

The opportunity we have available

We have a position based in Surry Hills, Sydney in the Classification Branch.

We are looking for people with relevant experience to work in the Classification Branch. We welcome applications from experienced Executive Level 1 Assistant Directors and high performing APS6 who are ready for a promotion.

A merit pool may be established for a period of 12 months from the date of this advertisement as a result of the selection process.

What will you do?

As an Executive Level 1 Assistant Director in the Classification Branch, you will be involved in an exciting and complex work program ahead to help shape the future of Australian media regulation in a market experiencing significant technological disruption and changing consumer patterns. We are working on a range of interesting projects on possible reforms to the National

Classification Scheme and the Classification (Publications, Films and Computer Games) Act 1995.

The successful officer will lead a small team to:

- Design, implement and manage programs to support and promote the National Classification Scheme
- Provide advice, supported by research and analysis on issues relevant to the operation and regulation of the films, computer games and publications sectors
- Prepare strategic advice and briefings for the Minister and senior executive including meeting briefs, submissions and presentations
- Develop and manage a range of stakeholder relationships with key agencies in the Portfolio and across Government, the content sector, and other organisations

The work you do will support the Minister for Communications, Urban Infrastructure, Cities and the Arts to deliver meaningful policy and programs which have a direct impact on the Australian community, and industry sectors.

What else can we offer?

There is also a range of other opportunities and benefits which we can offer you. This includes networking, training and development opportunities, mentoring and/or coaching, exposure to interesting pieces of work, and further career opportunities and progression.

- Exposure to high profile and interesting projects
- Networking opportunities across the department and wider APS
- Capability development opportunities focused on your individual career goals
- Mentoring and access to the department's Professional Coaching Scheme
- Flexible working arrangements where appropriate, including home based work

Who are we looking for?

We are looking for you, if you are keen to continue your future in strategic program management and are enthusiastic about relationship building.

The following core capabilities are key to this role:

- Thinks strategically and provides a high standard of advice on complex issues
- Manages and delivers on own and team deliverables and achieve desired outcomes
- Exercises sound judgement
- Uses a collaborative working style (internally and externally) with effective communication skills
- Strong organisational skills, and delivers projects on time and on budget
- Presents information that is clear, concise and easily understood by a variety of audiences
- Leads staff by providing a positive work environment, clear direction, constructive feedback, and builds capability

Eligibility

Eligibility requirements

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.

- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline 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](#).

How to apply

Applications for this opportunity close at **11.59pm AEDT Sunday, 21 November 2021**.

In applying for this position, you are not required to address individual selection criteria. Rather, you should provide a statement of no more than two pages outlining your background, capabilities and experiences, and how these align with the advertised role. You should also provide a CV, to a maximum of four pages. The capabilities and behaviours required to be successful for this role are identified in the 'Who are we looking for' section.

Your application should be received through the [department's online recruitment system](#).

Applications via Indeed will not be accepted.

If you experience any issues with the system please contact the Recruitment Team on 02 6271 1283 or via email to recruitment@infrastructure.gov.au to discuss an alternative way to submit your application. **Notes**

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

The Department is responsible for the design and implementation of the Australian Government's infrastructure, transport and regional development policies and programs, and is the lead agency for communications and the arts. We are at the forefront of the Australian Government's efforts to connect our communities, secure the nation's economic future, improve living standards, provide access to high quality communication services and ensure all Australians can enjoy diverse artistic and cultural experiences. The department's objectives: Connecting Australians, Enriching Communities and Empowering Regions represent the work we focus on daily to improve the lives and opportunities of Australians and all who live throughout our country. We do this by: • Building stronger communities through major infrastructure planning, investment advice and delivery, and strategic development of policies and programs. • Supporting a thriving aviation industry, connecting even our most remote residents with the rest of the country and the world. • Making sure that all transport users benefit from a safe and secure transport system. • Managing some of Australia's most significant infrastructure projects which affect the wider community, including regulating airports, implementing the Smart Cities Plan and the development of the Western Sydney Airport and the delivery of Melbourne to Brisbane Inland Rail. • Enabling all Australians to connect to effective communications services and technologies, including through the rollout of the National Broadband Network and the Mobile Black Spot Program. • Supporting inclusiveness and growth in Australia's creative sector, and protecting and promoting Australian content and culture. The department's objectives: Connecting Australians, Enriching Communities and Empowering Regions represent the work we focus on daily to improve the lives and opportunities of Australians and all who live throughout our country. We seek people with a wide variety of skills and competencies, and look for applicants who demonstrate they will strive to support the behaviours we seek to foster in our workforce. 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 Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

To Apply

Position Contact	Barbara Vosoba, 02 9289 7109
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0697195

Department of Infrastructure, Transport, Regional Development and Communications

Closing Date: Sunday 28 November 2021

Cities
Executive

Job Title	APS Levels 5 & 6 - Divisional Support Officers
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$76,160 - \$94,472
Classification	APS Level 5; APS Level 6
Position Number	37326
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

Our Department Values

- We are **Collaborative** – we work together and with others across the system, to achieve our objectives and deliver for the Australian community.
- We are **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.
- We are **Informed** – we have the expertise, knowledge and skills that we need to succeed, and we have good communication practices.
- We are **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.

- We are **Accountable** – we are rewarded and trusted to deliver, we are held accountable for the results and delivering with integrity, and we celebrate our success.

A little bit about us

The Regional, Cities and Territories Group is made of three divisions: Regional Development, Local Government and Regional Recovery; Cities; and Territories.

The three divisions in the Group work closely to ensure the Government's objectives for Regional and City Development are met through briefing, collaboration on working groups and steering committees and in communicating with our stakeholders.

About the Division:

The Cities Division is responsible for implementing the Australian Government's Cities and Regionalisation agenda through:

- bringing together three levels of government, the community and private sector to create place based partnerships called City Deals and Regional Deals. Focusing on aligning planning, investment and governance to accelerate growth and job creation, stimulate urban renewal and drive economic reforms.
- providing informed, consistent and influential advice to key stakeholders, including ministers, on the Australian Government's cities policy, through consultation, developing strategic policy for Australian Cities and future City and Regional Deals, including the provision of advice to the Government.

Duties

The opportunities we have available

Cities Division are seeking to fill an APS5 Divisional Support Officer position and an APS6 Divisional Support Officer position to undertake Divisional Support and Coordination functions for the Division. You will work in a fast-paced dynamic team environment, whilst demonstrating exceptional attention to detail and a high level of judgement.

Through this role you will assist the Executive Officer with day to day support, operations and coordination functions. Additionally, you will support divisional staff through the provision of support, advice and guidance.

A merit pool may be established for a period of 12 months from the date of this advertisement as a result of the selection process.

What will you do?

