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APSJobs - Weekly Vacancy Notices

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The date of publication of this Gazette is PS46 Weekly Gazette Thursday (Vacancy Notices) - 19 November 2026.pdf. The date of publication establishes the date the vacancy was notified in the Gazette for the purpose of 25(1)(b) of the Australian Public Service Commissioners Directions 2022.

For gazette lodgement inquiries email: contact@apsjobs.gov.au

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

2025/2026 Christmas / New Year arrangements (Gazette)

For promotion notices published in APS Gazettes PS49, PS50 and PS1 the Merit Protection Commissioner has extended the period of time applicants may submit an application for review. This decision was made in accordance with subsection 24(2)(a)(ii) of the Public Service Regulations 2023 which continues pursuant section 114 of the Public Service Regulations 2023, subsection 21(2)(c)(ii) of the Public Service Regulations 2023 and the Parliamentary Service Determination 2024 Clause 68(2)(a)(ii).

The new dates are:

Gazette PS49: Applications are accepted until 5pm local time, Thursday 8 January 2026.

Gazette PS50: Applications are accepted until 5pm local time, Thursday 8 January 2026

Gazette PS1: Applications are accepted until 5pm local time, Thursday 29 January 2026.

Local time means 5pm in the State or Territory in which the application is made. Applications made overseas must be received by the Merit Protection Commissioner by 5pm Australian Eastern Daylight Time. For questions about the timeframes for promotion review applications over the Christmas/New Year period, please email review@mpc.gov.au or phone (02) 8239 5330.

Vacancies

Vacancy VN-0774473

Australian Electoral Commission

Closing Date:Sunday 29 November 2026

Service Delivery Division
Delivery and Support Branch Event Management and Delivery Assurance

Job Title	Senior Project Officers, Event Management and Delivery Assurance
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-215 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Event Management and Delivery Assurance team sits within the Delivery and Support Branch and assists in delivering key objectives to prepare the AEC for electoral events. The team manages the AEC's metrics program and Election Compliance and Monitoring (ECAM) function to coordinate the national election financial forecasting framework and national declaration of poll process. The Event Management and Delivery Assurance team supports data-driven planning and decision-making, monitors federal election budgets and manages the election dashboard.

The Event Management and Delivery Assurance team also manages and supports critical election systems, including the public-facing Tally Room and Media Feed, and develops funding forecasts

to support election planning and resource allocation. By analysing data and insights from electoral events, the team helps drive continuous improvement, strengthen operational readiness, and support the delivery of trusted electoral outcomes.

Duties

The Event Management and Delivery Assurance team is looking to engage multiple Senior Project Officers to support the preparation and delivery of critical electoral operations and services. This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

The APS6 Senior Project Officer supports the Event Management and Delivery Assurance team in managing the AEC’s metrics and data program. This includes contributing to the development and continuous improvement of the program while ensuring effective performance monitoring and reporting. The role supports the team by providing analysis to inform operational, tactical and strategic decision-making while maintaining effective data governance to ensure the reliability and integrity of organisational metrics.

The Senior Project Officers may also support the Election Compliance and Monitoring (ECAM) section by analysing, interpreting and reporting data from a range of sources to support compliance, monitoring and integrity activities.

To excel you’ll have:

We are seeking motivated and capable professionals who can demonstrate the skills, knowledge and experience required to perform successfully in this role, including:

- Demonstrated proficiency in the Microsoft Office suite, including advanced Microsoft Excel skills, and experience analysing quantitative and qualitative data to support business outcomes.
- Proven capacity to analyse and interpret data and translate findings into clear, concise reports, briefs and other analytical products that support decision-making, governance and performance monitoring.
- Demonstrated ability to analyse sensitive and complex issues and contribute to the development, coordination and implementation of operational procedures and project activities.
- Ability to provide accurate advice, guidance and reports on key metrics and team deliverables to support informed decision-making.
- Proven capacity to exercise sound judgement and communicate decisions effectively while building productive relationships with stakeholders across a geographically dispersed network.
- Ability to manage competing priorities, apply critical thinking and exercise sound judgement to deliver high-quality outcomes that support the AEC’s strategic direction.
- Demonstrated ability to work autonomously while contributing effectively as part of a team to achieve shared objectives and organisational outcomes.

Eligibility

- AEC employees must be Australian citizens.

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Electoral Commission

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

To Apply

Position Contact	Cheyanne Sutton, CoreWorkforce@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0774658

Australian Electoral Commission

Closing Date:Sunday 29 November 2026

Corporate Services Division
Finance, Property and Portfolio Management Branch Procurement and Contract Management

Job Title	Senior Procurement Officers, Procurement and Contract Management
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AEC support flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026-218 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

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

The Finance, Property and Portfolio Management Branch is responsible for supporting the AEC to meet its obligations under the Public Governance, Performance and Accountability Act 2013 (PGPA Act) for the efficient and effective use of public resources.

The Branch consists of seven sections: Financial Accounting and Services, Management Accounting, Budgets and Capital Investments, Capital Works, Property and Facilities Management, Enterprise Change and Portfolio Management Office and Procurement and Contract Management. The team works collaboratively, sharing knowledge and supporting each other to deliver high-quality outcomes in a fast-paced environment.

The Procurement and Contract Management Section takes a strategic approach to procurement to ensure that all AEC business areas receive fit-for-purpose support and advice. In addition to advising on procurement and contract management matters, the team also provides business partnering support throughout the procurement and contract management life-cycle. The team is also responsible for the management of the AEC’s procurement to pay system.

Duties

This is an exciting opportunity to join the AEC and contribute to work that has a direct impact on Australia's democratic processes.

As a Senior Procurement Officer in the Procurement and Contract Management Section, you will provide advice and support on procurement, probity and contract management activities. In this role, you will help ensure compliance with the Commonwealth Resource Management Framework, including the Public Governance, Performance and Accountability Act 2013 (Cth) and associated policies and rules.

Working under limited direction, you will provide complex procurement and contract management advice within a business partnering framework across the AEC.

To excel you'll have:

We are seeking motivated and capable professionals who can demonstrate the skills, knowledge and experience required to perform successfully in these roles, including:

- Demonstrated knowledge of the Commonwealth Resource Management Framework, including the Public Governance, Performance and Accountability Act 2013 (Cth), Commonwealth Procurement Rules and associated policies, and how this knowledge has been applied in a procurement environment.
- Proven ability to provide high-quality advice on complex and potentially sensitive procurement, probity and contract management matters.
- Ability to analyse complex issues and contribute to procurement strategies, policy development and project outcomes.
- Experience developing, implementing and maintaining procurement arrangements, including panel arrangements and contract management strategies.
- Demonstrated ability to establish and implement contract management practices and frameworks that support effective oversight and value for money outcomes.
- Experience monitoring compliance and preparing reports that support governance, assurance or decision-making requirements.
- Excellent written and verbal communication skills, with the ability to build and maintain productive relationships with internal and external stakeholders.

Desirable

- Relevant qualifications and/or experience in business, procurement or contract management.
- PSP40616 Certificate IV in Procurement and Contracting.

Eligibility

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Nadia Collins, 02 5120 7637
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/

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Vacancy VN-0774458

Australian Naval Nuclear Power Safety Regulator

Closing Date:Thursday 26 November 2026

Australian Submarine Agency
Director General

Job Title	Assistant Directors - Nuclear Regulations Specialists
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brindabella Business Park ACT, Garden Island WA
Salary	$124,393 - $140,315
Future Merit Locations	Adelaide, Brindabella Business Park, Garden Island
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit Pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	ANNPSR/06427/26
Agency Website	www.annpsr.gov.au

Job Description

https://defencecareers.nga.net.au/?jati=5D3483A4-ECE6-1221-EFDC-ED7A6ECB6A87

Duties

The Role

The AUKUS Submarine Optimal Pathway will establish major naval nuclear facilities at HMAS Stirling, Garden Island and Henderson (WA), and Osborne (SA), to support the arrival of Virginia Class submarines and construction of SSN-AUKUS in Australia., The Australian Naval Nuclear Power Safety Regulator (ANNPSR) is looking for EL1 Assistant Director – Nuclear Regulations Specialists to assure the safe development and operation of these capabilities and the operation of naval nuclear power by Australia.

In this role, you will apply nuclear safety and radiological protection principles within a high-hazard environment, contributing to licensing decisions and conducting monitoring and compliance activities. ANNPSR is developing teams that focus on assuring the safety of naval nuclear power-related shore facilities and in preparation for the arrival nuclear powered submarines. You will contribute to the design of procedures and systems where they do not yet exist, and be expected to build your skills and competence as the Australian Naval Nuclear Power program develops.

You will be required to communicate clearly, and exercise sound decision-making, while incorporating scientific and engineering expertise into the nuclear safety decisions you will be making. You will lead inspection teams, oversee regulatory activities for facilities and submarines, and support development of regulatory frameworks, procedures and stakeholder relationships.

Subject to training (including overseas), successful applicants may be accredited as Inspectors under the ANNPS Act 2024 and are expected to pursue ongoing professional development.

NOTE: Due to the training and development requirements for this role, international travel will likely be required, with some roles requiring individuals to live and work abroad in either the United Kingdom (UK) or the United States of America (USA) for up to 3 years. ANNPSR may require employees to undergo additional assessments to ensure suitability for overseas placements.

About our Team

The Regulations and Licencing Branch is composed of a diverse range of technical and operational backgrounds working together to promote nuclear safety and compliance of the AUKUS program.

As part of the team, you will be working at the cutting edge of regulating the Australian Naval Nuclear Power capability, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities including:

- **World-Class Training & Development** - Access structured learning programs, including specialist nuclear safety training, mentoring and opportunities for long-term overseas placements with US and UK partners.
- **Diversity of Technical Exposure -** Every day at ANNPSR will be different, you will be working across technical challenges for both nuclear and non-nuclear systems, developing and implementing Australian first regulatory policy and working with national and international partners on achieving sovereign and trilateral goals.
- **Safety-First Culture** - Work in an environment where safety, integrity, and accountability are at the heart of the organisation. Our nuclear safety culture is built on responsibility, respect, excellence and honesty.
- **Commitment to Growth** - We invest in your development—building technical expertise and critical thinking skills so you can thrive in complex, high-pressure environments. You will work alongside Australian Public Service, Military and industry experts in multidisciplinary teams delivering capability.
- **Inclusive & Diverse Workplace** - We value diverse perspectives and experiences. Your curiosity, adaptability, and questioning mindset will be encouraged in a collaborative environment that fosters a strong nuclear safety culture.

Our Ideal Candidate

As an EL 1 Assistant Director - Nuclear Regulations Specialist you will be required to demonstrate a range of skills, however the specific competencies below are considered critical to success within the Regulation and Licensing Branch.

- **Decide and initiate** - Deciding, taking responsibility and calculated risks, taking initiative and generating activity, in particular in a technical field.
- **Apply expertise** - Applying, developing and sharing specialist and detailed technical expertise, understand organisational priorities and contributing to continuous improvement.
- **Learn and research** – Problem solve, including in collaboration with others. Integrate technical and regulatory knowledge rapidly, to support informed decision-making and organisational learning.

- **Persuading and influencing** – Making an impact, gaining agreement, negotiating, persuading, convincing, promoting ideas, managing conflict.
- **Cope with pressures and setbacks** - Coping with pressure, keeping emotions under control, balancing work and personal life, keeping optimistic, handling criticism

Eligibility

Security Clearance:

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

Mandatory Qualifications:

To be eligible for these roles, you will need to meet one of the following criteria:

- Hold a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer. These positions may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Fellow/Member of Royal Institution of Naval Architects or demonstrate the ability to obtain such status within 12 months or
- Hold an academic or vocational qualification in a relevant science, technology, engineering or mathematics discipline, or equivalent skills and work experience.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Naval Nuclear Power Safety Regulator

The Australian Naval Nuclear Power Safety Regulator is Australia’s independent authority for naval nuclear power. It is established under the Australian Naval Nuclear Power Safety Act 2024. The agency is responsible for licensing and monitoring Australia’s nuclear-powered submarine activities to ensure they are compliant with the law, and take action if they are not. The Australian Naval Nuclear Power Safety Regulator is accountable to the Commonwealth Parliament, which represents the Australian people. We are a small, independent Agency who offer flexible working arrangements and are committed to continuous learning through a range of formal and informal professional development opportunities. We offer a truly unique career opportunity for capable people with curious minds. Our team are committed to the highest standards of naval nuclear power safety regulation and are seeking people who share the same dedication.

To Apply

Position Contact	Maya De Jong, maya.dejong@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=5D3483A4-ECE6-1221-EFDC-ED

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Vacancy VN-0774542

Australian Naval Nuclear Power Safety Regulator

Closing Date:Thursday 26 November 2026

Australian Naval Nuclear Power Safety Regulator
Director General

Job Title	Nuclear Regulatory Technical Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brindabella Business Park ACT, Garden Island WA
Salary	$99,733 - $112,431
Future Merit Locations	Adelaide, Brindabella Business Park, Garden Island
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	ANNPSR/06403/26
Agency Website	www.annpsr.gov.au

Job Description

https://defencecareers.nga.net.au/?jati=FEE68DBE-272D-C59E-3498-ED7AAC4148FA

Duties

The Role

The Nuclear Regulatory Technical Officer supports the Regulations and Licensing Branch of the Australian Naval Nuclear Safety Regulator (ANNPSR) in executing its regulatory and associated compliance functions:

- Conduct regulatory compliance activities including submarine related inspections and audits within ANNPSR's jurisdiction.
- Support the development of documentation for licence assessments, compliance monitoring and enforcement activities.
- Assist with licence application assessments, including providing technical evaluations on application artefacts.
- Undertake education and engagement activities with the regulated community, including prospective ANNPSR licence holders. Subject to suitability and completion of the Inspector certification pathway, successful candidates will be designated as an Inspector under the **ANNPS Act 2024.**

NOTE: Due to the training and development requirements for this role, international travel will likely be required, with some roles requiring individuals to live and work abroad in either the United Kingdom (UK) or the United States of America (USA) for up to 3 years. ANNPSR may require employees to undergo additional assessments to ensure suitability for overseas placements.

About our Team

The Regulations and Licensing Branch is composed of a diverse range of technical backgrounds working together to promote the nuclear safety and compliance of the AUKUS program. As part of the team, you will be working at the cutting edge of regulating Defence Naval Nuclear capability, supported by professionalisation pathways so you can continue to develop, along with unique and varied career opportunities including:

World-Class Training & Development

Access structured learning programs, including specialist nuclear safety training, mentoring and opportunities for long-term overseas placements with allied programs. You'll have the opportunity to experience the diverse nuclear industry already well established in Australia and, potentially, those beyond our borders. Your interest in engineering, science or technology, or all three, can lead you into a specialised career pathway that has previously been inaccessible in Australia.

Safety-First Culture

Work in an environment where safety, integrity, and accountability are at the heart of the organisation. Our nuclear safety culture is built on responsibility, respect, excellence and honesty.

Commitment to Growth

We invest in your development—building technical expertise and critical thinking skills so you can thrive in complex, high-pressure environments. You'll work alongside industry experts and in multidisciplinary teams delivering capability.

Inclusive & Diverse Workplace

We value diverse perspectives and experiences. Your curiosity, adaptability, and questioning mindset will be encouraged in a collaborative environment that fosters a strong nuclear safety culture.

Dynamic Work Environment

Our team is involved in an array of Regulatory functions that champion naval nuclear safety across the entirety of the AUKUS project. Alongside the evolving demands of this multi-decade project, you'll enjoy a structured work environment that allows for personal and professional flexibility and growth.

Our Ideal Candidate

As an APS 6 Nuclear Regulatory Technical Officer, you will be required to demonstrate a range of skills, including:

- **Apply expertise** – Apply, develop and share specialist technical and regulatory expertise, including interpreting complex safety requirements and contribute to continuous improvement.
- **Learn and research** - Integrate technical and regulatory knowledge rapidly, to support informed decision-making and organisational learning.
- **Cope with pressures and setbacks** - Maintain resilience and professionalism under operational pressure, adapting effectively to challenges.
- **Follow instructions and procedures** - Consistently apply procedures and safety standards, maintaining disciplined commitment and full compliance with legal and operational requirements.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

To be eligible for an APS 6 Engineering Professional Systems position, you will require a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer; or Engineer;

Or

To be eligible for an APS 6 Technologist/Technician Platform Systems position, you will require an academic or vocational qualification in a relevant science, technology, engineering or mathematics discipline, or equivalent skills and work

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Naval Nuclear Power Safety Regulator

The Australian Naval Nuclear Power Safety Regulator is Australia's independent authority for naval nuclear power. It is established under the Australian Naval Nuclear Power Safety Act 2024. The agency is responsible for licensing and monitoring Australia's nuclear-powered submarine activities to ensure they are compliant with the law, and take action if they are not. The Australian Naval Nuclear Power Safety Regulator is accountable to the Commonwealth Parliament, which represents the Australian people. We are a small, independent Agency who offer flexible working arrangements and are committed to continuous learning through a range of formal and informal professional development opportunities. We offer a truly unique career opportunity for capable people with curious minds. Our team are committed to the highest standards of naval nuclear power safety regulation and are seeking people who share the same dedication.

To Apply

Position Contact	Maya De Jong, Maya.DeJong@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FEE68DBE-272D-C59E-3498-ED

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Vacancy VN-0774664

Australian Security Intelligence Organisation

Closing Date:Monday 30 November 2026

Job Title	AEE2 Director Intelligence and Director Vetting Services
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD
Salary	$161,682 - $191,321
Future Merit Locations	Canberra, Sydney, Melbourne, Adelaide, Perth, Darwin, Brisbane
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	02720262027
Agency Website	www.asio.gov.au

Job Description

www.asio.gov.au/careers

The Organisation

The Australian Security Intelligence Organisation (ASIO) protects Australia and Australians from threats to their security. ASIO's people are ordinary Australians but they do extraordinary things – they are our most important asset. To be successful, we need talented people who are highly capable, dedicated, adaptable and resilient.

We seek to reflect the community we protect. ASIO is committed to fostering a diverse and inclusive environment, where all staff are valued and respected. We welcome applications from all eligible candidates, irrespective of gender, sexual orientation, ethnicity, religious affiliation, age or disability. We are culturally and linguistically diverse, language skills enhance our collective ability to protect Australia. Aboriginal and Torres Strait Islander peoples are encouraged to apply. We are secretive about what we do, not what we value.