Duties for the APS Level 5 Divisional Support Officer include:

- Coordinate regular parliamentary processes such as Senate Estimates and Question Time Briefing;
- Coordinate requests for information across the Division, using judgment to allocate requests and apply timeframes, facilitating clearance by set deadlines;
- Provide research, analysis and advice on corporate issues relating to the operation of the Division;
- Undertake support functions such as recruitment and labour hire; and
- Other divisional support functions as required.

Duties for the APS Level 6 Divisional Support Officer include:

- coordinate secretariat services for identified governance bodies;
- Work under general direction to support the Executive Officer to provide support and coordination for the Division including:
 - Development and coordination of standardised divisional processes and guidance;

- Ongoing maintenance of induction material;
- Regular preparation of Corporate and Ministerial reporting; and
- Development of operational, support and business processes.
- Support requests from the Minister's Office and parliamentary processes ensuring that all responses, briefings and support material are processed; and
- Other divisional support functions as required.

Eligibility

Eligibility requirements

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

- **Citizenship:** To be eligible for employment with the Department of Infrastructure, Transport, Regional Development and Communications, applicants must be an Australian citizen. Only in exceptional circumstances will the department consider waiving this requirement.
- **Health Assessment:** The preferred applicant may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline 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](#).

How to apply

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Your application should be received through the [department's online recruitment system](#).

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Australians to connect to effective communications services and technologies, including through the rollout of the National Broadband Network and the Mobile Black Spot Program. • Supporting inclusiveness and growth in Australia's creative sector, and protecting and promoting Australian content and culture. The department's objectives: Connecting Australians, Enriching Communities and Empowering Regions represent the work we focus on daily to improve the lives and opportunities of Australians and all who live throughout our country. We seek people with a wide variety of skills and competencies, and look for applicants who demonstrate they will strive to support the behaviours we seek to foster in our workforce. 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 Indigenous Australians, people from culturally and linguistically diverse backgrounds, carers, LGBTQI+ and people with disability.

To Apply

Position Contact	Alicia Smith, 02 6274 6873
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers/index.aspx

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0697137

National Gallery of Australia

Closing Date: Tuesday 23 November 2021

Directorate
Facilities

Job Title	Lighting Technician (Electrician)
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	\$65,476 - \$71,174
Classification	APS Level 4
Position Number	7319
Agency Website	http://stage2.nga.gov.au/

Job Description

<https://nga.gov.au/aboutus/jobs/employment.cfm>

The Lighting Technician, reporting to the Assistant Manager Building Services and Trade, is responsible for maintaining and operating the Gallery's significant and unique lighting systems, with a specific focus on lighting for works of art on display. This position is located in the Building Services Section within the Facilities Management Department.

Duties

In accordance with APS 4 work level standards and reporting to the Assistant Manager, Building Services and Trade you will:

1. In collaboration with curatorial, design and exhibition staff, ensure display lighting and related services are lit to the highest possible standards, maintained and operational including:
 - i. Checking lighting systems operation and maintenance;
 - ii. Checking lighting infrastructure installation and maintenance;
 - iii. Supervision of contractors;
 - iv. Related building maintenance; and
2. Implement and maintain WHS system/s to achieve and maintain work health and safety standards.
3. Liaise with contractors, team members of the HVAC/Electrical cell and other Gallery staff.
4. Provide input into the development of work programs to ensure that labour, materials and drawings are available for programs to progress to completion within agreed budget and timetables.
5. Assist with the assessment and verification of works carried out by contractors.
6. Safely operate and maintain the Gallery's lighting control systems, fittings and fixtures.
7. Manage, coordinate and monitor the delivery of outsourced lighting maintenance services and associated projects.
8. Develop, coordinate and implement maintenance programs and ensure that documentation (including drawings and manuals) for the lighting system/s is appropriately maintained. **Eligibility**
 - Current Driver's licence.
 - Electrical Trade Certificate/Electrical Licence.
 - Licence to Perform High Risk Work (Boom Type EWP) or ability to obtain this licence.

Notes

How to apply

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

You do not need to address individual selection criteria, however, in your response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

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

About the National Gallery of Australia

The National Gallery of Australia (the National Gallery) is one of Australia's leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to inspire creativity, inclusivity, engagement and learning through artists and art. Our Mission is to lead a progressive national cultural agenda by championing art and its value in our lives. Our values include art for everyone, striving for excellence, creative engagement, courage and respect.

To Apply

Position Contact	Tui Tahi, (02) 6240 6601
Agency Recruitment Site	https://nga.gov.au/aboutus/jobs/employment.cfm

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Prime Minister and Cabinet

Vacancy VN-0697160

Australian Institute of Aboriginal and Torres Strait Islander Studies

Closing Date: Wednesday 24 November 2021

Collections Services
Collections Services

Job Title	Executive Director Collections Services
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	-
Classification	Senior Executive Service Band 1
Position Number	9995088
Agency Website	https://aiatsis.gov.au/

Job Description

<https://aiatsis.gov.au/about/work-us/current-vacancies>

The Executive Director Collections Services, as part of the senior leadership of the Institute, is accountable for growing and maintaining the world's most extensive collection of film, sound, art, writing, and objects preserving and celebrating Aboriginal and Torres Strait Islander knowledge, cultures, and histories, from a whole of Institute perspective. The Executive Director plays a leadership role in ensuring AIATSIS is a responsible custodian of all items held in this unique and diverse collection, guiding the strategic management and long-term safekeeping of all collection materials. To meet these responsibilities, the role manages and integrates the work of teams comprising highly specialised staff handling Collection Development and Management, Collection Services, and Preservation and Digitisation functions. As a member of the Senior Executive Board the role also helps shape the agency's Mission and Strategic Plan, working closely with the AIATSIS council.

The Executive Director Collections Services as part of the senior leadership of the Institute, is accountable for ensuring the proper accessioning and curation of the collection to preserve and make available the wealth

of knowledge and rich cultural heritage that it contains. The Executive Director works to continually enhance the accessibility of collection items. The Executive Director also ensures compliance with best practice collection management methods in accordance with national and international standards and policies. Respect for Indigenous Cultural and Intellectual Property rights must be at the forefront in managing collection acquisitions and access.

In addition, the Executive Director Collections Services delivers a strategic vision for the growth and long-term preservation of the collection. The role oversees the digitisation of newly acquired and existing collection items to preserve Aboriginal and Torres Strait Islander cultural heritage for generations to come. The role also builds relationships across the Collections Sector, contributing insights and forming collaborations with high-profile domestic and international institutions to lead the sector on appropriate management of Aboriginal and Torres Strait Islander cultural heritage materials. Where possible, the role facilitates the acquisition of cultural heritage materials held in private collections or overseas.

Duties

- lead the entire collections function within AIATSIS with a broad goal of growing and maintaining the collection, ensuring materials relating to Aboriginal and Torres Strait Islander knowledge, cultures, and histories are preserved, accessible, and effectively managed
- manage the work of staff responsible for cataloguing, curating, and conserving film, sound, art, writing, and objects held across multiple facilities in both Canberra and Alice Springs
- develop and implement plans and policies to support the digital transformation and long-term preservation of collection materials, and to continually build opportunities for people to encounter and engage with the stories of Aboriginal and Torres Strait Islander Australia
- contribute to the development and advancement of the AIATSIS Mission and Strategic Plan, working closely with the AIATSIS council as a member of the Senior Executive Board
- manage existing and new collection materials to ensure that all Aboriginal and Torres Strait Islander cultural heritage materials held by AIATSIS are appropriately accessioned, handled, respected, and valued
- oversee the availability of and establishment and management of access rights in relation to sensitive collection materials for research use, public awareness building, and/or any other uses with careful consideration of and respect for Indigenous Cultural and Intellectual Property rights
- promote and represent the work of the collection function within AIATSIS to external organisations and funding bodies at state, national and international levels and in the media as required.

Eligibility

KEY CAPABILITIES

- demonstrated ability to lead and mentor teams to build a high functioning unit with a shared sense of purpose and direction
- cultural competence in communicating and engaging with Aboriginal and Torres Strait Islander communities to create relationships built on mutual understanding, trust, and respect
- ability to effectively collaborate with and influence internal and external stakeholders at all levels while representing both the collection function and the agency
- strong project management skills across a range of different projects and initiatives, delivering on project goals on time and in line with expectations
- a strong understanding of the relevant long-term environmental factors affecting the sustainability of the collection and collection function
- an innovative and solutions-focused approach, particularly to support increasing digitisation and the long-term preservation of collection materials

KEY ACCOUNTABILITIES

Accountable to the CEO for:

- participation in the Senior Executive Board as part of collective whole of enterprise leadership
- advancing the AIATSIS mission and strategy and delivery of functions
- leadership and management of the Collections Services Group

Notes

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

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

About the Australian Institute of Aboriginal and Torres Strait Islander Studies

We are Australia's only national institution focused exclusively on the diverse history, cultures, and heritage of Aboriginal and Torres Strait Islander Australia. We house the world's most important and extensive collection of cultural information and material and we provide leadership, publish and promote greater understanding and appreciation of Aboriginal and Torres Strait Islander peoples. We create opportunities for people the world over to engage with and be transformed by the knowledge, the culture and the story of Australia's Indigenous peoples. We are Australia's national institution for leadership in Aboriginal and Torres Strait Islander research. We care for a priceless collection, including films, photographs, video and audio recordings as well as the world's largest collection of printed and other resource materials for Aboriginal and Torres Strait Islander studies. We undertake and encourage scholarly, ethical, community-based research in a variety of sectors, including health, native title, languages and education. Our publishing house, Aboriginal Studies Press, regularly publishes outstanding writing that promotes Australian Indigenous cultures. Our activities affirm and raise awareness of the richness and diversity of Aboriginal and Torres Strait Islander cultures and histories.

To Apply

Position Contact	Tricia Searson or Karina Duffey, (02) 6232 2200
Agency Recruitment Site	https://aiatsis.gov.au/about/work-us/current-vacancies

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Prime Minister and Cabinet

Vacancy VN-0697188

Workplace Gender Equality Agency

Closing Date: Tuesday 23 November 2021

Workplace Gender Equality Agency
Research, Analytics and Education

Job Title	Senior Data Analyst (Parental Leave Cover)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	\$83,809 - \$95,739
Classification	APS Level 6
Position Number	23842
Agency Website	https://www.wgea.gov.au

Job Description

www.wgea.gov.au

The Senior Data Analyst is a key member of the Research, Analytics and Education team that seeks to educate and influence positive change in Australian workplaces by:

- supporting the development of a community of practice platform, coordinating our communities of practice groups, education events, managing logistics and attendees through the Agency's customer relationship management system.
- developing and promoting informed, education resources for dissemination across various education channels (whether that be an eLearning platform, the website, or social media etc.)
- build gender equality expertise through education programs and resources particularly with public sector organisations

This role is critical in assisting with the management of the Agency's world-leading data set and the provision of comprehensive data and statistical services within the Agency. The key focus of this role is data analysis, the development of data visualisations, as well as the development and management of data quality processes across the life cycle of the Agency's data collection activities.

Please refer to the Application Package for full position description.

Duties

Over the 12 month (parental leave cover) period this role will be responsible for:

- conducting first ever analysis of gender equality data in Australia using location and age data
- developing data reports that drive strategic engagement with employers and public sector organisations in their action of Workplace Gender Equality
- building and drive the development of a suite of new data visualisations to be published on different communication channels using Tableau
- undertaking data analysis of new 2022 census data of Australian workplaces in late 2022

Key capabilities for success in this role include a proactive approach to problem solving and delivery of work, experience in data processing activities, working with large and complex datasets and an ability to critically assess results of data analysis to draw meaningful insights.

Please refer to the Application Package for full position duties. **Eligibility**

With at least 2 years of experience as a Data Analyst, and relevant Tertiary qualification or relevant work experience, you are someone who achieves results. You know how to use your technical proficiency in managing large complex datasets for statistical analysis to produce relevant data visualisations. You are proficient undertaking data management activities as they relate to the CRM, data warehouse and analytic tools across the data life cycle. Highly collaborative in your approach, you build positive working relationships with both your colleagues and external stakeholders using a respectful, proactive, solution-based approach. You can interpret and clearly communicate technically complex concepts using plain language relevant to intended audience.

You are passionate about positive change and have a knowledge or the ability to build your knowledge of issues relating to workplace gender equality and related principles, concepts, and practices.

Please refer to the Application Package for full position eligibility requirements.

Notes

This is a 12 month Parental Leave Cover non-ongoing contract position, December 2021 to the end of December 2022.

The filling of this vacancy is intended to constitute an affirmative measure under Section 27 of the Australian Public Service Commissioner's Direction 2016. This vacancy is open only to people with disability.

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

About the Workplace Gender Equality Agency

The Workplace Gender Equality Agency is an Australian Government statutory agency created by the Workplace Gender Equality Act 2012. The Agency is charged with promoting and improving gender equality in Australian workplaces. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender performance. Our staff are workplace gender equality specialists and provide industry-specific advice. We also work with employers to help them comply with the reporting requirements under the Workplace Gender Equality Act 2012. This reporting framework aims to encourage measures that improve gender equality outcomes and has been designed to minimise the regulatory burden on business. The Agency uses the reporting data to develop educational Competitor Analysis Benchmark Reports based on six gender equality indicators. The reports can be customised by industry and organisation size and enable employers to identify areas for focus, develop informed strategies and measure performance against peers over time. We are committed to promoting and contributing to understanding, acceptance and public debate of gender equality issues in the workplace. We work collaboratively with employers, business, industry and professional associations, academics and researchers, equal opportunity networks and women's groups and regularly speak at private and public events on workplace gender issues.