At a time when Australia's security environment is dynamic, diverse and degrading, our work is more important than ever. Join the mission and make a difference every day.

The opportunity

We are seeking high-performing, strategic executive leaders to fill current and future AEE2 Director Intelligence and Director Vetting Services roles. We invite applications from experienced professionals to contribute expertise across a variety of specialist areas, including:

- Intelligence analysis assessment and advice
- Human intelligence operations
- Intelligence operations planning, support and assurance
- Vetting coordination and business services.

A merit pool may be created to fill future vacancies which have the same or similar requirements to this position. This merit pool will be valid for up to 18 months.

Duties

Responsibilities

As a Director Intelligence in ASIO, you will:

- Lead high-performing analytical or operational teams to achieve critical intelligence goals.
- Empower teams to develop their analytical assessment or operational tradecraft capability to enable them to contribute to Australia’s national security.
- Building and maintaining productive partnerships across government and with key stakeholders to drive high-value outcomes.
- Provide vision and meaningful direction by articulating functional strategic objectives and aligning work activities, and monitoring workflows and resources to ensure goals and outcomes are achieved within appropriate timeframes.
- Drive a culture of innovation to deliver mission outcomes, create efficiencies and find alternative ways of doing business.

As a Director Vetting Services in ASIO, you will:

- Lead stakeholder engagement, lead teams and formal acceptance of deliverables. Work with cross-functional teams—including Facilities, HR, Recruitment, Legal, Policy, Business, IT, and Data—to define and deliver program requirements outside the organisations scope.
- Oversee vendor contracts and schedules, lead monthly contract reviews, manage variations, and negotiate future work. Ensure the vendor delivers on its signed commitments.
- Manage the program schedule and monthly stakeholder reporting. Lead risk, financial, and scope control. Support the with status reporting, meeting logistics, and forward work planning.

Eligibility

What you will bring

We are seeking candidates with the following capabilities:

- Demonstrate enterprise leadership to achieve organisational change and strategic objectives.
- Proven experience leading teams to deliver outcomes.
- Ability to communicate with influence and translate information for others through written and verbal means.

- Strong interpersonal and liaison skills, and the proven ability to develop and maintain effective working relationships with internal and external stakeholders (including law enforcement and intelligence partners in Australia and overseas).
- A highly-developed understanding of legislation, policies and procedures, and strong operational risk management skills.

Ability to provide impartial advice, apply exceptional judgement, demonstrate critical thinking and logical reasoning, and build these capabilities within teams.

You are not required to address each capability separately in your application. Consider providing examples that illustrate multiple capabilities at once.

Refer to ASIO’s Core Capability Framework to understand what is expected at each level for each capability.

Eligibility

To be eligible to work at ASIO, you must be:

- an Australian citizen
- Reasonable adjustments

Please let us know if you require any additional assistance or reasonable adjustments during any stage of the recruitment process in order to fully participate in the recruitment process or the workplace. This may include reasonable adjustments to assessment methodologies to enable full participation.

Notes

What we offer you

ASIO provides a number of benefits to its staff including:

- A competitive salary, including a 7.5% allowance for maintaining a TOP SECRET-Privileged Access (TS-PA) security clearance.
- Employer superannuation contributions of 15.4%.
- A variety of leave options in addition to the standard 4 weeks annual leave, including stand down between Christmas and New Year.
- Flexible working arrangements. Please note due to our unique working environment, work from home options are not available.
- Study assistance, including financial support and study leave for tertiary education.
- Access to 7 staff-led diversity and inclusion networks.
- Access to an Employee Assistance Program (EAP).

Location

Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Darwin.

Relocation assistance is available if required.

We advertise positions nationally to reach the broadest audience. Please refer to the above location before applying.

How to apply

ASIO officers' identities are protected by law. Under section 92 of the ASIO Act, the only declared ASIO officers are the Director-General and Deputy Directors-General. Due to the need to protect our people's identities, 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 do not use third-party providers and platforms to draft, review or submit applications unless specifically listed in the contact information in this candidate information pack. Only apply for positions through the official ASIO current vacancies page or the relevant site listed in this pack. Applications must be kept in the strictest of confidence. For any questions, please refer to the contact information above.

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

- A written pitch of up to 500 words that addresses the required capabilities for the role. Use examples to demonstrate how your skills and experience meet the capabilities.
- A current CV, no more than 2 pages in length, outlining your employment history, the dates and a brief description of your role, as well as any academic qualifications or relevant training you have undertaken.
- Details of 2 referees, which must include a current or former supervisor. ASIO will not contact your referees without advising you prior to doing so.

Before applying read the ASIO People Capability Framework and Core Capability Guide, both available on the ASIO website. To increase your chances of success, tailor your application responses to align with the relevant capabilities and levels outlined in these frameworks.

Use of artificial intelligence in recruitment processes

ASIO does not use any form of artificial intelligence (AI) at any point in the recruitment process.

All applications are reviewed by a selection panel. We recognise some applicants may use AI technologies to draft applications or prepare for interviews. If you wish to use AI, we recommend doing this only for initial drafts and ensure that your application is personalised and accurately reflects your skills, experience and qualifications.

Additionally, be aware of the privacy policies of any AI tool you use. Be mindful of the information you are entering into AI tools (personal details, work history, etc) and how using it may link you to potential ASIO employment, noting that you are expected to be discrete and maintain confidentiality with your application.

If you are invited to attend interview, the use of AI tools and recording devices during interview is strictly prohibited. Should AI tools or recording services be detected, your application, and any future applications may be discontinued.

The recruitment selection process

Our selection process is rigorous and extensive. All employment decisions and selection processes at ASIO are based on merit principles and candidates must be prepared to undergo various selection stages. The stages may include application assessment, eligibility checks, online testing, skills-based assessment and interview. We ask all applicants for their patience throughout the process.

Employment conditions

Employment is under the Australian Security Intelligence Organisation 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.

Australian Workplace Equality Index

ASIO has achieved the Australian Workplace Equality Index (AWEI) Gold Standard in 2024, 2025 and 2026, recognising ASIO’s inclusion work and positive culture. ASIO was the first Australian intelligence agency to achieve this status.

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

About the Australian Security Intelligence Organisation

To Apply

Position Contact	ASIO Recruitment, 0262637888
Agency Recruitment Site	www.asio.gov.au/careers

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- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0774618

Australian Signals Directorate

Closing Date:Sunday 06 December 2026

Job Title	ASD 5 & 6 Data Analysts
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$95,159 - $119,654
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	As per the Information Pack
Classification	APS Level 5;APS Level 6
Position Number	ASD/06627/26
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

The Opportunity

As a Data Analyst at ASD, you will play an essential and hands on role in working with stakeholders to capture their reporting requirements and helping to translate those into reports,

including data visualisations and dashboards. The role will also be heavily involved in supporting and growing the existing reporting capability, including capturing and checking changes to underlying data on a regular basis.

A Data Analyst will play a critical role in supporting the enabling functions of one of the largest organisations within the National Intelligence Community.

Key Duties

ASD 5 Data Analyst:

- Develop and maintain data analysis solutions using scripting and programming languages (e.g. Python, SQL or equivalent) to support reporting, data validation, trend analysis and decision-making.
- Contribute to the design and implementation of automation solutions that improve data collection, transformation, quality assurance and reporting processes across complex business workflows.
- Engage with stakeholders to understand business objectives and reporting requirements, translating these into meaningful metrics, reporting products and analytical solutions.
- Under limited supervision, you will contribute to the build and maintenance of reporting, including the development of dashboards and other business intelligence.
- Provide support in the use of the Atlassian tool suite, in particular Jira & Confluence, for reporting and tracking of REDSPICE program performance.
- Coordination and administration of support for users, including onboarding new users onto the Atlassian tool suite and coordinating user participation in training courses.
- Under limited supervision, contribute to ad hoc reporting and analysis tasking, while performing quality assurance on data captured from source systems.
- Support the build of interactive forms allowing users to capture data for reporting purposes, including via Microsoft Lists and SharePoint.
- Provide support for reports, presentations, and other materials to demonstrate the team’s reporting capabilities and elicit feedback.
- Engage with internal and external stakeholders to understand their expectations and concerns, in order to provide tailored reporting and support for decision-making.
- Build and sustain effective relationships and actively participate in teamwork and group activities.

ASD 6 Data Analyst:

- Design, develop and maintain advanced analytical solutions using programming and scripting languages (e.g. Python, SQL or equivalent) to extract insights from complex datasets and support organisational decision-making.
- Lead the identification, design and implementation of automation and workflow optimisation initiatives to improve reporting capability, data quality and operational efficiency.
- Provide technical guidance on data analysis methodologies, automation approaches and business intelligence solutions to support capability uplift across the team.

- Build and maintain a range of reporting to stakeholders, including dashboarding and other business intelligence solutions, with a particular focus on the use of Power BI.
- Supervision of junior Commonwealth staff and/or contractor resources.
- Understand business objectives and requirements, and translate them into clear and understandable business metrics.
- Support the use of the Atlassian tool suite, in particular Jira & Confluence, for reporting and tracking of REDSPICE program performance.
- Contribute to ad hoc reporting and analysis tasking, while performing quality assurance on data captured from source systems.
- Coordinate and lead analysis and interpretation of patterns and trends to identify and communicate insights to stakeholders.
- Building interactive forms, allowing users to capture data for reporting purposes, including via Microsoft Lists and SharePoint.
- Development and delivery of reports, presentations, and other materials to demonstrate the team's reporting capabilities and elicit feedback.
- Engage with internal and external stakeholders to understand their expectations and concerns, in order to provide tailored reporting and support for decision-making.
- Build and sustain effective relationships and actively participate in teamwork and group activities.

Further information can be found at: I'm changing my career | Australian Signals Directorate (asd.gov.au).

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner's Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Duties

Our ideal candidate is passionate, curious and keen to learn and apply their skills and experience in pursuit of the broader ASD mission. Applicants who have experience with project and program management are also strongly encouraged to apply.

Key attributes and experience we are looking for:

- Analytical thinker and problem solver with a details focus.
- High level of organisational and planning skills.
- Strong interpersonal skills for building and maintaining professional stakeholder relationships.
- A team player who values teamwork and performs well in a diverse and integrated environment.

Eligibility

To be eligible for employment with ASD, you must meet all of the following eligibility criteria:

- **Australian Citizenship** - Applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waivered.
- **Organisational Suitability Assessment** – The preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).
- **Security Clearance** - It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.
- **Health Assessment** - The preferred applicant may be required to undergo a medical examination conducted by the Agency's preferred medical provider.

Please ensure that you meet the eligibility requirements outlined in this Information Pack prior to submitting an application.

Notes

Desirable Qualifications, Experience or Training

- Experience in data reporting and analysis, including building reports for use by a range of stakeholders.
- Experience in the use of the Atlassian tool suite, in particular Jira and Confluence, for reporting and/ or project management (desirable).
- Experience with programmatic analysis using python or other languages, and developing automation solutions for complex workflows.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Signals Directorate

To Apply

Position Contact	Name Withheld, asdcareers@horizonone.com.au
Agency Recruitment Site	www.asd.gov.au/careers

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Vacancy VN-0774647

Australian Signals Directorate

Closing Date:Sunday 06 December 2026

Australian Cyber Security Centre
Cyber Engagement & Strategy Ministerial Media and Communications

Job Title	Ministerial, Media and Communications Directors (Multiple roles)
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$151,708 - $182,097
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	As per information pack
Classification	Executive Level 2
Position Number	ASD/06641/26
Agency Website	https://www.asd.gov.au/careers

Job Description

www.asd.gov.au/careers

The Opportunity

The Ministerial, Media and Communications Branch (MMC) provides strategic advice, ministerial support and communications services that enable ASD to deliver its mission. The branch manages ASD's ministerial, parliamentary and Cabinet functions, leads media and public communications activities, and is responsible for protecting and enhancing ASD's public profile through clear, consistent and effective messaging.

MMC is seeking candidates to fill current and future vacancies across the following roles:

- Director, Ministerial
- Director, Digital and Branding Communications
- Director, Media
- Director, Public Communications

Each Director leads a high-performing team responsible for delivering accurate, timely and trusted ministerial, parliamentary, media and public communication services on behalf of ASD. They provide strategic advice to senior executives and ministerial offices, manage reputational and operational risk, and build the capability of their teams to deliver high-quality outcomes in a dynamic and fast-paced environment. They will:

- Lead and develop a high-performing team, fostering a culture of integrity, inclusion and continuous improvement.
- Provide strategic advice and manage risks, issues and priorities within your area of responsibility.
- Set direction and allocate resources to deliver high-quality outcomes in a fast-paced environment.
- Manage budgets, procurement and external service providers in accordance with government requirements.
- Build strong partnerships across ASD, government and external stakeholders to support coordinated outcomes.
- Contribute to branch planning, governance and organisational capability.

Further information can be found at: I’m changing my career | Australian Signals Directorate (asd.gov.au)

ASD is seeking applicants to fill current and anticipated vacancies and to create a merit pool for future vacancies. In line with the Australian Public Service Commissioner’s Direction 2022, upon completion of the recruitment activity, the merit pool will be available to locations across Australia.

Duties

- Do you have an interest in shaping how ASD engages with Ministers, stakeholders and the Australian public?
- Do you enjoy leading high-performing teams and delivering outcomes in a fast-paced, high-profile environment?
- Can you exercise sound judgement and provide strategic advice on complex, sensitive or emerging issues?
- Are you motivated by contributing to Australia's national security and uplifting the cyber security of all Australians?

If so, these roles may be what you have been waiting for.

Our ideal candidates are experienced leaders and communicators who can build productive relationships, navigate complexity and deliver high-quality outcomes under pressure. They bring strong strategic thinking, sound judgement and a commitment to excellence, while fostering collaborative and inclusive team cultures.

Successful candidates will be adaptable, results-oriented professionals who can balance competing priorities, and provide trusted advice. They will thrive in a mission-focused environment and be committed to supporting ASD's mission and reputation.

Eligibility

To be eligible for employment with ASD, you must meet all of the following eligibility criteria:

- Australian Citizenship - Applicants must be an Australian citizen. Only in exceptional circumstances can this requirement be waivered.
- Organisational Suitability Assessment – The preferred applicant will be required to undergo an Organisational Suitability Assessment (see Organisational Assessment section).
- Security Clearance - It is a condition of employment that applicants are willing and able to obtain and maintain the requisite security clearance for the duration of their employment with ASD.
- Health Assessment - The preferred applicant may be required to undergo a medical examination conducted by the Agency’s preferred medical provider.

Please ensure that you meet the eligibility requirements outlined in the Information Pack prior to submitting an application.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Signals Directorate

To Apply

Position Contact	name withheld, asdcareers@horizonone.com.au
Agency Recruitment Site	www.asd.gov.au/careers

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Vacancy VN-0774626

Australian Skills Quality Authority (ASQA)

Closing Date:Sunday 29 November 2026

Transformation and Reform Appeals Team

Job Title	Legal Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW, Melbourne VIC, Hobart TAS, Perth WA, Adelaide SA
Salary	$99,854 - $111,701
Future Merit Locations	Canberra, Brisbane, Sydney, Melbourne, Hobart, Perth, Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working from home and office options available
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.asqa.gov.au/

Job Description

https://asqacareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4

Who we are

We are Australia’s National Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information about ASQA , including our role and how we regulate.

Duties

About the Opportunity

We are seeking a Legal Officer to join us as a pivotal part of the Appeals team, managing appeals filed in the Administrative Review Tribunal (ART), and contributing to the development of legal strategy across ASQA's caseload.

The Legal Officer position will be responsible for managing a range of duties some of which include:

- carriage of a range of proceedings either personally or as instructing officer before the ART
- providing legal advice and guidance to a broad range of internal stakeholders as it relates to the carriages of matters
- corresponding with internal and external stakeholders, seeking instructions on various matters, instructing external legal services providers and drafting legal documents
- monitoring relevant case law, legislative and policy changes and providing ASQA management with advice regarding any implications arising.

Skills and experience

To succeed in this role, you will have:

- knowledge of, or the ability to quickly attain knowledge of, administrative law and the legislative and compliance requirements relevant to the VET sector, along with knowledge of the Commonwealth legal framework

- demonstrated experience in undertaking legal analysis, developing litigation strategy and providing high quality, evidence-based advice and recommendations on legal matters
- analytical, written and oral communication skills along with highly developed organisational skills including the ability to meet deadlines and to work under pressure
- ability to effectively engage and collaborate with diverse stakeholders and build trusted relationships and partnerships
- ability to engage in persuasive written and oral advocacy in tribunals and in other legal environments
- ability to work under the general direction of senior staff while exercising a degree of independent judgement.

Mandatory Qualifications

- A degree in Laws from an Australian Tertiary Institution or a comparable overseas qualification which is appropriate to the duties of the classification.
- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory

Desirable

- Experience in a regulatory environment (or capacity to quickly develop an understanding).
- A minimum of 1 to 3 years of post-admission experience is strongly preferred.

What we offer

We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a $300 annual healthy lifestyle allowance

- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- Purpose and meaning - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- Opportunities to learn and grow - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- Community and belonging - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- Flexibility and balance - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- Conditions and lifestyle - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

Eligibility to apply

- 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, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).
- This position requires a degree in Laws from an Australian Tertiary Institution or a comparable overseas qualification which is appropriate to the duties of the classification, to be provided as part of pre-employment screening, and evidence of admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

Notes

How to apply

Please read the Australian Public Service Commission’s (APSC) Principles for candidate use of AI in recruitment to understand the expectations related to the ethical, responsible and transparent use of AI when engaging in an APS recruitment process.

Visit Current Vacancies for more information.

It is important that you review the **Job Information Pack** for more information on the role, including instructions on what to include in your application, before you apply.

If you have questions about this exciting opportunity, please contact **Madison Holdsworth, Director, Appeals Team** via **madison.holdsworth@asqa.gov.au**

Notes

- Use of AI by the Panel: Selection panels may use basic artificial intelligence tools (such as Microsoft Copilot) to assist with administrative tasks during the recruitment process. This may include, for example, summarising information or drafting or refining documentation. We use AI to help us work more efficiently, but we do not use AI to make assessment and selection decisions about candidates.
- This position is available as an ongoing or non-ongoing opportunity.
- Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.
- This selection process may be used to establish a merit pool. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close: Sunday, 29th November at 11:30pm (AEDT).