To Apply

Position Contact	Janin Bredehoeft, 02 9432 7000
Agency Recruitment Site	www.wgea.gov.au

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0697082

Services Australia

Closing Date: Wednesday 24 November 2021

Chief Financial Officer
Financial Systems and Operations Various

Job Title	APS 5 Financial Systems Business Analyst
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Canberra ACT
Salary	\$76,948 - \$83,032
Classification	APS Level 5
Position Number	EXT-APSL-2021-3722
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/careers

Job Description

<https://servicesaustraliacareers.nga.net.au/cp/?audiencecode=ext>

The Chief Financial Officer (CFO) Division manages Services Australia's budget of \$5.3 billion and administered payments of about \$200 billion on behalf of partner agencies, to ensure all Australians, no matter where they live, can quickly and easily access streamlined government services and support.

The CFO Division has an ambitious reform agenda to modernise and automate the finance function. We are looking for people who thrive on challenges and have strong leadership and management skills. Applicants should be energetic, critical thinkers with a demonstrated ability to undertake independent assessments and provide recommendations regarding the Agency's financial systems.

The CFO Division provides financial advice, contestability, control and assurance to the Agency based on the following principles:

- Financial information that is accurate, transparent, consistent, relevant and timely;
- Simple, helpful, respectful, quality, contestable and informed financial advice to assist Agency decision making, including finance business partners where it is efficient, effective and practical to do so;
- Standardised, centralised, and streamlined financial structures, processes, reporting and services, in order to remove duplication and reduce inefficiencies; and
- The automation of financial processes where it is efficient and viable to do so.

The CFO Division is seeking Finance Business Analysts (FBAs) to be part of the FSO Branch to work as part of a team to deliver on a number of finance system and process improvements. The FBAs will need to understand the agency's capabilities required to deliver finance services to customers and stakeholders.

Applicants are required to have the ability to gain knowledge, in relation to methodology, systems and procedures within the accounting system function and have the ability to translate this into operational business requirements. FBAs should be able to identify, define and validate solutions

that meet business needs, goals and objectives.

Applicants will contribute to the performance and management of complex financial systems and will be required to supporting policies, priorities and operational practices in support of the Agency's Master Plan given high level guidance **Duties**

- Contribute to the future direction of the CFO Division reform agenda, ensuring a high level of integration and consistency across financial systems.
- Be part of a team to implement and drive change and continuous improvement across the finance domain.
- Contribute to the analysis and documentation of financial systems issues and recommended course of action.
- Liaise with stakeholders to develop an understanding of their requirements and concerns in line with the agency's business objectives.
- Participate and provide support in identification of clear business requirements, including prioritising, organising and verifying the requirements.
- Assist with preparing textual statements, matrices, diagrams and formal models to contribute to the analysis of requirements.
- Identify potential issues or risks, track problems and escalate any issues, as appropriate

Eligibility

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 a requirement for the applicant to undergo and satisfy a national police history check, referee checks and an employment history integrity check and where relevant, a Working with Children and Vulnerable People Check.

A health clearance may also need to be completed. Any concerns raised in these checks will be further investigated. If you are currently, or have been, the subject of any disciplinary or Code of Conduct investigation(s) by an employer, you will be required to declare this in your application.

Applicants must be willing and eligible to undergo and maintain an Australian Government security clearance to the appropriate level, if applicable to the position.

You should be aware that Services Australia employees may be required to undergo ongoing suitability assessments as part of their employment with the agency.

Notes

A merit pool may be established and used to fill future vacancies within the next 12 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 Services Australia

Services Australia makes government services simple so people can get on with their lives. Our goal is to make it easier to engage with the services that Australians rely on. To achieve this goal, we are transforming the way we work to deliver a simple, helpful, respectful and transparent experience for customers.

To Apply

Position Contact	Alison Frewin, (02) 6223 4495
Agency Recruitment Site	https://servicesaustraliacareers.nga.net.au//cp/?audiencetypecode=ext

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Social Services

Vacancy VN-0697095

Department of Social Services

Closing Date: Wednesday 01 December 2021

Community Grants Hub
State Network

Job Title	Funding Arrangement Manager / Government Action Coordinator / Team Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	\$86,840 - \$97,609
Classification	APS Level 6
Position Number	516_11/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

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

The Department of Social Services develops policies and delivers programs that improve the wellbeing of individuals and families in Australian communities. We are building an inclusive workplace that embraces our employee's differences and diversity of backgrounds to realise our potential for delivering services aimed at enhancing the lives of vulnerable Australians.

The Community Grants Hub (the Hub) provides end-to-end grant management for Australian government departments, agencies and organisations. It oversees the management and delivery of grants from 12 locations across Australia.

The NSW/ACT State Office manages government-funded programs that are delivered through third-party service providers across NSW and the ACT. It also represents the department at the state/local level including gathering intelligence to inform policy design. We support the implementation of departmental initiatives which are aimed at improving the lives of our community's most vulnerable.

Duties

The Hub is looking for high performing, team-focused people to fill opportunities in Sydney.

As an APS Level 6 Funding Agreement Manager / Government Action Coordinator / Team Leader you will have the opportunity to work to your strengths and develop new capabilities by:

- contributing to a high-performing team culture that engages effectively with change
- providing leadership to staff and support their development
- demonstrating positivity and a solution-focused way of working to achieve results
- assessing and monitor the performance of grant recipients in accordance with grant agreement and program guidelines
- building strong relationships with grant recipients to assist them to deliver and manage issues and risks
- providing information about service delivery to relevant stakeholders
- maintaining knowledge of relevant program guidelines, legislation and policy frameworks
- identifying, documenting and escalating issues and risks
- preparing high quality accurate correspondence, submissions and briefings/responses
- adhering to standard processes and identify improvements.

Our ideal candidate has a positive attitude, curious mindset, strong work ethic, is able to work effectively with a range of people and has a passion for helping achieve outcomes for vulnerable Australians.

We are seeking people who build upon our positive work culture as a valued member of our close-knit team to achieve quality outcomes. You will anticipate, evaluate and manage risks through asking the right questions and planning the right responses. You will be a systems and strategic thinker who considers the future implications of potential solutions before recommending action. You may be leading a team and developing others.

To be successful in this role you will demonstrate that you are:

- a positive team member and collaborator able to use, or quickly learn to use, a range of corporate information technology systems and databases
- able to lead and develop staff
- a strong communicator, both verbal and written, with demonstrated ability to prepare a variety of correspondence and reports with some complexity
- able to deliver clear messages and seek information from internal and external stakeholders
- a planner who sees tasks through to completion and seeks feedback and guidance when required
- able to organise your own workload, produce high-quality work within timeframes and apply judgement as to when to escalate issues to senior staff
- able to develop sound knowledge of the role and functions of the department and understand how this relates to your work area
- able to develop a sound understanding of government guidelines and relate these to identified issues, applying sound judgement and reasoning.

The position is located in Sydney CBD.

Funded services are located throughout NSW ACT and some travel may be required to regional areas. **Eligibility**

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 12 months.

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 12 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services (DSS) helps to build a strong and fair society for all Australians by delivering social policies that improve people's lives. We are committed to creating a diverse and socially inclusive work environment that reflects the broader Australian community. The Department offers a challenging and meaningful career working at the centre of the Australian Government's social policy agenda. We are a people-based organisation that encourages flexible working conditions and opportunities for promotion and development in a career where you can make a difference to your community. The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural 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 encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department. The Department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

To Apply

Position Contact	Annie Chapman, 02 9942 5630
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Department of Social Services

Closing Date: Wednesday 24 November 2021

Community Grants Hub
State Network

Job Title	Grant Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Bendigo VIC, Melbourne VIC
Salary	\$79,283 - \$84,668
Classification	APS Level 5
Position Number	510_11/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

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

The Department of Social Services develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians. We are building an inclusive workplace that embraces our employee's differences and diversity of backgrounds to realise our potential for delivering services aimed at enhancing the lives of vulnerable Australians. The Community Grants Hub (the Hub) provides end-to-end grant management for Australian government departments, agencies and organisations. It oversees the management and delivery of grants from 15 locations across Australia.

The Victoria State Office manages government grants and funded service providers across Victoria. It also represents the department at the state/local level including gathering intelligence to inform policy design, and supports the implementation of the department's place-based initiatives.

Duties

The Hub is looking for high-performing, team-focused people for opportunities in Melbourne. A merit pool may be established from this process to fill potential future opportunities over the next 12 months.

A day in the life of a Grant Manager

Each day, you will have the opportunity to work to your strengths and develop new capabilities. Some of our priorities are to:

- Build strong relationships with grant recipients to assist them to deliver and manage issues and risks,
- provide insight about services and challenges to relevant stakeholders,
- assess and monitor the performance of grant recipients in accordance with grant agreement and program guidelines,
- contribute to a high-performing team culture that engages effectively with change
- demonstrate positivity and a solution-focused way of working to achieve results,
- maintain knowledge of relevant program guidelines, legislation and policy frameworks,
- identify, document and escalate issues and risks,
- prepare high quality accurate correspondence, submissions and briefings/responses,
- adhere to standard processes and identify improvements.

Our Ideal Candidate

Our ideal candidate has a positive attitude, curious mindset, strong work ethic, is able to work

effectively with a range of people and has a passion for helping achieve outcomes for vulnerable Australians. To be successful in this role you will demonstrate that you are:

- A positive team member and collaborator able to use, or quickly learn to use, a range of corporate information technology systems and databases,
- a strong communicator, both verbal and written, with demonstrated ability to prepare a variety of correspondence and reports with some complexity,
- able to deliver clear messages and seek information from internal and external stakeholders,
- a planner who sees tasks through to completion, seeking feedback and guidance when required,
- able to organise your own workload, produce high-quality work within timeframes and apply judgement as to when to escalate issues to senior staff,
- able to develop sound knowledge of the role and functions of the department and understand how this relates to your work area,
- able to develop a sound understanding of government guidelines and relate these to identified issues, applying sound judgement and reasoning.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 12 months. Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis. To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

About the Department of Social Services

The Department of Social Services (DSS) helps to build a strong and fair society for all Australians by delivering social policies that improve people's lives. We are committed to creating a diverse and socially inclusive work environment that reflects the broader Australian community. The Department offers a challenging and meaningful career working at the centre of the Australian Government's social policy agenda. We are a people-based organisation that encourages flexible working conditions and opportunities for promotion and development in a career where you can make a difference to your community. The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural 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 encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department. The Department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

To Apply

Position Contact	Annie Sherwood, 03 9643 1288
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0697227

Department of Social Services

Closing Date: Sunday 21 November 2021

Community Grants Hub
Health Grants

Job Title	Team Leader
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	-
Classification	APS Level 6
Position Number	474_10/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

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

The Community Grants Hub (the Hub) administers community-based grants on behalf of Australian Government departments, agencies and organisations. With over 1,000 staff and contractors across Australia, the Hub plays a critical role in designing, selecting, establishing and managing grants across the Australian Government.

The Department of Social Services develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians.

The Community Grants Hub (the Hub) provides end-to-end grant management for Australian government departments, agencies and organisations. It oversees the management and delivery of grants from 15 locations across Australia.

The Northern Territory Office manages government grants and funded service providers on behalf of the Department of Social Services and the Department of Health across the Northern Territory. It also represents the department at the state/local level including gathering intelligence to inform policy design, and supports the implementation of the department's place-based initiatives.

Each day, you will have the opportunity to work to your strengths and develop new capabilities. Some of our priorities are to:

- assess and monitor the performance of grant recipients in accordance with grant agreement and program guidelines
- build strong relationships with grant recipients to assist them to deliver and manage issues and risks
- provide information about service delivery to relevant stakeholders
- contribute to a high-performing team culture that engages effectively with change
- demonstrate positivity and a solution-focused way of working to achieve results
- maintain knowledge of relevant program guidelines, legislation and policy frameworks
- identify, document and escalate issues and risks
- prepare high quality accurate correspondence, submissions and briefings/responses
- adhere to standard processes and identify improvements.

Duties

As a Team Leader you will be responsible for the management of a small team that delivers high quality administration of grants on behalf of the Department of Health. You may also provide quality grant administration of complex or high risk grants.

The key responsibilities of the Team Leader role include but are not limited to:

- assessing and monitoring the performance of grant recipients in accordance with grant agreements and program guidelines
- maintaining knowledge of relevant guidelines, legislation and policy frameworks
- actively monitoring and managing grant performance, quality assurance and compliance with grant terms and conditions for complex or high-risk providers
- interpreting, analysing, escalating, and where appropriate, resolving issues impacting grant agreements
- liaising with service providers, and as appropriate, key stakeholders in Government and non-government organisations
- leading and managing a small team of grant managers that deliver programs to Australia's most vulnerable people
- creating and supporting on the job learning experiences and identifying opportunities where team members can expand their individual skills and knowledge
- supporting the Director and Assistant Directors to champion positivity and a solution focused culture within the team to achieve results and build capability
- participating in section business planning and assisting in implementing program and process reforms
- contribute to briefs, advice and messages for Ministers; Parliamentary Secretaries and Departmental Executives
- actively encourage a work environment that promotes a safe work environment, the APS Values and Code of Conduct and other ethical and legal frameworks that govern work and guide decision-making.

Our ideal candidate has a positive attitude, curious mindset, strong work ethic and passionate about helping achieve outcomes for vulnerable Australians.