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Madison Holdsworth, madison.holdsworth@asqa.gov.au
Agency Recruitment Site	https://asqacareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

Vacancy VN-0774682

Australian Skills Quality Authority (ASQA)

Closing Date:Tuesday 01 December 2026

Transformation and Reform
Review and Appeals

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Brisbane QLD, Hobart TAS, Adelaide SA, Perth WA
Salary	$121,778 - $133,613
Future Merit Locations	Sydney, Canberra, Melbourne, Brisbane, Hobart, Adelaide, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Split work on site / work from home options available
Classification	Executive Level 1
Position Number	To be confirmed
Agency Website	https://www.asqa.gov.au/

Job Description

https://asqacareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D

Who we are

We are Australia’s National Vocational Education and Training (VET) regulator.

What we do

We regulate providers that deliver VET qualifications and courses to students in Australia or offer Australian qualifications internationally, providers that deliver VET courses to overseas students, and certain providers that deliver English Language Intensive Courses for Overseas Students. We also accredit VET courses to make sure nationally approved standards are met.

Why we do it

We ensure quality VET so that students, industry, governments and the community have confidence in the integrity of national qualifications issues by training providers, and that students are protected from any practices that come at the expense of their ability to gain the required competencies.

ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge.

Visit our website for more information about ASQA, including our role and how we regulate.

Duties

About the Opportunity

We are seeking a Senior Legal Officer who will be a pivotal part of the Appeals team managing appeals filed in the ART. They will work independently, as well as part of the Appeals Team contributing to the development of legal strategy across ASQA's caseload and supervising staff members.

The Senior Legal Officer position will be responsible for managing a range of duties including:

- carriage of a range of proceedings either personally or as instructing officer before the Administrative Review Tribunal (ART)
- providing legal advice and guidance to a broad range of internal stakeholders as it relates to the carriages of matters
- corresponding with internal and external stakeholders, seeking instructions on various matters, instructing external legal services providers and drafting legal documents
- contributing to managing change and implement ASQA’s strategic direction by assisting in the development and implementation of strategies, operational policy and procedures and change initiatives.

Skills and experience

To succeed in this role, you will have:

1. Knowledge of administrative law and the legislative and compliance requirements relevant to the VET sector, along with knowledge of the Commonwealth legal framework.
2. Demonstrated experience in undertaking legal analysis, developing litigation strategy and providing high quality, evidence-based advice and recommendations on legal matters.
3. Excellent analytical, written and oral communication skills along with highly developed organisation skills including the ability to meet deadlines and to work under pressure.
4. Ability to effectively engage and collaborate with diverse stakeholders and build trusted relationships and partnerships, including on complex or sensitive issues.

5. Demonstrated ability to engage in persuasive written and oral advocacy in tribunals and in other legal environments.
6. Excellent leadership skills, with demonstrated experience providing supervision and mentorship for less experienced staff.

Mandatory:

- To apply for this position you must be an Australian citizen.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police check and/or obtain a security clearance (if they do not already possess one).
- A degree in Laws from an Australian Tertiary Institution or a comparable overseas qualification which is appropriate to the duties of the classification.
- Admission as a legal practitioner, however described, of the High Court or the Supreme Court of an Australian State or Territory.

Desirable:

- Experience in a regulatory environment (or capacity to quickly develop an understanding).
- A minimum of 4 to 5 years of post-admission experience is strongly preferred.

What we offer

We are committed to providing a working environment that values diversity and inclusion and supports staff to reach their full potential.

We encourage applications from Aboriginal and Torres Strait Islander peoples, people with disabilities, members of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual (LGBTQIA+) community, people with culturally and linguistically diverse (CALD) backgrounds, and people with neurological differences.

You will be joining a dynamic workforce at ASQA that will support you to thrive in your career.

You will have access to:

- generous leave entitlements
- a competitive salary (with clear and transparent salary progression and scheduled salary increases)
- 15.4% superannuation
- flexible working arrangements that promote work-life balance, including working from home and hybrid working arrangements
- flexible working hours
- professional development opportunities
- health and wellbeing events throughout the year
- free and confidential 24/7 counselling through our Employee Assistance Program (EAP), available for staff and their family members
- a $300 annual healthy lifestyle allowance

- additional paid time off during the Christmas close-down period.

Benefits of working in the APS

- **Purpose and meaning** - the Australian Public Service (APS) offers a clear purpose and meaningful work where you can make a positive impact in people's lives.
- **Opportunities to learn and grow** - regardless of where you are in your career or what your skills are, there's a pathway and role for you.
- **Community and belonging** - we believe everyone belongs. Our leaders are focused on building a workplace which values diverse views, backgrounds, abilities, and perspectives.
- **Flexibility and balance** - we are committed to offering flexibility for all APS roles. We know flexibility is important so you can balance your work and personal priorities.
- **Conditions and lifestyle** - be a part of a secure, dynamic public service with great conditions of employment in a diverse range of roles and locations to support your lifestyle.

Eligibility

Eligibility to apply

- 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, to the contrary.
- The successful applicant will be required to undergo pre-employment checks including a Federal Police Check and obtain a minimum Baseline Security Clearance (if they do not already hold a clearance).

Notes

How to apply

Please read the Australian Public Service Commission's (APSC) Principles for candidate use of AI in recruitment to understand the expectations related to the ethical, responsible and transparent use of AI when engaging in an APS recruitment process.

Visit Current vacancies for more information.

It is important that you review the **Job Information Pack** for more information on the role, including instructions on what to include in your application, before you apply.

Please include the following in your application:

- a two-page pitch detailing your skills, background, and experience relevant to the role.
- a resume/CV, including the name and contact details of two referees (one should be your current supervisor/manager).

When preparing your two-page pitch and resume, you should consider the relevant duties, selection criteria, skills, values and attributes required for the role, as outlined above and in the **Job Information Pack**.

If you have questions about this exciting opportunity, please contact **Madison Holdsworth, Director, Appeals** via **Madison.holdsworth@asqa.gov.au.**

Notes:

Use of AI by the Panel:

Selection panels may use basic artificial intelligence tools (such as Microsoft Copilot) to assist with administrative tasks during the recruitment process. This may include, for example, summarising information or drafting or refining documentation. We use AI to help us work more efficiently, but we do not use AI to make assessment and selection decisions about candidates.

These positions are available as an **ongoing** or **non-ongoing** opportunities. Non-ongoing opportunities will be offered for an initial fixed term period of up to 12 months, with the potential to be extended further or to becoming ongoing.

This selection process may be used to establish a **merit pool**. The merit pool may be accessed to fill ongoing and non-ongoing vacancies for similar roles within ASQA or across the APS over the next 18 months.

Applications close: Tuesday, 1 December 2026 at 11:30pm (AEDT).

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Skills Quality Authority (ASQA)

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training (VET) sector. ASQA engages with, and regulates the VET sector to ensure confidence in the VET sector and its outcomes, including internationally. ASQA's mission is to continuously improve as a regulator, in partnership with the VET sector and to develop a shared understanding of the value of regulation to support quality outcomes for students. ASQA is a professional, responsive and innovative regulator currently undergoing substantial development and growth in response to changes in emphasis in Government policy and expectations of industry. ASQA supports and promotes a strong team culture, a safe, healthy and happy workplace and the sharing of knowledge. For more information about ASQA, please visit www.asqa.gov.au.

To Apply

Position Contact	Madison Holdsworth, madison.holdsworth@asqa.gov.au
Agency Recruitment Site	https://asqacareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=

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Vacancy VN-0774613

Australian Sports Commission

Closing Date:Friday 20 November 2026

Finance & Governance
Grants

Job Title	Director, Grants
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$159,922 - $194,743
Future Merit Locations	Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	EXT/26-221
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=DB6DB445-683A-51E9-4467-ED7B21E4EB8A

Duties

Applications close at 11:30pm AEDT **20 November 2026** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team – The Finance and Governance Group's role is to shape and drive the strategic direction of the ASC – through the promotion of fiscal responsibility, enhancements to capabilities and efficient enabling services of the Group, coupled with the provision of good governance and assurance practices to support compliance with the PGPA Act and other legislative requirements and protect the ASC's staff, assets and reputation.

The Grants Branch coordinates and supports business areas in the ASC to plan, design and deliver grant programs. We ensure that the administration of grant programs is:

- Efficient, effective, transparent and ethical.
- Compliant with the ASC Grant Management Framework.
- Compliant with government legislation and policy requirements for expenditure of public money.

About the role – As Director, Grants, you will lead the Grants Branch and play a key role in shaping how grants are designed, governed and delivered across the ASC. You will provide strategic leadership across the Finance and Governance Group and broader organisation, building strong partnerships and influencing positive change while ensuring the ASC continues to meet its governance, compliance and public accountability obligations.

You will lead a capable team and work collaboratively with executives, business areas and external stakeholders to strengthen organisational capability and continuously improve the way we work. You will have the opportunity to think beyond current processes, setting a clear direction for contemporary systems, frameworks and business practices that are fit for purpose now and into the future.

This is an opportunity to bring a forward-thinking and strategic mindset to an important enabling function, helping the ASC navigate change, make the most of evolving technology and systems, and deliver efficient, transparent and effective grants programs.

About you – You are a collaborative and influential leader who can bring people with you through change while balancing strategic thinking with effective delivery. You have an excellent attention to detail and experience delivering grants programs in a Government context.

You will bring:

- Strong leadership capability, with experience leading diverse teams, setting direction and creating an environment that supports collaboration, performance and continuous improvement.
- A collaborative leadership style, with the ability to build trusted relationships, communicate with impact and work effectively with executives, senior stakeholders and teams across an organisation.
- A growth and continuous improvement mindset, with the ability to lead through change, challenge existing approaches and identify practical opportunities to improve the way services are delivered.
- Excellent communication skills and demonstrated experience in providing timely, compelling and concise advice to inform
- Executive team members and senior management to support decision making.
- Demonstrated strong business acumen and experience in managing financial resources, business systems, compliance and risk management, business planning and strategy development, and reporting to senior stakeholders including Government Ministers, Boards and Senior Executives.

The following Criteria is desirable:

- Degree or higher qualification/s in business, accounting, policy and demonstrated senior level experience in planning, designing and delivering diverse grant programs, preferably within the Australian Government.

This position is offered as an **ONGOING** position.

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker’s Cottage Childcare Centre.

Eligibility

To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
- The ASC operates under the Australian Sports Commission Act 1989 and is separate to the Public Service Act 1999. The ASC accepts most leave liability and recognition of prior service if you are currently employed at a Commonwealth agency.
- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Tanya Bush, EGM, Finance and Governance, 02 6214 1099
Agency Recruitment Site	https://ausport.nga.net.au/?jati=DB6DB445-683A-51E9-4467-ED7B21E4

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Vacancy VN-0774614

Australian Sports Commission

Closing Date:Wednesday 25 November 2026

Office of the CEO
CEO Office

Job Title	Director, CEO Office
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW
Salary	$159,922 - $194,743
Future Merit Locations	Melbourne, Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	EXT/26-225
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=D447C500-DAD6-46C7-30D9-ED7AEA6282F7

Duties

Applications close at 11:30pm AEDT **25 November 2026** (late applications will not be accepted).

The Australian Sports Commission is embarking on the Green and Gold decade. An exciting time filled with international sporting competitions on home soil, including the Men's and Women's Rugby World Cup, and culminating in the Brisbane 2032 Olympic and Paralympic Games. We have an ambitious new Strategic Vision and we need the best players on our team to help us deliver real results for the sporting sector and all Australians.

Are you up for the challenge?

About the team – The CEO Office sits at the centre of the ASC, connecting organisational priorities, government engagement, strategic opportunities and executive decision-making. Working closely with the CEO and leaders from across the organisation, the CEO Office helps

ensure priorities remain visible, coordinated and focused on delivering the ASC's broader strategic agenda.

About the role – The Director, CEO Office, is accountable for the effective coordination and delivery of government engagement, enterprise strategy, priority project and executive support functions. The role supports the CEO by integrating government engagement, strategic advice, executive coordination and project delivery activities, ensuring CEO priorities are translated into coordinated organisational action.

Working with a high degree of independence, professional judgement and discretion, the Director provides authoritative, timely and contestable advice to the CEO on complex government, policy, stakeholder and organisational matters affecting the ASC. The role anticipates emerging issues and opportunities, integrates expertise from across the organisation and develops clear options and recommendations that support CEO and organisational decision-making.

About you – You will be a trusted strategic adviser, providing independent, timely and considered advice on complex government, policy, stakeholder and organisational matters. You'll look beyond the immediate issue, anticipate emerging risks and opportunities, challenge thinking and draw together different perspectives to provide clear options and recommendations. You will bring political awareness, sound judgement and discretion, with the ability to build strong relationships and translate complex issues into clear, practical advice and action.

The successful candidate will have:

- Demonstrated senior experience in government relations, public policy, a central agency, a ministerial office or a senior executive advisory environment.
- Highly developed strategic judgement and critical thinking, with the ability to analyse complex matters, challenge assumptions and develop clear options and recommendations.
- Exceptional judgement, political awareness and discretion, including the ability to analyse complex information, test assumptions and provide independent and contestable advice on sensitive and high-risk matters.
- Demonstrated ability to influence outcomes and maintain effective relationships with senior government and organisational stakeholders.
- Exceptional written and verbal communication skills, including experience preparing concise and persuasive advice, briefings and speaking materials for a CEO, Board, Minister or senior executive.
- Strong knowledge of Australian Government processes and stakeholder environments, including the respective roles of ministerial offices, portfolio departments and government agencies.
- Demonstrated ability to coordinate complex organisational input while maintaining clear accountability, effective governance and appropriate clearance arrangements.
- Strong organisational capability, including the ability to prioritise competing demands, undertake forward planning, monitor commitments and escalate material issues appropriately.

The below criteria are desired:

- Tertiary qualifications in public policy, government, law, communications, business or a related discipline.
- A growth mindset and solutions focused approach, with the ability to anticipate opportunities, bring forward ideas and help shape solutions.
- Knowledge of the Australian sport system and the ASC's operating environment.
- Experience supporting parliamentary, Cabinet, Budget or Senate Estimates processes.
- Experience working directly with a departmental secretary, agency head, chief executive,
- minister, board or comparable senior decision-maker.

This role is offered as an ***ONGOING*** position.

Why work with us?

We have offices located in Canberra, Melbourne and Sydney. Across all locations, we offer:

- Options for flexible working arrangements.
- Annual allowances towards training based on individualised career goals.
- Access to a customised ASC L&D calendar for ongoing professional and career development.
- Generous superannuation scheme with up to 15.4% employer contributions.
- Corporate discount on AIS Shop merchandise.
- Access to Clearinghouse for Sport, an information sharing platform for Sporting professionals.

Additionally, our Canberra campus offers:

- Free onsite parking
- Onsite facilities including café, dining hall, gym, and swimming pool.
- Priority placement for your children to access the award winning, onsite AIS Caretaker's Cottage Childcare Centre.

Eligibility

To be eligible for this position applicants are required to be Australian citizens only and must be able to obtain and maintain an AGSVA Security Clearance.

As part of the Commonwealth Child Safety Framework the ASC is committed to being a Child Safe Organisation and leading the way in Child Safety across the sports sector. This position requires a Working with Vulnerable/Children People check to obtain employment.

Notes

- The ASC is committed to protecting children from harm. We require all applicants that will work with children to undergo screening processes prior to appointment.
- Should a merit pool be established for this position, it may be used to fill ongoing or fixed term opportunities as they arise within 18 months from the date advertised.
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- If you are experiencing issues or have any questions with the e-recruitment system, please contact the People & Culture Hub via email people@ausport.gov.au or phone (02) 6214 1328.

About the Australian Sports Commission

At the Australian Sports Commission (ASC), we champion the value of sport. We encourage and help Australians of all backgrounds, ages and abilities to get involved in sport and enjoy the many benefits. We play a central leadership role across the broader sport sector through collaboration and direction. The ASC delivers a variety of grants through investment in high performance and national sport participation programs, performance pathways, people development and wellbeing, and research and innovation. We manage high performance operations at the AIS Campus in Canberra, supporting seven National Training Centres of Excellence, and a European Training Centre in Italy. Further, we individually support thousands of athletes and dozens of Australian sports through guidance and collaboration.

To Apply

Position Contact	Recruitment Team, people@ausport.gov.au
Agency Recruitment Site	https://ausport.nga.net.au/?jati=D447C500-DAD6-46C7-30D9-ED7AEA6

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Vacancy VN-0774548

Australian Transport Safety Bureau

Closing Date:Sunday 29 November 2026

Corporate
Engagement and Influence

Job Title	Digital Content Creator
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$99,734 - $112,791
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This is an office based role due to the system, process and collaboration requirements of this role..
Classification	APS Level 6
Position Number	2026-04
Agency Website	https://www.atsb.gov.au/

Job Description

https://www.atsb.gov.au/jobs/digital-content-creator

The Australian Transport Safety Bureau (ATSB) is seeking Digital Content Creators to join our Engagement and Influence team. This is an opportunity to use your creative and technical skills to help communicate the ATSB's investigation work and strengthen the way we share important safety messages with the wider community.

Duties

Please refer to the full application kit on our website for a detailed outline of the role and responsibilities, as well as the capabilities that are required to successfully perform the role.

As the Digital Content Creator, you will be responsible for developing and producing high-quality digital and multimedia content that supports the ATSB's investigation reporting, public communications and transport safety messaging.

The ATSB uses a standardised approach to animation production, including common software platforms, production methods and tools. An ability and willingness to work within established production processes and develop proficiency in the ATSB's animation tools and techniques will be important.

Relevant qualifications in digital media, animation, multimedia production, or a related discipline is highly desirable.

Demonstrated relevant aviation, rail or marine industry awareness or experience is also highly desirable.

Eligibility

Please note, under section 22(8) of the *Public Service Act 1999*, employees **must be Australian citizens** to be employed (on a temporary or permanent basis) in the APS, unless the Agency Head has agreed, in writing.

Notes

About the Australian Transport Safety Bureau

To Apply

Position Contact	Paul Sadler, 02 6122 1692
Agency Recruitment Site	https://www.atsb.gov.au/jobs/digital-content-creator

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Vacancy VN-0774480

Cancer Australia

Closing Date:Monday 30 November 2026

Corporate Services
Corporate Operations HR and Corporate Services

Job Title	Business Support & Facilities Officer
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$82,909 - $87,604
Future Merit Locations	Surry Hills, Sydney
Office Arrangement	On Site
Office Arrangement Details	Candidate required to work onsite
Classification	APS Level 4
Position Number	20013887
Agency Website	

Job Description

https://canceraustralia.gov.au/about-us/employment-opportunities

Reporting to the Assistant Director, HR & Corporate Services, the Business Support & Facilities Officer provides a range of administrative support services to the Corporate Operations Branch and the Agency as a whole.