To be successful in this role, you will demonstrate that you are able to:

- manage complex grant agreements
- lead and manage a team of staff to build capacity and deliver outcomes

- think strategically and analyse information to achieve results
- identify and resolve issues effectively using relevant legislative, policy and regulatory frameworks
- communicate with influence and engage professionally and positively with stakeholders to develop productive working relationships.

Eligibility

Some inter and intra state travel may be required. A current drivers licence is desirable, but not essential.

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

The suitable applicant must also obtain and maintain a security clearance conducted by the Australian Government Security Vetting Agency (AGSVA).

Applicants also must be able to establish their background as checkable to be considered eligible for a security clearance. Any gaps or periods of time spent overseas for 12 or more months (cumulative) that cannot be verified by an Australian referee is deemed uncheckable, rendering the applicant ineligible for a security clearance. Background history must cover 5 / 10 years (Baseline / Negative Vet 1 or Negative Vet 2) of employment, education, residential, criminal history and anything else specified by the AGSVA. The suitable applicant must be willing to disclose all relevant and required information to fulfil this process.

Notes

This recruitment process is being used to fill current and future ongoing and non-ongoing vacancies. A merit pool of suitable applicants will be created which may be used to fill future vacancies should they become available over the next 12 months.

Non-ongoing vacancies will be offered for a period of up to 18 months with the possibility of extension (up to a total period of 3 years). Some of these non-ongoing vacancies may become ongoing in the next 12 months.

Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the Department of Social Services

The Department of Social Services (DSS) helps to build a strong and fair society for all Australians by delivering social policies that improve people's lives. We are committed to creating a diverse and socially inclusive work environment that reflects the broader Australian community. The Department offers a challenging and meaningful career working at the centre of the Australian Government's social policy agenda. We are a people-based organisation that encourages flexible working conditions and opportunities for promotion and development in a career where you can make a difference to your community. The diversity of our staff is very important to us and we actively encourage applications from people with disabilities, LGBTIQ people, women and people with diverse linguistic and cultural 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 encourage applications from Aboriginals and Torres Strait Islander people for vacancies in the Department. The Department aims to provide an inclusive workplace where each person's unique perspectives and abilities are valued and applied in the development and delivery of meaningful social policy.

To Apply

Position Contact	Kim Riedel, (08) 8928 6350
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0697231

Department of Social Services

Closing Date: Sunday 21 November 2021

Community Grants Hub
Health Grants

Job Title	Grant Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	-
Classification	APS Level 5
Position Number	473_10/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

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

The Community Grants Hub (the Hub) administers community-based grants on behalf of Australian Government departments, agencies and organisations. With over 1,000 staff and contractors across Australia, the Hub plays a critical role in designing, selecting, establishing and managing grants across the Australian Government.

The Department of Social Services develops policies and delivers programs that support the lifetime wellbeing of Australians and their families. Our vision is to achieve the best health, wellbeing and safety of all Australians.

The Community Grants Hub (the Hub) provides end-to-end grant management for Australian government departments, agencies and organisations. It oversees the management and delivery of grants from 15 locations across Australia.

The Northern Territory Office manages government grants and funded service providers on behalf of the Department of Social Services and the Department of Health across the Northern Territory. It also represents the department at the state/local level including gathering intelligence to inform policy design, and supports the implementation of the department's place-based initiatives.

Each day, you will have the opportunity to work to your strengths and develop new capabilities. Some of our priorities are to:

- drive performance of grant recipients in accordance with grant agreements and program guidelines
- demonstrate positivity and a solution-focused way of working to achieve results
- maintain knowledge of relevant program guidelines, legislation and policy frameworks
- contribute to high quality, accurate correspondence, submissions and briefings/responses
- participate in quality assurance processes and identify opportunities for improvement.

Duties

As a Grant Manager in the Northern Territory Office, your day to day work will include some or all of the following (with support from your team leader):

- assessing and monitoring the performance of grant recipients in accordance with grant agreements and program guidelines
- building strong relationships with grant recipients to assist them to deliver and manage issues and risks
- providing information about service delivery to relevant stakeholders
- contributing to a high-performing team culture that engages effectively with change
- demonstrating positivity and a solution-focused way of working to achieve results
- maintaining knowledge of relevant guidelines, legislation and policy frameworks
- identifying, documenting and escalating issues and risks
- preparing high quality accurate correspondence, submissions and briefings/responses
- adhering to standard processes and identifying improvements.

Our ideal candidate has a positive attitude, curious mindset, strong work ethic, is able to work effectively with a range of people and has a passion for helping achieve outcomes for vulnerable Australians.

To be successful in this role you will demonstrate that you are:

- a positive team member and collaborator able to use, or quickly learn to use, a range of corporate information technology systems and databases
- a strong communicator, both verbal and written, with demonstrated ability to prepare a variety of correspondence and reports with some complexity
- able to deliver clear messages and seek information from internal and external stakeholders, and to create and maintain productive working relationships
- a planner who sees tasks through to completion and seeks feedback and guidance when required'
- able to organise your own workload, produce high-quality work within timeframes and apply judgement as to when to escalate issues to senior staff
- able to develop a sound understanding of government guidelines and relate these to identified issues, applying sound judgement and reasoning.

Eligibility

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

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To Apply

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Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0697232

Department of Social Services

Closing Date: Sunday 21 November 2021

Community Grants Hub
Health Grants

Job Title	Grant Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Darwin NT
Salary	-
Classification	APS Level 4
Position Number	471_10/21
Agency Website	https://www.dss.gov.au/about-the-department

Job Description

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

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Duties

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- demonstrating positivity and a solution-focused way of working to achieve results
- maintaining knowledge of relevant guidelines, legislation and policy frameworks
- identifying, documenting and escalating issues and risks

- adhering to standard processes and identifying improvements.

Our ideal candidate has a positive attitude, curious mindset, strong work ethic, is able to work effectively with a range of people and has a passion for helping achieve outcomes for vulnerable Australians.

To be successful in this role you will demonstrate that you:

- are able to build and sustain relationships within teams and with others
- can identify and implement improved work practices
- can communicate risks, problems and solutions to your team leader
- are able to provide accurate advice on issues
- can manage and prioritise your own workload and complete tasks in a timely manner and to a high standard

Eligibility

Some inter and intra state travel may be required. A current drivers licence is desirable, but not essential.

To be eligible for employment with Department of Social Services (the department), you must be an Australian citizen. An applicant's suitability for employment with the Department will be assessed through a pre-employment screening process. This will include an identity and criminal history background check.

Eligibility to obtain an Australian Government Security Clearance:

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To Apply

Position Contact	Kim Riedel, 08 8928 6350
Agency Recruitment Site	https://www.dss.gov.au/careers/vacancies/Pages/default.aspx

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Social Services

Vacancy VN-0697111

National Disability Insurance Agency

Closing Date: Tuesday 23 November 2021

Communications and Engagement
Executive and Corporate Communications

Job Title	EL1 Assistant Director of Executive and Corporate Communications
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Geelong VIC
Salary	\$106,275 - \$116,317
Classification	Executive Level 1
Position Number	1790_11/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The Executive and Corporate Communications team provides strategic advice, support and content development for the Chief Executive Officer (CEO) and members of the Executive Leadership Team (ELT) to support their internal and external communication and engagement activity.