As one of the points of contact at Cancer Australia, the Business Support & Facilities Officer plays a key role in customer service for internal customers and the coordination of key outsourced services. The Business Support & Facilities Officer is responsible for supporting the provision of reception services in the Sydney office, performing day to day office administration, IT coordination and assisting the HR & Corporate Services Team to deliver its work plan and priorities.

Duties

· Manage IT queries and redirect them to Chill IT when possible. Ensure coordination of ICT Management, End User Infrastructure Services, and Applications maintenance and delivery.

· Handle facilities management for both Canberra and Sydney offices, including resolving maintenance issues with building management and suppliers.

· Set up meeting rooms and coordinate facilities for meetings and seminars.

· Address queries in the Travel, Enquiries, and Corporate email inbox and assist with other Corporate Operations inboxes as needed. Escalate important and complex matters to the Assistant Director or Chief Operations Officer/CFO for action.

· Provide other office administration and support to Corporate Operations, including:

· Assist with coordination to ensure that new employees have access to phone and computer systems, key software, and swipe cards on their first day; allocate a desk and computer in their portfolio section; and set up mobile phones when required.

o Answer all incoming calls, including the 1800 number, and redirect callers as appropriate.

o Procure and process invoices for goods and services for Corporate.

o Manage compliance functions for the Corporate Operations Branch and escalate any concerns to the Assistant Director.

Eligibility

Must be an **Australian Citizen**.

The successful candidate will be required to undergo pre-employment checks and may be required to obtain/maintain a Baseline security clearance (minimum requirement depending on role)

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Cancer Australia

To Apply

Position Contact	Hannah Bekker, 0293579487
Agency Recruitment Site	https://canceraustralia.gov.au/about-us/employment-opportunities

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Vacancy VN-0774553

Defence Housing Australia

Closing Date:Thursday 26 November 2026

Finance & Corporate Support
Enabling Services Corporate Support

Job Title	Assistant Director Financial Systems
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Gungahlin ACT
Salary	$127,144 - $155,167
Future Merit Locations	Gungahlin
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DHA Enterprise Agreement
Classification	Executive Level 1
Position Number	494021
Agency Website	https://www.dha.gov.au/

Job Description

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

DHA is seeking an experienced financial systems specialist to join its Finance Systems and Business Analyst Team. Apply now and enjoy a rewarding career at DHA!

About us

DHA was established in 1988 following passage of the Defence Housing Australia Act 1987 (DHA Act) to provide adequate and suitable housing for, and housing related services to, members of the Australian Defence Force (ADF) and their families. We remain committed to our purpose of providing housing, and housing related services, to ADF members and their families to support Defence's operational needs.

DHA manages an expanding portfolio of housing solutions and provides housing for over 17,200 ADF members and their families and administers rent allowance for more than 16,000 ADF members and their families in private rental accommodation. DHA provides housing related services advising on eligibility, providing posting support, and managing bookings and allocation services for all DHA provisioned housing and on-base accommodation to approximately 60,000 ADF members.

To find out more about DHA, please refer to our website or read our latest Annual Report.

Duties

About your team

Finance and Corporate Support, as part of the Enabling Services Group, is responsible for ensuring the financial sustainability of DHA, by supporting effective decision making, resource allocation and policy compliance for both internal and external stakeholders. Finance and Corporate Support is committed to providing the whole organisation with accurate and reliable financial information and prides itself with supporting the broader organisation with achieving strategic goals in line with these functions.

The area is responsible for the delivery of fiscal management services across the organisation. Key responsibilities of the group include taxation, commercial finance, corporate accounting, capital planning, valuations, investment management, risk management, corporate support, and treasury.

About the role

In this role, you will manage the delivery of business services for Corporate Shared Services functions.

You will be primarily responsible for the end-to-end management of DHA's Financial Systems team and core financial management information systems while also serving as a key project lead for these business areas improvement and innovation projects.

Eligibility

Employment with DHA is conditional on successful applicants demonstrating that they are an Australian citizen, meeting the required medical standards, and obtaining and maintaining a security clearance at the required level.

Notes

Benefits for working at DHA include:

- 15.4% superannuation
- Generous leave entitlements, including 18 days personal leave and 20 days annual leave per year
- Work-life balance and flexible working options
- A positive workplace culture where you can bring your whole self to work
- Opportunities to broaden your industry knowledge and experience
- Career progression and opportunities
- A dedicated Employee Assistance Program for you and your family to access in times of need
- ADF partner employment conditions when posting to a new location

For information on DHA's Employee Value Proposition, visit our website

How to apply

Apply now with your current resume and a 500-word one page pitch, addressing the requirements of the role.We recommend you read the Australian Public Service Commission's Cracking the Code guidance on how to write your response. Additionally, you should consider the expected behaviours described in the Australian Public Service Commission's Integrated Leadership System at this role's level.

For further information on the position, please refer to the **Candidate Information Pack** through the online careers site.

Applications close: 11:55pm AEST 26 November 2026.

Any questions? Please contact Kaan Nix, Director Corporate Support

T: 02 6217 8487

E: Kaan.Nix@dha.gov.au

Order of Merit

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

Inclusion and Diversity

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

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Defence Housing Australia

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

To Apply

Position Contact	Kaan Nix, 02 6217 8487
Agency Recruitment Site	https://careers.dha.gov.au/

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Vacancy VN-0774415

Department of Finance

Closing Date:Wednesday 02 December 2026

Corporate (BES)
Human Resources (BES/CD) People Wellbeing Performance and Policy

Job Title	Assistant Director, Performance and Conduct
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$131,199 - $158,879
Future Merit Locations	Various locations - ACT
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2026/276
Agency Website	www.finance.gov.au

Job Description

https://financejobs.nga.net.au/?jati=4E3615B0-F2E4-36DB-49DC-ED7C13082AAC

ABOUT THE BRANCH

The Human Resources Branch plays a critical role in enabling the Department of Finance to achieve its strategic objectives through the delivery of contemporary people strategies, workforce policies and employee support services. The Branch provides expert advice and services across the employee lifecycle, supporting workforce capability, performance, wellbeing, workplace relations, leadership, diversity and inclusion, and workforce planning.

The Branch partners with leaders, employees and key stakeholders across Finance to build a capable, healthy and high-performing workforce. Through the provision of strategic advice, governance, policy frameworks and operational services, the Branch supports organisational performance, legislative compliance and a positive workplace culture.

Duties

ABOUT THE OPPORTUNITY

The Assistant Director, Performance and Conduct is responsible for leading Finance's performance management, workplace conduct and review and complaints management frameworks. The role provides specialist leadership and advice on complex and sensitive employee matters, supporting managers and employees to achieve fair, timely and sustainable outcomes that align with organisational values, legislative requirements and APS employment principles.

Operating with a degree of independence, the Assistant Director leads the development, implementation and continuous improvement of performance, conduct and complaints management policies, procedures and practices. The role exercises significant judgement in managing complex, high-risk and sensitive matters, balancing organisational priorities, legislative obligations, procedural fairness requirements and individual circumstances.

As a member of the People, Wellbeing, Performance and Policy leadership team, the Assistant Director contributes to broader workforce priorities and organisational objectives. The role works collaboratively with managers, employees, investigators, review decision-makers and external stakeholders to strengthen organisational capability, promote accountability and integrity, and support a respectful, high-performing and values-driven workplace culture.

The Assistant Director, Performance and Conduct works under broad direction and is accountable for:

- Leading the development, implementation and continuous improvement of Finance's performance management, workplace conduct, review and complaints frameworks, policies and governance arrangements.
- Providing authoritative advice to senior leaders, managers and employees on complex performance, conduct, review and complaints matters, including legislative obligations, procedural fairness, natural justice and organisational risk.
- Leading the management and oversight of complex, sensitive and high-risk performance, conduct and workplace complaints matters, ensuring consistent, evidence-based and legally defensible outcomes.
- Building organisational capability through the development and delivery of guidance, training, education and resources that strengthen people management practices, accountability, workplace culture and early resolution of concerns.

- Monitoring, analysing and reporting on performance, conduct and complaints data to identify trends, emerging risks and opportunities for continuous improvement, organisational learning and informed decision-making.
- Representing Finance and managing relationships with external jurisdictions and bodies, including the Fair Work Commission, Merit Protection Commissioner, Australian Human Rights Commission and other review authorities, regulators and external stakeholders.
- Leading the review and enhancement of policies, procedures, systems and services relating to performance management, workplace conduct, complaints handling, reviews and dispute resolution.
- Leading and developing team capability, fostering a culture of professionalism, accountability, collaboration and continuous improvement to deliver high-quality employee relations services and strategic workforce outcomes.

Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated in the downloadable job pack. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- This role is being advertised as both ongoing and non-ongoing. Roles may be offered as either ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 12 months. Specified term vacancies may be extended up to a maximum period of 18 months.
- We encourage and welcome applications from Aboriginal and Torres Strait Islander peoples, people with Disability, LGBTQI+ people, people from culturally and linguistically diverse backgrounds and mature aged people.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Finance

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

To Apply

Position Contact	Jacquie Littlewood, (02) 6215 2312
Agency Recruitment Site	https://financejobs.nga.net.au/?jati=4E3615B0-F2E4-36DB-49DC-ED7C1

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Vacancy VN-0774493

Department of Finance

Closing Date:Sunday 29 November 2026

Legal, Risk and Claims
Comcover and Discretionary Claims Comcover Claims

Job Title	Claims Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,355 - $123,702
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2026/278
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE SECTION

Comcover is the Australian Government’s self-managed insurance fund, administered by the Department of Finance. The Claims Section manages claims made against the Commonwealth

across property, motor vehicle, travel and liability lines. The team works with Commonwealth entities, claims service providers, legal advisers and other specialists to resolve complex matters and manage significant claims under the Commonwealth Legal Services Directions 2017, including high-profile litigation involving sensitive legal, policy or reputational issues.

A career in the Australian Public Service offers the opportunity to work on issues that matter to the community and contribute to outcomes across government. At Finance, you can build transferable skills for a varied public service career or deepen your claims management expertise in a government context.

Duties

THE OPPORTUNITY

Join a growing claims function and use your judgement to make a meaningful contribution across the Commonwealth. As an APS 6 Claims Officer, you will work under limited direction and take ownership of complex property, motor vehicle, travel and liability claims, working through evidence, legal and policy issues, risk and sensitive circumstances to achieve fair, timely and well-reasoned outcomes.

This is more than a claims-processing role. You will engage directly with Commonwealth entities, claims service providers, legal providers and other stakeholders, exercise sound judgement within relevant delegations and help strengthen claims practice. You will be supported to learn about Comcover, the Department of Finance and the broader Commonwealth operating environment while bringing experience from insurance, claims, legal, regulatory or other complex case-management settings.

The role can be based in Canberra or Melbourne. We value the connection, collaboration and learning that come from working together in the office, while also offering flexible working arrangements.

What you’ll be working on

- Manage a portfolio of complex liability and property claims, with the possibility of managing motor vehicle and travel claims, from notification through to resolution.
- Research, analyse and interpret factual, legal, medical, financial and other information, applying relevant legislation, policy and contractual arrangements to assess claims and risk.
- Exercise sound judgement and make decisions or recommendations within relevant delegations, supported by clear reasoning and consideration of the available evidence, and escalating matters where appropriate.
- Work with Commonwealth entities, claims service providers, legal providers, experts and other stakeholders to progress claims, resolve issues and negotiate outcomes.
- Prepare clear, well-reasoned advice, recommendations and correspondence, and communicate complex decisions with confidence and sensitivity.

- Provide technical guidance, identify trends and emerging risks, and contribute to consistent practice, service improvement and accurate claims records.

Eligibility

ELIGIBILITY INFORMATION

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
- Successful applicants will be required to undergo the process to obtain and maintain, or continue to hold the required security clearance level for the role as indicated. All Finance staff are required to have a minimum baseline security clearance prior to commencement.
- RecruitAbility applies to this vacancy. Under the RecruitAbility scheme, you will be invited to participate in further assessment activities for the vacancy if you choose to opt-in to the scheme, declare you have a disability and meet the minimum requirements for the vacancy. All requests for reasonable adjustments will be considered and managed in consultation with you. Further information can be found at https://www.apsc.gov.au/recruitability.
- These roles are being advertised as both ongoing and non-ongoing. A position may be offered as ongoing or non-ongoing subject to operational requirements. Where a non-ongoing position is offered, the role will be filled for a specified term of up to 6 months. A specified term may be extended up to a maximum period of 18 months.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Finance

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

To Apply

Position Contact	Matthew Madden, 02 6215 2380
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Vacancy VN-0774572

Department of Finance

Closing Date:Sunday 29 November 2026

Legal, Risk & Claims
Comcover and Discretionary Claims Comcover Claims

Job Title	Claims Managers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$131,199 - $158,879
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Finance supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2026/277
Agency Website	www.finance.gov.au

Job Description

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

ABOUT THE SECTION

Comcover is the Australian Government’s self-managed insurance fund, administered by the Department of

Finance. The Claims Section manages claims made against the Commonwealth across property, motor vehicle, travel and liability lines. The team works with Commonwealth entities, claims service providers, legal advisers and other specialists to resolve complex matters and manage significant claims under the Commonwealth Legal Services Directions 2017, including high-profile litigation involving sensitive legal, policy or reputational issues.

A career in the Australian Public Service offers the opportunity to work on issues that matter to the

community and contribute to outcomes across government. At Finance, you can build transferable skills for a varied public service career or deepen your claims management expertise in a government context.

Duties

THE OPPORTUNITY

Join Comcover's Claims Section and lead work that supports fair, consistent and well-reasoned outcomes

across the Commonwealth. As an EL 1 Claims Manager, you will work with a high degree of independence to oversee complex property, motor vehicle, travel and liability claims, provide authoritative advice on claim strategy, liability, settlement and risk, and lead and develop junior staff.

This role combines technical claims expertise, people management and strategic influence. You will guide

complex and sensitive matters, work with senior stakeholders and service providers, and use claims insights to strengthen practice and support Comcover Fund outcomes. You will be supported to learn about Comcover, the Department of Finance and the broader Commonwealth operating environment while bringing experience from insurance, claims, legal, regulatory or complex service-delivery settings.

The role can be based in Canberra or Melbourne. We value the connection, collaboration and learning that

come from working together in the office, while also offering flexible working arrangements.

What you'll be working on:

- Oversee complex property, motor vehicle, travel and liability claims, set priorities, and lead, develop and mentor junior staff.
- Provide authoritative advice on claim strategy, liability, settlement, dispute resolution and risk, exercising sound judgement within relevant delegations and ensuring recommendations are supported by robust analysis and clear reasoning.
- Guide complex, sensitive or high-risk claims and ensure decisions are supported by evidence, legal advice, legislation, policy and contractual arrangements, including where evidence or relevant considerations are complex or competing.
- Build influential relationships with Commonwealth entities, claims service providers, legal providers, experts and senior decisionmakers to resolve issues and negotiate outcomes.
- Identify emerging risks, trends and systemic issues, translating claims insights into strategic advice, improved practice and stronger Fund outcomes.
- Lead the preparation of high-quality briefs, submissions and senior correspondence on complex and sensitive matters.
- Demonstrate APS stewardship by building capability, strengthening sustainable claims practices, contributing to the strategic direction of the Claims Section, and supporting section planning, governance and continuous improvement.

OUR IDEAL CANDIDATE

We are looking for a thoughtful and motivated claims professional who enjoys working through complex evidence, balancing legal, financial and reputational risk, and making sound decisions. You may come from property, motor vehicle, travel or liability insurance, legal services, dispute resolution, regulation, government compensation or another complex claims or case-management environments.

You do not need previous APS experience. What matters is that you bring relevant transferable skills, are willing to learn the Commonwealth context and can apply new legislation, policy and processes with curiosity and sound judgement.

To succeed in this role, you will bring:

- Experience managing complex claims, disputes, investigations, legal or regulatory matters or other complex casework where evidence, risk and judgement are central.
- Strong analytical skills and the ability to interpret complex and sometimes competing evidence, legislation, policy and contractual requirements.
- Sound judgement and confidence making or recommending clear, practical and well-supported outcomes where issues may be sensitive, complex or require careful consideration of competing factors.
- Strong written, verbal and negotiation skills, including the ability to explain complex information to different audiences.
- A collaborative approach and the ability to build trusted relationships with clients, service providers, legal advisers, experts and other stakeholders.
- The organisation, resilience and accountability to manage a complex portfolio and competing priorities under limited direction, with a commitment to learning and continuous improvement.

Eligibility

ELIGIBILITY INFORMATION

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.
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Notes

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To Apply

Position Contact	Anshul Baird, 02 6215 3765
Agency Recruitment Site	https://financejobs.nga.net.au/cp/

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Vacancy VN-0774435

Department of Home Affairs

Closing Date:Tuesday 24 November 2026

Business Enabling Services
Client Engagement & Support Corporate Partnerships and Solutions

Job Title	Finance Officer - Corporate Partnerships and Solutions
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	APS Level 6
Position Number	142306
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142306/

About our team

The Corporate Partnerships and Solutions (CPS) section supports Portfolio and Non-Portfolio agencies to establish Shared Service arrangements to access the Department of Home Affairs ICT, digital and corporate services.

CPS manages the coordination and facilitation of such Shared Service arrangements to deliver timely, efficient and effective outcomes for the Department and respective government agencies.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

- Have strong financial management experience, including budgeting, forecasting, financial reporting, cost analysis and cost recovery

- Apply sound judgement to analyse complex financial information, identify risks and trends, and provide clear, evidence-based advice
- Build productive relationships and communicate complex financial matters clearly to senior executives, clients and other stakeholders
- Demonstrate strong organisation, attention to detail and the ability to manage competing priorities in a complex operating environment
- Provide effective supervision, coaching and mentoring to staff while supporting a collaborative, accountable and high-performing team culture.

Duties

- Lead and coordinate budgeting, forecasting, month-end reporting, reconciliations, accruals, financial analysis and cost recovery activities
- Prepare accurate financial reports, cost analyses, executive briefs and recommendations to support planning and decision-making
- Manage the financial aspects of shared service arrangements, including costing, revenue forecasting, invoicing, collection assurance and monitoring contractual values against approved budgets
- Maintain effective stakeholder relationships and work with finance teams, clients and service areas to resolve issues and achieve shared service outcomes
- Supervise and mentor the APS 5 Finance Support Officer, allocate and review work, manage priorities, and support continuous improvement and compliance.

Additional information

The APS6 Finance Officer works in a small team to coordinate the delivery of shared services to other agencies. Reporting to the Director, they are responsible for delivering the outcomes of the Corporate Partnerships and Solutions team.

The ideal candidate must have a sound understanding of the Public Governance, Performance and Accountability Act 2013, Commonwealth financial management requirements, governance obligations and relevant departmental financial policies, demonstrated experience analysing quantitative and qualitative information and translating findings into clear reports and advice for management, proficiency in Microsoft Office applications, particularly Excel, Word and SharePoint, strong written and verbal communication, stakeholder engagement, record-keeping, time management and prioritisation skills and ability to provide concise advice on complex financial matters and maintain accurate financial records and audit trails.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

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

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

AI tools may be used to support parts of this recruitment process. The selection panel will disclose where and how AI is used.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at https://www.homeaffairs.gov.au/about-us/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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Home Affairs

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

To Apply

Position Contact	Sashika Ranasinghe, 0421 849 709
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142306/

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Vacancy VN-0774583

Department of Home Affairs

Closing Date:Monday 30 November 2026

Data & Artificial Intelligence
Data Science & Applied Ai Data Science and Analytics

Job Title	Data and Research - Data Scientist
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	142321
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142321/

The Data Science and Applied Artificial Intelligence Branch delivers strategic, operational, and advisory services that support the organisation's priorities and improve outcomes for stakeholders. Working collaboratively across business areas, we provide policy, programme, project, and governance expertise to ensure effective and efficient service delivery. We leverage data, analytics, digital capabilities, and evidence based decision making to identify opportunities, manage risks, and drive continuous improvement.

Through strong stakeholder engagement and a commitment to innovation, the Branch develops practical solutions that enhance organisational performance, strengthen accountability and support the achievement of strategic objectives. Our focus is on delivering high quality, customer centred services while maintaining compliance, transparency and operational excellence.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

- An experienced data science professional who can apply advanced analytics, statistical and machine learning techniques to solve complex business problems and deliver practical, evidence-based outcomes
- A technically capable practitioner with proficiency in Python, R and/or SQL, and experience developing, validating, deploying and monitoring analytical solutions
- A collaborative communicator who can translate complex analytical findings into clear advice and recommendations for both technical and non-technical stakeholders
- A proactive professional who can work under limited direction, exercise sound judgement, manage competing priorities and contribute to complex projects or programs of work
- A responsible and forward-thinking practitioner with an understanding of data governance, privacy, ethics and responsible AI, ideally with experience in contemporary AI, Generative AI and MLOps practices.

Duties

- Engage with business areas to define complex problems, requirements, success measures and suitable data science, analytics or AI approaches
- Collect, integrate, analyse and assess structured and unstructured data, addressing data quality, accessibility and fitness-for-purpose issues
- Design, develop, validate, deploy and monitor statistical, machine learning, advanced analytics and AI solutions
- Coordinate data science projects and work priorities, while providing technical guidance, peer review, coaching and support to team members
- Apply responsible AI, data ethics, privacy, security, governance and assurance requirements throughout the solution lifecycle.

Additional information

The APS6 Data Scientist leads the development and enhancement of data science, advanced analytics and Generative AI solutions to support evidence-based decision-making. The role requires expertise in statistics, machine learning, Python, R and/or SQL, along with experience managing the end-to-end analytics lifecycle and engaging stakeholders to deliver practical, business-focused solutions.

Candidates will demonstrate knowledge of GenAI, responsible AI, data governance, privacy and security principles, with experience in model governance and risk management. Strong communication skills, experience with cloud platforms, APIs and MLOps practices, and the ability to provide technical guidance and collaborate across multidisciplinary teams are highly regarded.

Qualifications:

- Tertiary qualifications in Data Science, Statistics, Mathematics, Computer Science, Artificial Intelligence, Engineering, Economics or another relevant quantitative discipline are desirable
- Equivalent demonstrated professional experience in data science, advanced analytics, machine learning or related fields will also be considered.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position, to read more click here. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

AI tools may be used to support parts of this recruitment process. The selection panel will disclose where and how AI is used.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at https://www.homeaffairs.gov.au/about-us/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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Raj Ravindranath, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142321/

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Vacancy VN-0774592

Department of Home Affairs

Closing Date:Monday 30 November 2026

Data & Artificial Intelligence
Data Science & Applied Ai Data Science and Analytics

Job Title	Data and Research - Data Scientist
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	142322
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142322/

The Data Science and Applied Artificial Intelligence Branch delivers strategic, operational, and advisory services that support the organisation's priorities and improve outcomes for stakeholders.

Working collaboratively across business areas, we provide policy, programme, project, and governance expertise to ensure effective and efficient service delivery. We leverage data, analytics, digital capabilities, and evidence based decision making to identify opportunities, manage risks, and drive continuous improvement.

Through strong stakeholder engagement and a commitment to innovation, the Branch develops practical solutions that enhance organisational performance, strengthen accountability and support the achievement of strategic objectives. Our focus is on delivering high quality, customer centred services while maintaining compliance, transparency and operational excellence.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

- Demonstrate practical experience applying data science, statistical analysis and machine learning techniques to support business outcomes and evidence-based decision-making
- Be proficient in Python, R and/or SQL, with experience preparing, analysing and interpreting data from a range of sources
- Contribute to the development, validation, deployment and monitoring of analytical, machine learning and AI-enabled solutions
- Communicate complex analytical findings clearly and build productive relationships with technical and non-technical stakeholders
- Work collaboratively under limited supervision, manage competing priorities and apply sound judgement while upholding data governance, privacy, security and ethical requirements.

Duties

- Assist business areas to define and scope problems suitable for data science, analytics and AI-enabled solutions
- Collect, prepare, analyse and interpret data from multiple sources, including data cleansing, transformation, quality assessment and exploratory analysis
- Develop, test, validate, deploy and monitor analytical and machine learning solutions using established methodologies and appropriate tools
- Communicate analytical findings and recommendations through clear documentation, reports and presentations, while working collaboratively with stakeholders
- Support responsible and sustainable data science capability, including reusable analytical assets, documentation, continuous improvement, and compliance with data governance, privacy, security and ethical requirements.

Additional Information

Candidates should demonstrate experience applying statistical, analytical and machine learning techniques to business challenges, supported by practical skills in Python, R and/or SQL.

Knowledge of AI and Generative AI concepts, including prompt engineering, Retrieval-Augmented Generation (RAG) and AI evaluation approaches, will be highly regarded, along with an understanding of data governance, privacy, security and ethical AI practices.

Experience with cloud platforms, MLOps and model lifecycle management is desirable. Strong communication and stakeholder engagement skills are essential, supported by relevant tertiary

qualifications or equivalent professional experience in data science, advanced analytics, machine learning or a related quantitative field.

Qualifications:

- Tertiary qualifications in Data Science, Statistics, Mathematics, Computer Science, Artificial Intelligence, Engineering, Economics or another relevant quantitative discipline are desirable
- Equivalent demonstrated professional experience in data science, advanced analytics, machine learning or related fields will also be considered.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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Notes

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To Apply

Position Contact	Raj Ravindranath, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142322/

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Vacancy VN-0774597

Department of Home Affairs

Closing Date:Monday 23 November 2026

Enterprise Technology Services
Technology Operations & Support Classified Systems

Job Title	Security Advisor
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$121,755 - $139,450
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	Executive Level 1
Position Number	JR 142409
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142409/

About our team

The Classified Systems Delivery (CSD) Section within the Technology Group delivers, operates, and supports classified Information and Communications Technology (ICT) services that enable critical national security, border protection, and whole-of-government operations across Australian government organisations.

CSD is a multidisciplinary team comprised of resources across numerous ICT disciplines, including server, network, compute, storage, cryptographic, deployable, and desktop solutions.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

- Significant skills and experience in Australian Government ICT and Physical Security policy

- Experience working in a multi-agency environment with shared ICT services
- Experience or exposure to managing Communications security (COMSEC) equipment
- Very good all-round communications skills
- Team oriented.

Duties

Duties and responsibilities

- Manages the implementation of and adherence to Australian Government security policy, processes, and procedures for Department of Home Affairs and Whole-of-Government partners using CSD delivered ICT
- Leads and manages security advice, training, audit and compliance activities to assure CSD delivered ICT
- Monitors changes to ICT environments to remove or reduce security risks to CSD delivered ICT, and information
- Monitors, tracks and controls CSD protective security risks, provides detailed risk reporting, reviews and endorses Protective and ICT Risk Management Plans
- Participates in planning and supports ICT and facilities design, implementation (install, refresh and uplift) and audit activities.

Additional information

- Demonstrated understanding of Australian Government security policies including the PSPF and ISM
- Demonstrated understanding and ability to apply security policies, processes and procedures to operational environments, working accommodation, ICT facilities and infrastructure
- Demonstrated understanding and recent experience with risk management, assessment and reporting
- Extensive recent experience supporting secure government ICT systems
- Formal risk management training.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Positive Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

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To Apply

Position Contact	Patrick Robson, .
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142409/

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Vacancy VN-0774607

Department of Home Affairs

Closing Date:Monday 23 November 2026

Enterprise Technology Services
Operational Capability Closed Circuit Television (CCTV)

Job Title	CCTV Maintenance Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 5
Position Number	JR 142397
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142397/

About our team

The CCTV teams manage an operational CCTV network across all Australian states and territories for the ABF.

This consists of over 7,500 CCTV cameras across 130+ locations. CCTV capabilities operate at international airports, seaports, mail gateways, container examination facilities and various other sites.

Please visit our website for more information about the Department of Home Affairs or Australian Border Force.

Our ideal candidate

- Has an awareness, understanding, or experience in ICT, CCTV Technology
- Has an awareness, understanding, or experience in Contract or Procurement Management
- Excellent time management and organisational skills
- An ability to prioritise competing workloads including assisting other sections with priority work
- Develop, maintain and build relationships with external vendors including contract management deliverables.

Duties

Duties and responsibilities

- Support, invest in and nurture a positive relationship within a nationally dispersed high performing team, including APS staff, contractors and externally contracted service providers
- Management of administrative functions including onboarding activities for vendors and specified personnel requiring ESC, AGSVA, ASIC and MSIC
- Assist in managing national contracts and contractors including Internal and External stakeholders. Manage preventative maintenance work and coordinate fault resolution for remedial maintenance, including assigning work, setting priorities, monitoring workflow and value for money
- Assist in troubleshooting of issues with ICT and CCTV systems, infrastructure and the reporting of faults to third level service providers where required
- Planning and forecasting future routine and maintenance inspections and addressing high priority incidents.

Additional information

Role Requirements

To maintain the operational CCTV network, internal resources manage CCTV faults and scheduled maintenance inspections, together with the services of external service providers.

Maintenance includes, but is not limited to:

- Trouble shooting issues
- Restarting equipment where power or network connectivity has been lost
- Cleaning cameras
- Routine inspection and maintenance of hardware across all ABF sites
- Physical repairs
- Replacement and upgrading of software and hardware.

Mandatory requirement

- Current Australian Driver Licence.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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To Apply

Position Contact	Timothy Saisell, 0409 597 525
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142397/

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Vacancy VN-0774661

Department of Home Affairs

Closing Date:Thursday 03 December 2026

Business Enabling Services
Procurement Contract & Grants Panels and Contract Management Section

Job Title	Director - Panels and Contract Management Section
Job Type	Full-Time;Part-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$140,893 - $183,347
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 2
Position Number	142285
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142285/

About our team

The Procurement, Contract and Grants Branch (PCGB) is a dynamic enabling branch that helps the Department achieve its priorities through high-quality procurement, contract management and grants services.

We work across the Department to provide practical advice, trusted support and fit-for-purpose solutions that help business areas navigate complex requirements and achieve strong outcomes. We are focused not only on delivering quality services today, but on continually improving how we work.

The Procurement, Contract and Grants Branch (PCGB) is an exciting place for people who enjoy solving problems, challenging established ways of working and identifying opportunities for innovation and smarter service delivery. We are committed to building procurement, contract

management and grants capability and policy across the Department, sharing knowledge and making it easier for our stakeholders to get things right.

Relationships are central to our success. We work collaboratively across the Department, building trusted partnerships and creating an environment where people are encouraged to contribute ideas, learn and make a difference.

Our ideal candidate

Innovation and continuous improvement

- Identifies opportunities to simplify and modernise systems, processes, guidance and service delivery. Encourages new ideas, uses technology effectively and translates innovation into practical improvements for staff and business areas.

Drives outcomes and delivers results

- Sets clear priorities, maintains momentum and takes accountability for delivering high-quality outcomes in a complex environment. Balances competing priorities, risks and resources while maintaining a strong focus on value for money and practical results.

Builds capability and confidence

- Builds organisational capability through accessible guidance, tools, training, communities of practice and targeted support. Develops staff and equips business areas to confidently manage grants, panels and contracts effectively.

Engages, influences and collaborates

- Builds trusted relationships across the Department, central agencies and service providers. Communicates clearly, listens to different perspectives and brings stakeholders together to resolve issues and implement workable solutions.

Customer-focused advice and support

- Understands the operating environment and needs of business areas and provides responsive, pragmatic and authoritative advice. Translates complex policy and legislative requirements into clear, usable solutions that help business areas achieve compliant and effective outcomes.

Duties

The Director, Grants, Panels and Contract Management is a leadership role responsible for providing strategic direction and oversight of a portfolio of enterprise functions. The role leads a multidisciplinary section supporting effective, compliant and value-for-money grants, panels and contract management, while also overseeing Comcover and a number of corporate contracts.

Key responsibilities include:

- Leading grants governance, assurance, policy and advisory support across the grant lifecycle, including reporting, audits and capability uplift
- Strengthening contract and panel management through practical guidance, templates, training, communities of practice and targeted support
- Supporting departmental and whole-of-government panel arrangements and implementation of evolving Department of Finance systems and requirements
- Overseeing the Department's Comcover function and corporate contracts for services including stationery, mail, freight and courier services
- Driving continuous improvement in systems, processes, guidance, internal SharePoint content and service delivery
- Providing authoritative, evidence-based advice and briefings to senior executives, governance committees and business areas on complex or sensitive matters
- Managing section priorities, resources, risks and performance while developing a capable, inclusive and resilient workforce and building strong relationships across the Department and with central agencies, service providers and other external stakeholders.

The role requires strong strategic judgement, public sector stewardship, stakeholder influence and the ability to translate complex policy and legislative requirements into practical and sustainable outcomes.

Additional information

- NV1 clearance or ability to obtain this clearance
- A Certificate IV in procurement and contract management or the ability to obtain this qualification is highly desirable.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance, and:

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Notes

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To Apply

Position Contact	Caroline Hatswell, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142285/

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Vacancy VN-0774670

Department of Home Affairs

Closing Date:Tuesday 01 December 2026

East
Travel East Western Sydney Airport

Job Title	Assistant Border Force Officer - Western Sydney Airport
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 2
Position Number	142402
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142402/

About our team

Be part of something bigger: contribute to building a secure Australia that is prosperous, open and united.

Join a connected team of professionals, where you can be your authentic self, grow your career while making time for all parts of your life.

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic 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 (ABF), 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's mission is to protect Australia's border and facilitate the legitimate movement of people and goods across it.

Our ideal candidate

The ABF is currently looking for committed and reliable people to undertake full-time work on an ongoing basis at the APS 2 classification at Western Sydney Airport. You will receive appropriate training in order to undertake requisite functions, such as passenger clearances. Training is currently up to four (4) weeks in duration.

Please note that applicants must pass mandatory training in order to be employed and deployed to Western Sydney Airport as an on-going APS2.

Duties

The ABF are looking for Assistant Border Force Officers who:

- Are team players
- Are committed to our values and behaviours, maintaining a high level of integrity and professionalism
- Have good communication skills
- Represent the ABF in frontline operational areas, dealing directly with members of the public including foreign travellers
- Perform duties in a fast-paced, high volume operating environment
- Are available for shift work, on a 24-hour rotating roster
- Are professional and respectful

- Are committed to developing their skills and knowledge
- Exercise lawful authority efficiently and appropriately
- Are flexible and adaptable.

Additional information

The following requirements apply to the position:

- Wear the ABF uniform
- Attain and maintain mandatory training requirements
- Attain and maintain relevant security requirements.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

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To Apply

Position Contact	Emily Hay, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142402/

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Vacancy VN-0774674

Department of Home Affairs

Closing Date:Tuesday 01 December 2026

East
Travel East Western Sydney Airport

Job Title	Assistant Border Force Officer - Western Sydney Airport - Affirmative Measures - Disability
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 2
Position Number	142404
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142404/

About our team

Be part of something bigger: contribute to building a secure Australia that is prosperous, open and united.

Join a connected team of professionals, where you can be your authentic self, grow your career while making time for all parts of your life.

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The Australian Border Force (ABF), 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's mission is to protect Australia's border and facilitate the legitimate movement of people and goods across it.

Our ideal candidate

The ABF is currently looking for committed and reliable people to undertake full-time work on an ongoing basis at the APS 2 classification at Western Sydney Airport. You will receive appropriate training in order to undertake requisite functions, such as passenger clearances. Training is currently up to four (4) weeks in duration.

Please note that applicants must pass mandatory training in order to be employed and deployed to Western Sydney Airport as an on-going APS2.

Duties

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- Are team players
- Are committed to our values and behaviours, maintaining a high level of integrity and professionalism
- Have good communication skills
- Represent the ABF in frontline operational areas, dealing directly with members of the public including foreign travellers
- Perform duties in a fast-paced, high volume operating environment
- Are available for shift work, on a 24-hour rotating roster
- Are professional and respectful
- Are committed to developing their skills and knowledge
- Exercise lawful authority efficiently and appropriately
- Are flexible and adaptable.

Additional information

The following requirements apply to the position:

- Wear the ABF uniform
- Attain and maintain mandatory training requirements
- Attain and maintain relevant security requirements.