Through effective management and ongoing improvement of the Agency's corporate communication channels, the team also supports the delivery of a quality Scheme by ensuring the Agency's staff and partners are informed and participants, providers, and the broader sector receive up to date information.

Duties

EL1 Assistant Director of Executive and Corporate Communications responsibilities may include but are not limited to:

- Delivering strategies and content that aligns with the NDIA's Corporate Plan, Participant Service Charter and Participant Service Improvement Plan.
- Preparing content for the CEO and ELT for key stakeholders, including staff and partner messaging, talking points and speeches for engagement purposes with a focus on risk, brand and reputation management.

- Managing the delivery and optimisation of corporate communication channels.
 - Supporting the established communications portfolio model.
 - Reviewing and implementing new systems and processes to ensure the communications and engagement function is efficient and embedded within the Agency.
 - Preparing high-quality, clear and accessible written content that meets the needs of participants and other audiences and aligns with the NDIS brand.
 - Analysing communications outcomes and leading discussions on how to build improvements into future activities.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation.

Notes

This position will be offered as Ongoing and/or Non-Ongoing. Non-Ongoing positions are for a specified term of up to 18 months, with the possibility of extension up to three years.

The non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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

About the National Disability Insurance Agency

There are around 4.3 million Australians who have a disability. Within the next five years, the National Disability Insurance Scheme (NDIS) will provide \$22 billion in funding a year to an estimated 500,000 Australians aged under 65, who have permanent and significant disability. For many people, it will be the first time they receive the disability support they need. The NDIS can provide all people with disability with information and connections to services in their communities such as doctors, sporting clubs, support groups, libraries and schools, as well as information about what support is provided by each state and territory government.

To Apply

Position Contact	Meg Savage, 0436 659 635
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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National Disability Insurance Agency

Closing Date: Tuesday 23 November 2021

Chief Financial Officer Division
Financial Control Branch Finance Projects

Job Title	APS 6 Finance Officer
Job Type	Full-Time, Ongoing; Non-Ongoing
Location	Adelaide SA, Geelong VIC
Salary	\$85,296 - \$94,300
Classification	APS Level 6
Position Number	1738_10/21_EXT
Agency Website	https://www.ndis.gov.au

Job Description

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

The APS6 Finance Officer is accountable under limited direction to undertake complex work that is guided by legislation, policies, procedures, standards, methodologies and precedents.

The position is a team membership position that may be required to perform work that involves team leadership and management responsibilities requiring the setting of priorities and managing workflows of a team.

Working in the Financial Control Branch, the APS6 Data Governance and Business Intelligence will coordinate and assume responsibility to undertake detailed or sensitive projects that may include performing varied activities involving many different and unrelated processes or methods that may impact on the strategic or operational outcomes that support the NDIA's objectives to "build a world-leading National Disability Insurance Scheme".

The position is responsible for actively managing key internal and external stakeholder relationships and may be required to represent and negotiate on behalf of the NDIA to advance the NDIA's interests across a range of forums.

Duties

Responsibilities may include but are not limited to:

- Deliver the Agency's continuous improvement initiative to automate the Agency's reporting in SAS, utilising the information in the Agency's data warehouse.
 - Working in a complex enterprise data warehouse environment to source information relevant for business and finance users.
 - Managing end-to-end uplift of the Agency's management reporting from a business and technical perspective including requirements, design, testing, training, and rollout.
 - Assist finance areas source, transform and interpret data into actionable metrics and insights to optimise their business.
 - Articulate complex information into simple messages that can be consumed by key stakeholders with varied levels in the Agency.
 - Work closely with Agency's Business Intelligence and Data Services team to progress the Financial Control Branch's data assurance and reporting requirements.
 - Provide training to develop an effective Finance function of skilled users in SAS Enterprise Guide and Visual Analytics.
- (NOTE: the key responsibilities of the role are based on current priorities and may change over time)

Essential Skills

- Advanced Microsoft Excel skills (including VBA).
- Highly developed skills in data analysis and report development including experience in using data visualisation tools such as Power BI, Tableau or SAS Visual Analytics.
- Ability to interpret and transform data into presentable dashboards.
- Good business acumen, with keen desire to analyse and improve the business.

Desirable Skills

- Exposure to data governance principles and processes
- Good understanding of data repository systems (business intelligence infrastructures)
- Experience in SAS Enterprise Guide (including coding with SAS and SQL)
- Experience in working with financial information
- Experience in working with SAP financial systems and/or Customer Relationship Management Systems
- Experience in a Federal Government finance environment
- Experience in SAS Visual Analytics
- Experience with a variety of programming languages (R, Python, etc.)

Eligibility

Successful candidates will be required to undergo a pre-employment National Police History check, and provide evidence of Australian Citizenship. Failure to do so may jeopardise your offer of employment.

Dependent on the role the appropriate working with children and/or vulnerable people checks may need to be undertaken as per State Legislation

Notes

This position will be offered for a specified term of up to 18 months, with the possibility of extension up to three years.

This non-ongoing position may become ongoing. Should the position become ongoing then the Order of Merit established through this selection process may be used to fill the vacancy on an ongoing basis.

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To Apply

Position Contact	Neha Pathak, 0436 946 789
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Australian Taxation Office

Closing Date: Wednesday 24 November 2021

ATO Corporate
Video Production

Job Title	Digital Experience Officer (Video Production)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	\$79,880 - \$84,682
Classification	APS Level 5
Position Number	EXT_ATOC_1524_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking professionals with a passion for video production to join our upbeat and dynamic Video Production team.

As a Digital Experience Officer (Video Production), in our ATO Corporate business line, you'll be part of a robust team that specialises in video production using Agile methodologies.

You'll develop high quality pre and post production video and other multimedia material that support the ATO's organisational priorities. You'll be technically sound in all aspects of video production including filming, lighting and editing to create programs for a variety of live and on-demand media. This includes directing both professional actors and non-professional clients to deliver engaging presentations onscreen.

You will provide accurate specialist advice and recommendations to clients on live and on-demand video products. You'll work with the team to develop innovative strategies and encourage a culture of continuous improvement.

Eligibility

Notes

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 12 months. Should a position become ongoing then the merit pool established through this selection process may be used to fill the vacancy.