Evidence of disability

Shortlisted applicants will be required to provide evidence of disability to satisfy eligibility requirements.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

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AI tools may be used to support parts of this recruitment process. The selection panel will disclose where and how AI is used.

Information about employment and advice on how to apply for vacancies can be obtained from the Department’s website at https://www.homeaffairs.gov.au/about-us/careers.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Home Affairs

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

To Apply

Position Contact	Emily Hay, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142404/

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Vacancy VN-0774675

Department of Home Affairs

Closing Date:Tuesday 01 December 2026

East
Travel East Western Sydney Airport

Job Title	Assistant Border Force Officer - Western Sydney Airport - Affirmative Measures - First Nations
Job Type	Full-Time, Ongoing
Location	Various locations - NSW NSW
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 2
Position Number	142406
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142406/

About our team

Be part of something bigger: contribute to building a secure Australia that is prosperous, open and united.

Join a connected team of professionals, where you can be your authentic self, grow your career while making time for all parts of your life.

The Department of Home Affairs is responsible for centrally coordinated strategy and policy leadership in relation to domestic 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 (ABF), 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's mission is to protect Australia's border and facilitate the legitimate movement of people and goods across it.

Our ideal candidate

The ABF is currently looking for committed and reliable people to undertake full-time work on an ongoing basis at the APS 2 classification at Western Sydney Airport. You will receive appropriate training in order to undertake requisite functions, such as passenger clearances. Training is currently up to four (4) weeks in duration.

Please note that applicants must pass mandatory training in order to be employed and deployed to Western Sydney Airport as an on-going APS2.

Duties

The ABF are looking for Assistant Border Force Officers who:

- Are team players
- Are committed to our values and behaviours, maintaining a high level of integrity and professionalism
- Have good communication skills
- Represent the ABF in frontline operational areas, dealing directly with members of the public including foreign travellers
- Perform duties in a fast-paced, high volume operating environment
- Are available for shift work, on a 24-hour rotating roster
- Are professional and respectful
- Are committed to developing their skills and knowledge
- Exercise lawful authority efficiently and appropriately
- Are flexible and adaptable.

Additional information

The following requirements apply to the position:

- Wear the ABF uniform
- Attain and maintain mandatory training requirements
- Attain and maintain relevant security requirements.

Evidence of heritage

Shortlisted applicants will be required to provide confirmation of Aboriginal and/or Torres Strait Islander heritage.

A confirmation must stipulate that a person:

- is of Aboriginal and/or Torres Strait Islander descent; and
- identifies as an Aboriginal and/or Torres Strait Islander person; and
- is accepted as such by the community in which they live, or formerly lived.

Confirmation of Aboriginal and/or Torres Strait Islander heritage can be provided by a wide range of Aboriginal and Torres Strait Islander organisations and bodies, and commonly include, but are not limited to, the following:

- Aboriginal and Torres Strait Islander Land Councils;
- Aboriginal and Torres Strait Islander Corporations (Aboriginal and Torres Strait Islander Corporations can be incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006, the Corporations Act 2001, or other states and territory legislation);
- Aboriginal and Torres Strait Islander medical services.

Eligibility

To be eligible for the position you must be an Australian Citizen.

The successful candidate will be required to obtain and maintain a Baseline Vetting (AGSVA) security clearance, and:

- ABF Workers will also be required to obtain and maintain an Employment Suitability Clearance (ESC).
- Home Affairs Workers will also be required to obtain and maintain an Onboarding Check.

In certain circumstances, an Employment Suitability Clearance (ESC) may be required in addition to, or in lieu of, an Onboarding Check, which will be determined by the delegate as necessary.

Notes

The Department of Home Affairs offers an attractive remuneration package, including salary, superannuation benefits and flexible working conditions appropriate to the level of the position, to read more click here. The Australian Public Service (APS) Employee Value Proposition (EVP) highlights the top reasons our employees enjoy working in the APS.

The Department may provide relocation assistance to eligible APS employees required to relocate. The level of assistance will vary depending on the reason for relocating and your personal circumstances. For further information please enquire with the contact officer listed in the advertisement.

AI tools may be used to support parts of this recruitment process. The selection panel will disclose where and how AI is used.

Information about employment and advice on how to apply for vacancies can be obtained from the Department's website at https://www.homeaffairs.gov.au/about-us/careers.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Emily Hay, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142406/

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Vacancy VN-0774725

Department of the House of Representatives

Closing Date:Thursday 03 December 2026

Procedure Office
Chamber Research

Job Title	Statistics Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Capital Hill ACT
Salary	$104,802 - $118,939
Future Merit Locations	Capital Hill
Office Arrangement	On Site
Office Arrangement Details	To be negotiated
Classification	APS Level 6
Position Number	4600
Agency Website	https://www.aph.gov.au/About_Parliament/Employment/Depa

Job Description

https://www.aph.gov.au/About_Parliament/Employment/Careers_at_the_Department_of_the_House_of_Represent

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

About the department

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

About the role

The Statistics Manager prepares and maintains statistical records on the work of the House, produces and publishes statistical publications and the Standing Orders, provides daily reports to stakeholders, and responds to questions relating to statistics and records.

Duties

The Statistics Manager will:

1. Under limited direction, coordinate the recording of statistics relating to the work of the House of Representatives, and maintain the Procedure Office statistical databases.
2. Under limited direction, draft, edit and publish statistical publications of the Procedure Office; and coordinate publication of Standing Orders in accordance with decisions of the House, including preparation of temporary inserts and new editions.
3. Undertake straightforward research and writing tasks, assist in responses to requests for information and prepare correspondence as required.
4. Contribute to training of other staff and knowledge sharing within the Procedure Office; provide guidance to other staff compiling statistics and provide support to Assistant Directors as required.

Eligibility

To be eligible, applicants must:

1. Be an Australian citizen;
2. Undertake a National Police check

Notes

Applications must include a 1 page pitch addressing the selection criteria and details of two referees. See the Applicant information pack for further information on how to apply.

Applications close 11:59pm, Thursday 3 December 2026.

Visit the Department of the House of Representatives vacancy page, and apply online.

For further information, please contact the recruitment team on 02 6277 4745, or at recruitment.reps@aph.gov.au

About the Department of the House of Representatives

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

To Apply

Position Contact	Recruitment Team, 0262774745
Agency Recruitment Site	https://www.aph.gov.au/About_Parliament/Employment/Careers_at_the_

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Vacancy VN-0774623

Department of the Treasury

Closing Date:Sunday 29 November 2026

Job Title	APS6 Policy and Legal Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$105,260 - $127,521
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	45-2026
Agency Website	www.treasury.gov.au

Job Description

https://treasury.gov.au/the-department/recruitment-and-careers

Treasury is looking for talented, team-oriented, flexible and highly motivated individuals to work at the centre of Australian Government policy. The **APS6 Policy and Legal Officer** roles are available in both **Fiscal Group** and **Revenue, Small Business and Law Group**. This is a unique opportunity to work on complex and nationally significant policy reforms, engage with senior stakeholders and contribute directly to advice provided to Government.

Duties

We are looking for APS6 officers who:

- Demonstrate highly developed analytical and problem-solving skills.
- Communicate effectively with a range of audiences.
- Build productive stakeholder relationships and influence outcomes.
- Exercise sound judgement, initiative and autonomy.
- Thrive in a dynamic and fast-paced environment while managing competing priorities effectively.
- Can analyse complex information and datasets, translate technical material into practical advice, and contribute to policy and legal implementation and program delivery.

APS6 Policy and Legal Officers will:

- Lead discrete policy and legislative projects and provide high-quality strategic advice on complex or sensitive issues.
- Exercise a high degree of judgement and autonomy in analysing issues, assessing risks and developing recommendations.
- Build and maintain effective stakeholder relationships, influencing outcomes and managing competing interests where required.
- Coordinate work across teams and contribute to the achievement of branch and divisional priorities.
- Provide guidance and support to less experienced officers and contribute to a collaborative team environment.
- Contribute to a positive and inclusive workplace culture and model Treasury and APS values and behaviours.

Mandatory requirements

- A minimum of two years of experience in policy or legislative development.
- Strong experience in policy, legislative or legal work, including complex matters.
- Ability to lead projects and manage competing priorities with autonomy.
- Tertiary qualifications in a relevant field, including, but not limited to, economics, law, commerce, finance or public policy.

Desirable experience

- Highly developed analytical skills, judgement and written communication.
- Ability to influence stakeholders and provide guidance to others.

Eligibility

Under Section 22(8) of the Public Service Act 1999, employees of the Treasury are required to be Australian Citizens.

Successful candidates will be required to obtain and maintain, at a minimum, a Baseline security clearance, and will be subject to pre-employment screening checks.

Some positions may require a higher level of clearance, as specified in the position description.

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing positions, should they become available within 18 months from the date advertised.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Neena Pai, 02 6263 2774
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0774654

Department of the Treasury

Closing Date:Sunday 29 November 2026

Job Title	APS4-APS5 Policy and Legal Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$82,995 - $99,287
Future Merit Locations	Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 4;APS Level 5
Position Number	45-2026
Agency Website	www.treasury.gov.au

Job Description

https://treasury.gov.au/the-department/recruitment-and-careers

Treasury is looking for talented, team-oriented, flexible and highly motivated individuals to work at the centre of Australian Government policy. The **APS4-APS5 Policy and Legal Officer** roles are available in both **Fiscal Group** and **Revenue, Small Business and Law Group**. This is a unique opportunity to work on complex and nationally significant policy reforms, engage with senior stakeholders and contribute directly to advice provided to Government.

Duties

We are looking for officers who:

- Demonstrate strong analytical and problem-solving skills.
- Communicate effectively with a range of audiences.
- Build productive stakeholder relationships.
- Exercise sound judgement and initiative.
- Thrive in a dynamic and fast-paced environment.
- Can analyse complex information and datasets, translate technical material into practical advice, and contribute to policy and legal implementation and program delivery.

APS4 Policy and Legal Officers will:

- Support the development and implementation of policy and legislative proposals through research, analysis and administrative activities.

- Draft straightforward written material, including briefs, correspondence, consultation material and meeting records, with guidance from senior officers.
- Monitor and progress work tasks, ensuring deadlines and quality requirements are met.
- Build productive working relationships with colleagues and stakeholders and contribute positively to team outcomes.
- Identify issues requiring attention and escalate matters appropriately.
- Demonstrate initiative, adaptability and a willingness to learn while contributing to a positive team culture.

APS5 Policy and Legal Officers will:

- Contribute to the development of policy and legislative proposals through sound research, analysis and evidence-based advice.
- Prepare high-quality briefing material, correspondence and other written products.
- Manage discrete pieces of work with limited supervision, balancing competing priorities and delivering quality outcomes within agreed timeframes.
- Build and maintain productive relationships with stakeholders and represent the team in internal and external discussions.
- Identify risks, issues and opportunities and propose practical solutions and recommendations.
- Contribute to broader branch and divisional priorities and support continuous improvement initiatives.

As an APS4 officer, you will have:

Mandatory requirements

- Experience in policy, legislative, legal or research work.
- Sound research, analytical and written communication skills.
- Tertiary qualifications in a relevant field, including, but not limited to, economics, law, commerce, finance or public policy.

Desirable skills and experience

- Ability to organise work, meet deadlines and contribute to team outcomes.
- Ability to build productive working relationships with stakeholders.

As an APS5 officer, you will have:

Mandatory requirements

- A minimum of one year of experience in policy or legislative development.
- Demonstrated experience in policy, legislative, legal or analytical work.
- Strong research, analytical and written communication skills.
- Tertiary qualifications in a relevant field, including, but not limited to, economics, law, commerce, finance or public policy.

Desirable skills and experience

- Ability to manage work independently and balance competing priorities.
- Ability to engage stakeholders and develop practical solutions.

For further information regarding this vacancy and the application process, please refer to the Position Description.

Eligibility

Under Section 22(8) of the Public Service Act 1999, employees of the Treasury are required to be Australian Citizens.

Successful candidates will be required to obtain and maintain, at a minimum, a Baseline security clearance, and will be subject to pre-employment screening checks.

Some positions may require a higher level of clearance, as specified in the position description.

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing positions, should they become available within 18 months from the date advertised.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of the Treasury

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To Apply

Position Contact	Neena Pai, 02 6263 2774
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0774732

Department of the Treasury

Closing Date:Thursday 03 December 2026

Corporate Division
Communications Branch

Job Title	APS6 Web Publisher
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$105,260 - $127,521
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with Treasury's Enterprise Agreement and the operational needs of the role.
Classification	APS Level 6
Position Number	48-2026
Agency Website	www.treasury.gov.au

Job Description

https://treasury.gov.au/the-department/recruitment-and-careers

Treasury is looking for an experienced Web Publisher to deliver high-quality, accessible digital content across our websites. The position supports web publishing, content management and the ongoing delivery of Treasury’s digital presence.

About the role

The **APS6 Web Publisher** position forms part of the multidisciplinary **Digital Delivery Team** within the **Communications Branch**. The team manages Treasury's digital presence across a range of platforms, including Treasury's corporate website, the Federal Budget website, the intranet and other Treasury websites.

The team also provides advice on web best practice and recommendations for the effective delivery of digital content. Working closely with the Information Services Branch, the Digital Delivery Team takes a collaborative approach to delivering Treasury's communication and digital requirements.

Duties

The APS6 Web Publisher is responsible for:

- Managing content updates and publishing across multiple content management platforms.
- Developing new webpages, including establishing and configuring information architecture and functionality components, uploading and updating content and images.
- Managing digital assets within the Content Management System and Digital Asset Management systems, including:
    - Text pieces
    - Video
    - PDFs
    - Images
    - Associated graphic assets
- Providing recommendations on web layout to maximise page effectiveness and conversion while meeting Australian Government accessibility requirements and web best practice.
- Maintaining consistent user interface (UI) and user experience across all web pages.
- Ensuring the quality of web content, including identifying and eliminating duplicate content and maintaining site integrity.
- Working collaboratively with content stakeholders to coordinate and manage the publication of content across websites.
- Identifying and interpreting technical issues and communicating them clearly to non-technical stakeholders.

Desirable Skills / Experience

Our ideal candidate will have:

- Three or more years' experience in content or website management.
- Proficiency in website presentation best practice, editorial style and DXP standards.
- Demonstrated experience managing website content updates and publishing and editorial workflows.
- Demonstrated experience with relevant web technologies and standards including:
    - Drupal
    - WCAG 2.2 Compliance standards
    - HTML, XHTML, HTML5, CSS, CSS3

    - Git
- An understanding of modern, responsive website construction, configuration, and maintenance.
- A proven ability to deliver high-quality work.
- Demonstrated ability to self-manage workloads through a corporate ticketing system while maintaining effective customer engagement and management.
- Ability to work effectively in a fast-paced, deadline driven environment and mage competing priorities.
- Strong interpersonal and communication skills with the ability to communicate clearly and proactively with stakeholders across multiple teams and departments.
- Strong attention to detail and commitment to producing high-quality work.
- A resourceful, collaborative and flexible approach to working as part of a multidisciplinary team.

Eligibility

Under Section 22(8) of the Public Service Act 1999, employees of the Treasury are required to be Australian Citizens.

Successful candidates will be required to obtain and maintain, at a minimum, a Baseline security clearance, and will be subject to pre-employment screening checks.

Some positions may require a higher level of clearance, as specified in the position description.

Notes

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To Apply

Position Contact	Sebastian Becher, (02) 6263 4694
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0774501

Federal Circuit and Family Court of Australia

Closing Date:Thursday 26 November 2026

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Associate
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$88,834 - $96,829
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 5
Position Number	0823-11-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=113DECAE-AC67-0E22-D194-ED7AABE0B583

Position Overview

The Associate is part of a team assisting a Judge in the day-to-day management of Chambers and Court. The role of the Associate is to manage chambers and to supervise the Deputy Associate.

Duties

Position Duties

1. Day-to-day running of chambers including responding to enquiries.
2. Supervise the work of the deputy associate.
3. Assist the Judge to manage the docket by preparing and managing matters waiting for hearing.
4. Ensure the court's case management system is up-to-date and assist the Judge in the preparation of orders and typing of judgments.
5. Maintain court related relationships with various external stakeholders.
6. Contribute to organisational forums working for better working practices.
7. Other duties as required.

Eligibility

Selection Criteria

1. Strong communication (oral and written) and liaison skills and the ability to communicate with people of all levels.
2. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications and the internet.
3. The ability to adapt to changing situations and priorities.
4. Tolerance, diligence and the ability to work as a member of a small team.
5. A high standard of ethical behaviour.

Qualifications

It is a mandatory that candidates have completed (or near completed) a qualification in law with a strong academic record and have completed the family law subject.

Notes

Artificial Intelligence (AI) in recruitment

Candidates may use AI tools to assist with their participation in this recruitment process unless otherwise advised. Where AI tools are used, candidates are responsible for ensuring that all information submitted is transparent, accurate, and genuinely reflects their own skills, capabilities, and experience. For more information, see:

Principles for candidate use of AI in Recruitment

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the court of their employment;
3. Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

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

Diversity and Inclusion

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

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

How to Apply

To apply, please complete the application form on the Court’s careers portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any issues with applying please email recruitment@fedcourt.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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for

family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Michelle Thornley, 02 8067 2252
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=113DECAE-AC67-0E22-D194-ED7AABE(

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Vacancy VN-0774633

Federal Circuit and Family Court of Australia

Closing Date:Wednesday 02 December 2026

Federal Circuit and Family Court of Australia
Judicial Support

Job Title	Deputy Associate to Judge Papadopoulos
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$79,125 - $86,246
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 4
Position Number	0837-11-26
Agency Website	https://www.fcfcoa.gov.au/

Job Description

https://fcajobs.nga.net.au/?jati=74EE9EB6-ACC8-37A2-9429-ED7BD4A02022

Position Overview

This Deputy Associate position is for a vacancy in the Chambers of Judge Papadopoulos.

The Deputy Associate is part of a small team who assist the Judge in the day-to-day management of Chambers and Court. This role also assists with the preparation of materials for the Judge and involves undertaking legal research and assisting with judgment preparation as required. Please note that his Honour sits only in general federal law and does not hear family law cases.

Duties

Position Duties

1. Assist in the conduct of Court proceedings, including the transcription of orders, ensuring the orderly conduct of matters and general Courtroom management.
2. Assist his Honour's Associate in the day-to-day management of Chambers including responding to enquiries and, as required, managing the Associate inbox on behalf of the Judge and appropriate correspondence with litigants and their representatives.
3. Undertake legal research as required by the Judge, including identifying relevant legislation, summarising key legal authorities and preparation and maintenance of legal research materials.
4. Assist the Judge and Associate with the management of cases and, as required, enter data into the Court's case management systems to reflect the outcomes of Court events.

5. Assist with the preparation of matters, which may include the preparation of case summaries, general file maintenance and other tasks as required.
6. Assist the Judge with the preparation and delivery of judgments, which may include undertaking complex legal research as well as editing in line with the Courts' judgments publication standards.
7. Assist with the general operation of Chambers; and
8. Other duties, as required.

Eligibility

Selection Criteria

1. Well-developed interpersonal skills including tact, discretion, initiative and the ability to communicate appropriately and effectively with an array of stakeholders including members of the judiciary, the legal profession, the public and other Court staff.
2. Attention to detail.
3. Ability to undertake legal research (including on-line research) and prepare reports and written correspondence.
4. Demonstrated organisational skills, including the ability to manage priorities, meet deadlines and work effectively under pressure and in a team environment.
5. Demonstrated high-level keyboard skills and ability to use relevant software applications including Microsoft Office applications.
6. The ability to adapt to changing situations and priorities and participate in collective work practices.
7. The ability to travel on circuit if required.

Qualifications

It is mandatory that candidates have completed a qualification in law with a strong academic record.

A strong interest in migration law is highly desirable, as is knowledge of litigation processes.

Notes

Artificial Intelligence (AI) in recruitment

Candidates may use AI tools to assist with their participation in this recruitment process unless otherwise advised. Where AI tools are used, candidates are responsible for ensuring that all information submitted is transparent, accurate, and genuinely reflects their own skills, capabilities, and experience.

For more information, see: Principles for candidate use of AI in Recruitment

Eligibility

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

1. Australian citizenship – the successful applicant must hold Australian citizenship;
2. Security and character clearance – the successful applicant must satisfy a Police Records Check, and may also be required to complete security clearances during the court of their employment;
3. Health clearance – the successful applicant may be required to complete a health declaration or attend a medical assessment to confirm their fitness for duty.

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

Diversity and Inclusion

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

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

How to Apply

To apply, please complete the application form on the Court's careers portal.

As part of your application, you will be required to submit a written response to the selection criteria (maximum word limit 1500), a copy of your academic transcript and an example of relevant written work completed in an academic or professional setting.

Please ensure this document is attached before submitting your application. If you have any issues with applying, please email recruitment@fedcourt.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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Federal Circuit and Family Court of Australia

The Federal Circuit and Family Court of Australia Act 2021 (FCFCOA Act), which came into effect on 1 September 2021, merged the Family Court of Australia and the Federal Circuit Court of Australia into a unified court system known as the FCFCOA. The FCFCOA (Division 1) is a superior court that handles the most complex family law cases and serves as the appellate court for family law matters. It operates nationwide, except in Western Australia. The FCFCOA (Division 2), a federal court, shares jurisdiction over family law and child support with Division 1, but also handles general federal law matters, such as administrative law, bankruptcy, intellectual property, and migration law. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established

by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence. FCFCOA employees are covered by the Federal Court Enterprise Agreement 2024–2027.

To Apply

Position Contact	Dlyan Collingwood, (02) 9184 5056
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=74EE9EB6-ACC8-37A2-9429-ED7BD4A0

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Vacancy VN-0774700

Great Barrier Reef Marine Park Authority

Closing Date:Monday 30 November 2026

Major Projects Science for Management

Job Title	Data Platform Manager Decision Support Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Cairns QLD, Canberra ACT
Salary	$99,733 - $111,702
Future Merit Locations	Townsville, Cairns, Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	While the agency supports workplace flexibility, remote working is not available for this role.
Classification	APS Level 6
Position Number	924
Agency Website	

Job Description

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

We are seeking an experienced Data Platform Manager to join our Decision Support Systems team and be responsible for our data management system and support to various decision support tools. The position will ensure data management system reliability and compliance with legislative, regulatory and organisational requirements, including through effective system maintenance, development and governance. This includes attention to efficient data workflows. The position will liaise with data analysts across the organisation to understand their business needs related to data management and decision support tools, ensure relevant technical solutions are fit for purpose, and provide technical support.

What you'll bring

You have exceptional attention to detail, maintain focus on quality, and a high task completion rate.

You are capable of applying relevant statutory and regulatory information to cartographic datasets, maps, and associated outputs.

You are an excellent communicator with strong internal and external stakeholder engagement capabilities.

You have the ability to communicate spatial information clearly to nontechnical audiences.

You thrive under pressure, manage competing priorities and user expectations, and can adapt to changes in requirements.

You are an effective member of a team, are flexible and versatile, show initiative, and develop and maintain positive relationships.

Why join the Reef Authority?

At the Reef Authority, you'll build a meaningful career while helping protect one of the world's most iconic natural assets. We offer a supportive, flexible and purpose-driven workplace where your work has real impact.

You'll enjoy competitive APS employment conditions, including up to 15.4% employer superannuation, flexible working arrangements, wellbeing initiatives, professional development opportunities and a collaborative culture committed to protecting the Great Barrier Reef for future generations.

Duties

- Manage data platform workspaces, access controls, compute cluster configurations, and relevant policies across multiple environments (e.g. in Databricks).
- Design, build, and operationalise data models, pipelines, stores, and real-time processing systems for scalable, reliable and secure data management within the platform.
- Implement and maintain robust data governance frameworks for the platform (e.g. using Unity Catalog), and ensure compliance with data privacy regulations and Reef Authority data governance policies.
- Monitor platform utilisation, manage performance, identify inefficiencies, and implement cost-optimisations.
- Work collaboratively with data analysts across the organisation and the Technology and Digital Services team to scope business needs and requirements, and align the platform roadmap within available resources.
- Build and sustain effective relationships with internal and external stakeholders, share knowledge of own areas of expertise and mentor and coach less experienced staff.
- Resolve problems using professional knowledge and experience to identify and develop ideas and analyse alternative courses of action and their implications.

Eligibility

Essential requirements

- Demonstrated experience in use and/or management of data platforms (e.g. Databricks) and data governance
- Working proficiency in SQL and Python.

Desirable qualifications or equivalent experience

- Demonstrated experience in, and understanding of, data analytics and data visualisation
- Knowledge of, and experience with, Microsoft Azure data products and services

Notes

Employment with the Reef Authority is subject to:

- Conditions prescribed within the Public Service Act 1999.
- Australian Government Security Vetting Agency (AGSVA) granting a security clearance at the required level.
- Evidence of citizenship status.
- Evidence of qualifications required of the role.
- Evidence of a completed national police-check with no risks identified by the Reef Authority.
- The CEO of the Reef Authority, or their Delegate, approving a Notice of Engagement.
- The Australian Government Security Clearance Application Guide Book provides information on minimum eligibility requirements for holding a security clearance at the required level. Please ensure that you are able to provide the necessary documents if you apply for the position. More information on the security clearance vetting process is available on the AGSVA website.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Susan Sobtzick, 0403 921 873
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0774571

National Native Title Tribunal

Closing Date:Monday 30 November 2026

National Native Title Tribunal (NNTT)
NNTT - Support & Special Projects

Job Title	Project Officer
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Brisbane QLD, Cairns QLD, Melbourne VIC, Sydney NSW
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Hybrid / Flexible working arrangements may be considered in line with operational requirements.
Classification	APS Level 5
Position Number	0822-11-26
Agency Website	https://www.nntt.gov.au/Pages/Home-Page.aspx

Job Description https://fcajobs.nga.net.au/?jati=DD396B23-FE82-FE95-FDC0-ED7AE769A9B4

This vacancy is advertised as an 'identified position' as both the role and the work of the National Native Title Tribunal have a strong involvement in issues relating to Aboriginal and/or Torres Strait Islander people.

Successful applicants are required to have knowledge and understanding of the issues affecting Aboriginal and/or Torres Strait Islander peoples and the ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.

Position Overview

The Project Officer is part of the Business Support team and provides project, digital and technical support to the President, Registrar, Members and staff, enabling them to perform their functions and responsibilities under the Native Title Act 1993 (Cth).

Working closely with the Project Coordinators, the Project Officer contributes to the broader work of the Business Support team. The role is suited to someone with strong stakeholder engagement and communication skills, the ability to problem solve and complete tasks in a multidisciplinary environment.

The successful candidate will have relevant written communication, technical and digital capabilities, or the ability to develop them quickly. They will be comfortable working independently, contributing constructively across a broad range of activities, and collaborate effectively with diverse stakeholders.

Duties

- Supports Project Coordinators with the delivery of projects, briefings, reports and related activities that contribute to the support of the NNTT's core functions and responsibilities.
- Project planning and research, documentation development, digital administration, information management, training and governance support.
- Supports internal stakeholder communication with digital content arising from existing and new design work
- Provides support with the optimisation and update of content for the NNTT website, intranet, and other internal digital platforms and services.
- Assist with the testing of new systems and remedying issues or problems as they arise.

Eligibility

Qualifications

Qualifications demonstrating Information Management, information technology, project delivery, administration, research and written communication skills, while not essential, would be an advantage.

Selection Criteria

1. Possess and demonstrate an understanding of the issues affecting Aboriginal and Torres Strait Islander people.
2. Culturally appropriate communication and engagement with Aboriginal and Torres Strait Islander people.
3. Demonstrated project support and organisation, including planning, research, prioritisation of tasks and delivery of quality outcomes.
4. Demonstrated ability and experience with interpersonal communications, including preparing content and working effectively with diverse stakeholders.
5. Proven ability to function effectively with demanding and conflicting priorities and deliver outcomes as part of a cohesive team.
6. Demonstrated ability to exercise sound judgement and initiative, identify opportunities for improvement, contribute practical ideas and solutions and support colleagues in the effective implementation of organisational change.
7. APS professionalism and teamwork including sound judgement, confidentiality, flexibility, accountability and working independently as well as in collaboration with a team.

How to apply

Please submit your application via the Federal Court of Australia online employment portal.

As part of your application, you will be required to submit a written response to the selection criteria listed in the position description (maximum word limit 1500). Please ensure this document is attached before submitting your application.

If you have any issues with applying, please email recruitment@fedcourt.gov.au

Notes

Eligibility

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

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

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

Diversity and Inclusion

The National Native Title Tribunal is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability, First Nations peoples, LGBTIQA+ people, people from Culturally and Linguistically Diverse backgrounds, Mature age workers, as well as young workers and supporting an inter-generational workforce and supporting gender equity and families.

The National Native Title Tribunal will provide reasonable adjustments for candidates to participate equitably in the recruitment process and discuss workplace adjustments to fulfil the inherent requirements of the role.

Artificial Intelligence (AI) in recruitment

Candidates may use AI tools to assist with their participation in this recruitment process unless otherwise advised. Where AI tools are used, candidates are responsible for ensuring that all information submitted is transparent, accurate, and genuinely reflects their own skills, capabilities, and experience.

For more information, see: Principles for candidate use of AI in Recruitment.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Native Title Tribunal

The National Native Title Tribunal (NNTT) is an authority established by the Native Title Act 1993 (Cth) (NTA) which has offices in four Australian States. The NNTT comprises a President and members, who are appointed by the Governor General under the NTA to make decisions, conduct inquiries, reviews, and mediations, and assist various parties. The NNTT is supported by the Native Title Registrar (Registrar), who has separate and specific functions and responsibilities to perform under the Native Title Act, including considering native title claimant applications (claims) and indigenous land use agreements (ILUAs) for registration. The Federal Court of Australia entity engages employees under the Public Service Act 1999 to support the Federal Court, the FCFCOA (Divisions 1 and 2), and the National Native Title Tribunal. Established by the 2016 Courts Administration Legislation Amendment Act, each court retains its own identity and judicial independence.

To Apply

Position Contact	Max Comp, (07) 3052 4916
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=DD396B23-FE82-FE95-FDC0-ED7AE769

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Vacancy VN-0774667

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Tuesday 01 December 2026

Regulatory Operations
Perth Decommissioning (Planning and Oversight)

Job Title	Director - Decommissioning (Planning and Oversight)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$297,203 - $297,203
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Predominantly working in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	Executive Level 2
Position Number	13564
Agency Website	https://www.nopsema.gov.au/

Job Description

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

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural integrity, well integrity and environmental management for all offshore energy operations and greenhouse gas storage

activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

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

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia’s offshore oil and gas and energy industry.

Role:

NOPSEMA is currently seeking an experienced senior leader to join its Regulatory Operations Division in our Perth Office in the role of Director – Decommissioning (Planning and Oversight) to build and lead a team. The role will provide NOPSEMA wide oversight of decommissioning risks and priorities to ensure that regulatory responses are identified for the most consequential decommissioning issues.

With extensive experience in managing change and providing leadership to deliver outcomes in a complex and changing environment, you will be responsible for ensuring decommissioning is planned and executed safely and in a manner that protects the environment and maintains public confidence.

Why work for NOPSEMA?

As a highly skilled, agile, and competent regulator, our people are our number one asset. NOPSEMA offers competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 18 weeks paid parental leave, 15.4% superannuation contribution and flexible working arrangements.

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

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

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

If you are an experienced professional with significant leadership experience and proven track record in a regulatory environment and/or major hazard industry, apply now and take the next step in your career with this exciting opportunity.

Please note that the closing date for this position is **1 December 2026.**

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

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

Duties

Key responsibilities:

You will lead a team to deliver strategic coordination, risk prioritisation, programme management and agency wide oversight of the growing decommissioning portfolio. You will also lead major programs, coordinate strategic regulatory initiatives, support stakeholder engagement and ensure that a consistent approach is being applied across NOPSEMA.

You will implement NOPSEMA’s decommissioning compliance strategy including advising and engaging with industry and undertaking appropriate compliance actions as necessary. You will also engage with other government agencies and industry bodies to implement, maintain and continuously improve guidance and regulatory tools to support effective decision-making.

As an experienced senior leader you will work closely with the Executive Director – Decommissioning and other Directors to drive a strategic and risk-based approach to regulating decommissioning activities, manage resources and evolve the division.

About you:

To be successful in this role, you will possess significant demonstrated experience in building a positive culture and managing specialist technical advice in relation to decommissioning activities. You must be able to demonstrate experience in offshore petroleum, decommissioning, risk management, compliance and regulation.

Eligibility

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

You must pass and maintain a security clearance to a level appropriate for the position. You will be required to obtain and maintain a Maritime Security Identification Card (MSIC) clearance.

You must be able to pass and maintain Basic Offshore Safety Induction and Emergency Training (BOSIET).

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

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

This position requires the employee to be available, monitor, read and respond to contact from NOPSEMA or a third-party on a work-related matter outside of their ordinary hours of work.

This position is open to Australian citizens only.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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

To Apply

Position Contact	Human Resources and Safety Adviser, 08 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Vacancy VN-0774668

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Closing Date:Tuesday 01 December 2026

Regulatory Operations
Perth Exploration and Development (Environment)

Job Title	Director - Exploration and Development (Environment)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Perth WA
Salary	$297,203 - $297,203
Future Merit Locations	Perth
Office Arrangement	Work From Home;On Site
Office Arrangement Details	Predominantly working in the office, however, work from home may be permitted as per NOPSEMA's policy.
Classification	Executive Level 2
Position Number	13565
Agency Website	https://www.nopsema.gov.au/

Job Description

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

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

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

Working with NOPSEMA provides an opportunity to make a real difference to people working in Australia’s offshore oil and gas and energy industry.

Role:

NOPSEMA is currently seeking an experienced senior leader to join its Regulatory Operations Division in our Perth Office in the role of Director – Exploration and Development (Environment) with extensive experience in managing change and providing leadership in the operations of a

regulatory organisation and/or a major hazard industry, including a strong background in understanding an objective-based approach to regulation where hazards, risks and controls are systematically documented.

Why work for NOPSEMA?

As a highly skilled, agile, and competent regulator, our people are our number one asset. NOPSEMA offers competitive remuneration packages, five weeks annual leave, 18 personal leave days per annum, 18 weeks paid parental leave, 15.4% superannuation contribution and flexible working arrangements.

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

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

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

If you are an experienced professional with significant leadership experience and proven track record in a regulatory environment and/or major hazard industry, apply now and take the next step in your career with this exciting opportunity.

Please note that the closing date for this position is **1 December 2026.**

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

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

Duties

Key responsibilities:

You will be responsible for leading and guiding a team to achieve results in the ongoing regulation of exploration and development activities.

As an experienced senior leader who can drive a strategic and risk-based approach, you will provide oversight of the use of regulatory powers to result in fair, consistent and defendable regulatory outcomes. You will also undertake promotion, advice and influencing activities with titleholders and industry regarding exploration and development topics.

You will work closely with the Executive Director – Exploration and Development and other Directors to plan and deliver activities, manage resources and evolve the division.

About you:

To be successful in this role, you will be an experienced senior leader with significant demonstrated experience in building a positive culture and managing specialist technical advice in relation to exploration activities, appraisal, and production drilling and geophysical and seismic surveys.

You must be able to demonstrate experience in one or more of the following areas:

- Environmental effects, their monitoring and baseline methodologies.
- Implementation of oil spill contingency and response planning.
- Regulatory framework development and streamlining.

Eligibility

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

You must pass and maintain a security clearance to a level appropriate for the position. You will be required to obtain and maintain a Maritime Security Identification Card (MSIC) clearance.

You must be able to pass and maintain Basic Offshore Safety Induction and Emergency Training (BOSIET).

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

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

This position requires the employee to be available, monitor, read and respond to contact from NOPSEMA or a third-party on a work-related matter outside of their ordinary hours of work.

This position is open to Australian citizens only.

Notes

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

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

To Apply

Position Contact	Human Resources and Safety Adviser, 08 6188 8778
Agency Recruitment Site	https://www.nopsema.gov.au/about/careers

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Agriculture, Water and the Environment

Vacancy VN-0774562

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 27 November 2026

Finance and Government Business
Financial Operations Payroll

Job Title	Payroll Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Cairns QLD, Canberra ACT, Darwin NT, Melbourne VIC, Perth WA, Sydney NSW
Salary	$80,371 - $87,496
Future Merit Locations	Adelaide, Brisbane, Cairns, Canberra, Darwin, Melbourne, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 4
Position Number	2026/3376
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Finance and Government Business Division and the departments' goal.