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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	Tiffany Poke, (02) 6216 8085
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0697061

Australian Taxation Office

Closing Date: Monday 22 November 2021

Superannuation and Employer Obligations
Small Business Readiness & Practice Management

Job Title	Procedures Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Chermside QLD, Gosford NSW, Upper Mount Gravatt QLD, Hobart TAS, Melbourne VIC, Adelaide SA, Perth WA, Moonee Ponds VIC, Townsville QLD
Salary	\$110,473 - \$120,439
Classification	Executive Level 1
Position Number	EXT_CEG_1521_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking dedicated, enthusiastic and motivated leaders to join our **Client Engagement Group (CEG)**

As a **Procedures Manager**, you'll lead a team who drives improvements in the staff and client

experience. You will manage allocated resources and workflows, set work area priorities, and develop strategies.

Your expertise will be utilised to design contemporary practices, products and communication strategies that support administrative and technical decision making. Through collaboration with key partners you will create robust products, services and support tools.

Eligibility

Notes

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 12 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	Emma Morrissey, N/A
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0697063

Australian Taxation Office

Closing Date: Monday 22 November 2021

Superannuation and Employer Obligations
Small Business Readiness & Practice Management

Job Title	Procedures Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gosford NSW, Hobart TAS, Adelaide SA, Chermside QLD, Melbourne VIC, Moonee Ponds VIC, Perth WA, Townsville QLD, Upper Mount Gravatt QLD
Salary	\$86,247 - \$99,027
Classification	APS Level 6
Position Number	EXT_CEG_1525_21
Agency Website	http://www.ato.gov.au/careers

Job Description

<https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext>

Duties

We are seeking dedicated, enthusiastic and motivated staff to join our **Client Engagement Group (CEG)**

As a **Procedures Officer**, you'll join a team who drives improvements in the staff and client experience. Your expertise will be utilised to design and implement contemporary practices, products, work processes and communication strategies that support administrative and technical decision making. Through collaboration with key partners you will create robust products, services and support tools for the organisation and wider public.

Eligibility Notes

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.

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To Apply

Position Contact	Tarnya O'Neill, N/A
Agency Recruitment Site	https://ato.nga.net.au/cp/index.cfm?audienceTypeCode=ext

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Treasury

Vacancy VN-0697189

Royal Australian Mint

Closing Date: Wednesday 24 November 2021

Royal Australian Mint
Human Resources

Job Title	Human Resources Manager
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	\$126,978 - \$141,971
Classification	Executive Level 2
Position Number	712
Agency Website	https://www.ramint.gov.au

Job Description

<https://www.ramint.gov.au/employment-opportunities>

Human Resources Manager

- Executive Level 2
- Ongoing – Full Time
- \$126978 to \$141971

We are looking for a permanent Human Resources Manager to work on a full time basis. This ongoing employment opportunity is available to all members of the community.

About Human Resources Branch

Human Resources (HR) comprises of a team of professionals providing outstanding, people focused, proactive and effective solutions and services for all Royal Australian Mint (the Mint) staff. Our success is achieved by understanding our business and operating as a partner to our internal and external clients and stakeholders. We strive to deliver responsive, innovative and practical solutions and services.

The HR team operate in a manner that supports the Mint values and achievement of the business objectives. We do this by providing tailored, quality human resources services and products and in ensuring a high level of expert support and advice. The Human Resources team will provide the support and advice to Mint's Senior Management to enable them to meet their own team

objectives.

Duties

About Individual Role

Reporting to the CEO, the Human Resources Manager will be responsible for the operational and strategic delivery of HR services by developing and implementing key change management strategies and services to improve staff and business performance. The HR Manager will provide leadership and advice across all areas of human resource strategy and identify, develop and implement solutions across a range of HR functions. These functions include workforce planning, managing for performance, industrial relations, organisational restructuring, employee relations, organisational development and staff development. This role also provides leadership and management to the HR Branch which comprises of the HR Operations, Staff and Development and Rehabilitation and Wellness Teams.

The HR Manager, in consultation with the CEO and the Senior Management Team, has responsibility for developing a positive culture, aligned to Mint values and which fosters accountability, innovation and continuous improvement. The HR Manager will contribute towards a healthy and safe environment by acknowledging and appreciating differences, valuing people for their skills, competencies and their contribution to the Mint's success to encourage cross cultural awareness and understanding to create an environment that is culturally sensitive, inclusive and socially responsible.

To be successful in this role, the HR Manager will possess the capacity to provide leadership, help to facilitate change and achieve business outcomes while recognising and accommodating the interdependencies across branches.

Within this environment and as a member of the Mint's Senior Management Team, the HR Manager is responsible for:

- Lead and implement best HR practices and principles within budget to ensure efficient and effective strategic and operational performance.
- Lead and manage a multi-disciplined HR Branch to support and guide the team
- Identify, design and implement general HR strategies, policies and processes to achieve agreed outcomes relating to: organisational design, organisational change, performance management, workforce and strategic planning and other HR activities inclusive of effective negotiation and consultation with staff.
- Exercise delegations when required under the relevant legislation such as PS Act 1999, PGPA Act 2013 and SRC Act 1988
- Develop effective and collaborative relationships with Executive, the Mint Senior Managers, and key stakeholders that are based on trust, integrity, credibility and the ability to deliver.

Eligibility

About you

To be successful in this role, you will need:

- Professional qualifications and/or experience in providing high level strategic direction, advice and support on a broad range of people management issues to a functionally diverse workforce
- Demonstrated leadership capacity with experience in people and resource management
- Strong problem solving and analytical skills to exercise careful judgement on problems that may involve a high level of complexity
- Sound strategic knowledge and understanding of how human resources can address and solve business challenges and a record of achievement in delivering results
- High level negotiation skills and experience in representation in various internal and external arenas
- Excellent oral and written communication skills, including the ability to present a position with clarity and confidence
- Demonstrated professional ethical standards and persona integrity in dealing with sensitive personnel matters
- Demonstrated knowledge of contemporary HR principles with a strong understanding of their application in the public sector

For more information on the role, please refer to the Role Statement.

Notes

How to apply

Applications will need to be submitted through our recruitment portal on the Employment Opportunities page of the Mint Website at Employment Opportunities | Royal Australian Mint (ramint.gov.au)

Please submit your application by 11:30pm on Wednesday 24 November 2021. To be considered for this position, you will need to upload:

- A cover letter
- A current resume including the contact details of two referees
- Application - Claims against the selection criteria, demonstrating your understanding of the role and giving details on how your skills and experience meet the required capabilities detailed on the Role Statement. Please go to the Mint's website (see Agency Link) to find the Role Statement which gives the job description and selection criteria for this role.

Should you have any questions regarding the role, please contact Ms Marga van den Heever (02) 6202 6995.

Information on applying for a job in the Australian Public Service can also be found at the Employment page of our website.
Applicants must be Australian Citizens and be prepared to undergo and maintain a security clearance to the appropriate level.

About the Royal Australian Mint

To Apply

Position Contact	Marga van den Heever, 02 6292 6995
Agency Recruitment Site	https://www.ramint.gov.au/employment-opportunities

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