Our division ensures the department remains financially sustainable, compliant, and well-equipped to meet its goals. We provide expert financial advice, tools, and support to help teams manage budgets, make informed decisions, and use public resources responsibly. By partnering across the department, we help align financial processes with strategic priorities. We also support ministers and stakeholders with clear, accurate financial insights that drive effective policy and program delivery.

We support the department's financial transactions and systems, ensuring accuracy, compliance, and efficiency. Our team manages accounts payable and receivable, travel, procurement, grants, payroll, and financial systems. We provide advice and training to help staff navigate financial processes confidently. By maintaining robust financial operations, we enable teams to meet their responsibilities and deliver outcomes that reflect responsible use of public resources.

Duties

This is where you play an important role.

Reporting to a Senior Payroll Officer you will provide high-level payroll services to over 7,000 employees. Under limited direction you will:

- administer leave and pay variations, in relation to employee pays, compensation, superannuation, employee movements, commencements and separations and maternity leave using Aurion.
- complete allocated workloads and checking in designated timeframes within the team to ensure cut off periods are met.
- assist in the distribution and answering of correspondence for the payroll services section including Service now enquires and CXone phones.
- ensure you are adhering to appropriate record keeping practices
- prepare correspondence and provide accurate and timely advice to clients on payroll related issues
- prepare the payment of invoices, maintain KPIs and work registers and perform ad hoc administrations duties in a timely manner
- perform system testing, as required, on behalf of the section
- actively contribute to positive team relationships and provide assistance to other team members.

Eligibility

Who we are looking for

Knowledge and experience

- Demonstrated experience with the Microsoft Office suite.
- Prior experience working in a payroll environment and/or with the Aurion HRMIS is an advantage.

Skills and capabilities

- Clear and concise verbal and written communication skills.
- The ability to question, problem solve and offer insights that may not have been otherwise considered.
- The ability to interpret and apply legislation, policies and procedures.
- The ability to maintain privacy and confidentiality.
- The ability to positively contribute to business improvement initiatives as well as the implementation and review of systems, policies and procedures.
- The ability to actively contribute to positive team relationships and provide feedback and assistance to other team members.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Daniel Armstrong, 1800 312 717
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0774567

Department of Agriculture, Fisheries and Forestry

Closing Date:Friday 27 November 2026

Finance & Government Business
Financial Management & Investment Finance Business Partners

Job Title	Finance Business Partner - Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$151,938 - $176,530
Future Merit Locations	Canberra, Adelaide, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2026/3291
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Finance & Investment Division and the departments' goal.

Our division ensures the department remains financially sustainable, compliant, and well-equipped to meet its goals. We provide expert financial advice, tools, and support to help teams manage budgets, make informed decisions, and use public resources responsibly. By partnering across the department, we help align financial processes with strategic priorities. We also support ministers and stakeholders with clear, accurate financial insights that drive effective policy and program delivery.

We provide expert financial support across accounting, budgeting, tax, loans, and compliance. Our team offers tailored advice, training, and hands-on assistance to help staff manage resources effectively and meet financial obligations. We ensure public funds are used responsibly and transparently, supporting the department's financial sustainability. By partnering with teams across the department, we help align financial practices with strategic goals and enable informed decision-making at every level.

Duties

This is where you play an important role.

Directors of Finance Business Partner (FBP) Teams partner across the business and with senior executives to provide strategic financial advice and assistance on financial related issues. The individual FBP teams form a professional network that support the department in managing its budget through preparing monthly divisional financial management reports, monitoring budgets and forecasts that reflect the Group / Division's business plan, and most importantly provide a conduit between the Group / Division and the Chief Finance Officer (CFO).

The duties of the role may include some or all of the following:

- Leading a team to deliver strategic, accurate and timely advice to senior stakeholders within the relevant area of responsibility and partner with these stakeholders in providing excellent customer service and delivering high quality outcomes.
- Work closely with the AS FMIB and other FBP teams on strategic issues facing your relevant areas of responsibility and associated projects, as well as provide timely and accurate financial advice to stakeholders in line areas.
- Partner with the business to provide strategic financial advice and assistance to relevant executives and operational line areas on a variety of financial and business matters.
- Prepare and advise on monthly financial management reports and other ad hoc management reports to your area of responsibility.
- Collaborate closely with other Finance Business Partner teams to ensure consistent approaches, messaging, and management of issues.
- Set the strategic priorities for your team, consistent with the direction provided by the CFO and AS FMIB.
- Support and take responsibility for ensuring the Finance Business Partner Model of the department is successful and suitable for stakeholders.
- Provide strong leadership to junior staff within the team, including managing deliverables, workloads, performance, conflicts, and setting the direction of the team to deliver on outcomes.
- Prepare and advise on monthly financial reports and other ad hoc reports.
- Analyse, interpret and advise on business area financial performance, including a strong focus on staffing levels, contracted staff, and emerging financial risks that can impact delivery.
- Leadership, guidance and quality assurance of the development of group internal budgets and forecasts.
- Support specific reporting and review processes related to ICT functions and projects, including those related to gateway reviews and the Digital Transformation Agency.
- Engaging with the Financial Accounting Team on issues related to technical accounting matters, predominantly capital related projects.
- Engaging with the Cost Recovery team on driver and cost base related issues.

This position may also include leading a team to deliver additional financial responsibilities agreed with relevant divisions, where resourcing is available to provide non-standard FBP services.

The responsibilities of those teams may include:

- Engagement with the Group Director FBP (where the position is a divisional FBP role) on an ongoing basis to assist in ensuring risks, pressures, and opportunities within your area of responsibility are being escalated to the appropriate level, including to the Group's Deputy Secretary.

- Ensuring the strategic priorities for your team are consistent with the other FBP teams supporting the relevant Group.
- Invoice processing.
- Contractor timesheet review and matching to invoicing.
- Financial advice on key ICT projects being run through division.
- Financial administration and coordination activities on behalf of divisional stakeholders.

Eligibility

Who we are looking for

Knowledge and experience

- Experience building & maintaining relationships with a network of internal and external stakeholders at all levels.
- Managing, motivating & developing a high performing team of client focussed, solution driven staff who have clarity on their roles, responsibilities, expected values and behaviours.
- A strong understanding of accounting standards and methodology as they apply to your supported line area's finances, including asset and project accounting. This should be complemented by a detailed knowledge of PGPA Act requirements as they relate to financial management.
- An understanding of cost recovery principles.
- Experience in leading and undertaking complex financial analysis and providing evidence-based advice & policy direction to stakeholders including executives.
- Experience in leading and motivating stakeholders/team through change working collaboratively across an organisation and externally.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Paul Howe, 0428 528 958
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0774589

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 29 November 2026

Australian Bureau of Agricultural and Resource Economics and Sciences (ABARES)

Job Title	Executive Director, ABARES
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements may be considered based on operational requirements.
Classification	Senior Executive Service Band 2
Position Number	2026/3605
Agency Website	https://www.agriculture.gov.au

Job Description

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

If you are motivated to lead ABARES, one of Australia’s most respected research bureaus, into its next phase and build on a strong foundation to deliver trusted, independent insights that shape national decisions, we encourage you to apply.

Duties

As the Executive Director, you will lead ABARES and provide strategic, intellectual and cultural leadership across the division and department. Reporting to the Deputy Secretary of the Agriculture, Fisheries and Forestry Policy Group, you will guide ABARES' strategic direction, ensure the delivery of high-quality and trusted insights, and strengthen ABARES' contribution to government priorities and public debate.

As Executive Director, you will:

- Set and lead ABARES' strategic research agenda, aligned to government, departmental and stakeholder priorities over the medium term.
- Ensure delivery of high-quality, timely and policy-relevant research, data and analysis, while maintaining ABARES' professional independence and reputation.
- Oversee development and delivery of the annual ABARES workplan, balancing short-term policy demands with longer-term capability building.
- Lead ABARES' contribution to major national conversations, including through the National Outlook Conference and public engagements.
- Drive uplift of data, digital and analytical capability, including governance, security and system modernisation.
- Strengthen collaboration across DAFF, central agencies, state government, industry and research institutions.
- Provide strong people and cultural leadership, building an inclusive, high-performing and agile work force.
- Represent ABARES and the department with ministers, senior officials, industry leaders, researchers and the media.
- Contribute to group, department and whole-of-government leadership, including strategic initiatives and priority reforms.

To be successful, you will need to meet the Senior Executive Service capability profile for the SES Band 2 level, and demonstrate:

- Proven leadership of multidisciplinary research, analytical and policy organisations in dynamic, complex and high-profile environments.
- Strong conceptual and analytical capability, and the judgement to apply evidence to real-world policy challenges facing the agriculture, food and fibre sectors.
- Ability to balance independence, responsiveness and strategic foresight.
- A record of building trusted relationships with senior stakeholders across government, industry and academia and ability to work together to solve complex problems and guide negotiations to a point of resolution in a productive way.
- Demonstrated strategic perspective and ability to manage competing demands whilst working to tight deadlines.
- Highly developed management and stakeholder engagement skills with the ability to represent the department at a range of forums.
- Ability to communicate effectively with diverse audiences, translating complex analysis into clear, accessible and compelling insights for decision-makers and public audiences.
- Commitment to public service professionalism and probity and APS Values of integrity, accountability and inclusive leadership.

Eligibility

Mandatory requirements

This position requires you to hold a qualification in economics, science or related discipline.

Security clearance

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

Notes

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Matt Lowe - Deputy Secretary, 02 6272 5880
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0774596

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 29 November 2026

Exports & Veterinary Services
Meat Exports Quota Administration and CIFER

Job Title	Senior Quota Administration Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$99,734 - $112,044
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2026/3391
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Exports & Veterinary Services Division and the departments' goal.

We make sure Australian exports meet international standards through inspections, audits and certifications. Our work helps expand trade by negotiating technical access for food and other products. We also manage quotas under trade agreements and represent Australia in setting global food standards.

We work with industry and international partners to ensure Australia's export systems are trusted and efficient. From meat inspection and halal certification to managing digital export systems and tariff quotas, we support smooth trade operations and uphold high standards that keep Australian products moving into key global markets.

Duties

This is where you play an important role.

A Senior Quota Administration Officer provides complex operational guidance, regulatory support and coordination for the administration of tariff rate quotas (TRQs). Working in a fast-paced regulatory environment, officers manage end-to-end quota processes, systems and reporting, contribute to policy and legislative improvements, engage with stakeholders, resolve complex operational and client issues and support the effective delivery and continuous improvement of quota administration.

The duties of the role may include some or all of the following:

• Contributing to TRQ policy and legislation development and reform activities, including analysis of existing arrangements, engagement with industry and internal stakeholders and progression of legislative or procedural changes to support implementation.

• Managing end to end quota period cycles including:

- Quota application/allocation of entitlements.

- Reclamation/reallocation processes.

- Preparing decision briefings.

• Managing and undertaking quota administration billing and contract management.

• Using key export and quota metrics and reporting requirements to run reviews and validate quota administration using a range of data sources and tools to support transparency, performance monitoring and continuous improvement.

• The administration of quota system programs and functions including driving and supporting small projects and change initiatives to progress team and departmental priorities.

• Creating and maintaining detailed work instructions and reference material.

• Maintaining effective working relationships with ICT teams and business areas, including as a key quota administration subject matter expert during systems and software upgrades, and performing user acceptance testing as required.

• Overseeing the Quota Administration mailbox, enquiry lines and stakeholder correspondence and ensuring timely, high-quality responses to complex and technical enquiries.

• Communicating complex and technical information clearly to external stakeholders and clients and using insights from stakeholder engagement to identify opportunities for process, policy or system improvement.

• Providing day-to-day leadership and supervision to staff including setting priorities, allocating and monitoring work, coaching and mentoring, providing constructive feedback, supporting performance and wellbeing and building team capability to deliver timely and high-quality outcomes.

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

Eligibility

Who we are looking for

Knowledge and experience

Our ideal applicant will have the following:

• Experience interpreting and applying legislation, policy or procedural frameworks including exercising judgement to support defensible decision making.

• Experience contributing to, or leading, policy development or reform activities including the analysis of existing arrangements, stakeholder engagement and supporting implementation of procedural or legislative change.

• Experience contributing to the development of work plans and objectives including supporting longer-term initiatives through analysis, coordination and practical planning within a team or work area.

• A working knowledge of (or the ability to quickly develop knowledge of) TRQs and associated legislation, regulatory rules and government decision-making processes.

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Kym Louis, 0466 925 582
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0774691

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 06 January 2027

Legal
Legislation & Training Legal Legislation Development

Job Title	Legal Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$79,747 - $115,133
Future Merit Locations	Melbourne, Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 3;APS Level 4;APS Level 5;APS Level 6
Position Number	2026/3301
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Legal Division and the departments' goal.

You will have the opportunity to provide legal advice and services while working closely with policymakers and operational staff on matters that directly affect all Australians across areas as diverse as biosecurity, agricultural production, trade, food, wine, fisheries and forestry. A job with Legal Division is a chance to meaningfully apply your legal skills to practical outcomes in an environment focused on your learning and development as a lawyer. The Legal Division's large and diverse practice means that lawyers will be able to gain experience in their specific interests across a wide range of areas of law, including:

- Directly developing and progressing legislation, working closely with policymakers to put effective laws in place.

- Providing employment law advice, including on investigations, work health and safety and external review proceedings.
- Providing advice on privacy law and digital law issues including AI use cases.
- Developing and delivering legal training to staff in policy and operational decision-making roles.
- Advising on regulatory systems and operations to assist staff on the front lines with Australia's quarantine, trade, food safety and exports across diverse supply chains, at airports and in the community.
- Providing practical legal advice to assist investigation and enforcement of biosecurity and export laws to ensure Australia's trade and health are safeguarded, including by civil penalty litigation.
- Managing the department's litigation caseload and dispute resolution, including working with external law firms and counsel to provide strategic advice, to support the department's policy and operational activities.
- Advising on the department's range of commercial matters, including advising on procurements and grants, ICT contracting, the Commonwealth resource management framework, intellectual property and property matters.
- Managing the department's legal issues arising from data management and information collection and management and freedom of information requests.

The Legal Division works together to support and develop lawyers to meet their career aspirations. You will be working with committed, engaged colleagues in a supportive and flexible environment, and will progress interesting and meaningful work that is unique to the department and the Commonwealth.

Duties

This is where you play an important role.

Legal Officers provide high quality legal services in an in-house environment, including legal research, analysis and problem solving. Our highly engaged internal clients are comprised of regulatory scientists and administrative, policy and compliance officers who are passionate about safeguarding and growing sustainable agriculture, fisheries and forestry for Australians.

As a Legal Officer, you will report to a Senior Legal Officer and contribute to the delivery of high-quality legal services across the department. You will manage a range of legal matters, develop strong relationships with clients and stakeholders, and work collaboratively with colleagues in a dynamic and supportive environment.

Eligibility

Who we are looking for

Our ideal candidate will have:

- Strong legal research, analytical and problem-solving skills, with the ability to identify key legal issues and provide practical, risk-based and client-focused advice.
- Excellent written and oral communication skills

- The ability to understand diverse viewpoints and build effective working relationships with team members and clients from other areas of the department.
- Ability to work collaboratively and willingness to operate across teams.
- The ability to demonstrate sound judgement and an ability to deal with sensitive matters that will often impact the agricultural industry and/or the broader Australian community.
- Demonstrated time management and organisational skills with the ability to be flexible and adapt to changing priorities.
- An understanding of when to escalate issues and a willingness to learn and contribute to the resolution of those issues.
- An understanding of the APS Values, APS Code of Conduct and the role of the Australian Public Service in providing impartial and professional advice.
- Our ideal candidate will have at least 1 to 3 years of relevant post-admission experience. While this is desirable, candidates who have not had this level of experience but believe they may still be competitive are encouraged to apply.

Mandatory Qualifications

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

Notes

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Annabelle Alexander, 0466 556 030
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Agriculture, Water and the Environment

Vacancy VN-0774710

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 02 December 2026

Digital Business
Enterprise Data Artificial Intelligence

Job Title	Director Artificial Intelligence Unit
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$151,938 - $176,530
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 2
Position Number	2026/3493
Agency Website	https://www.agriculture.gov.au

Job Description

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

Why YOU are important to us and what impact will you have on the Digital Business Division and the departments' goal.

Digital Business Division are the custodians of the customer experience, ensuring seamless, secure and trusted interactions for agricultural trade and biosecurity. From permits, audits and certifications to declarations and compliance checks, our platforms and products are where industry and government connect.

Our work is about more than technology. It's about trust. Our customers and staff trust that they can access simple, reliable services that support them to undertake their role and compete in global markets.

We are unifying and modernising our systems and building reusable digital capabilities to give our customers a unified service experience, one place to get what they need from government, anytime, anywhere. By simplifying complexity, we enable industry to spend less time on paperwork and more time growing, producing and trading.

The division also plays a leading role in the department’s adoption of artificial intelligence, driving innovation and adoption and harnessing the potential of AI to improve how we work and deliver services.

Our purpose is to deliver digital, data and AI-enabled services that make agricultural cross-border trade and travel easier, safer and stronger for Australia. Every member of our division, no matter our role or location, contributes to that mission.

The Artificial Intelligence Unit provides the department's specialist applied artificial intelligence engineering capability. The unit designs, builds, evaluates, deploys and technically assures artificial intelligence systems that address priority operational, regulatory and service-delivery problems. Its focus is production delivery, measurable performance, secure engineering and solutions that can be operated and supported by the department.

Duties

This is where you play an important role.

The Director, Artificial Intelligence Unit is the department's senior hands-on artificial intelligence specialist. The Director designs, codes, tests, deploys and technically assures production-grade artificial intelligence solutions and provides authoritative technical advice to the Chief Artificial Intelligence Officer. This is not a general management, policy or coordination role. The Director is expected to remain actively involved in software development, solution architecture, prototyping, model and system evaluation, technical troubleshooting and production implementation.

The successful applicant must be able to independently build working solutions, review source code and architecture, diagnose performance and reliability issues, and make defensible technical decisions about models, data, platforms, integration, security, cost and supportability. The Director will work directly with engineers, data scientists, architects, cyber security specialists, product teams and business experts to take solutions from problem definition to production operation and decommissioning. The role will establish reusable engineering patterns, development environments, evaluation methods and production controls that allow the department to deliver artificial intelligence safely and repeatedly.

The duties of the role may include some or all of the following:

- Lead the design and build of production artificial intelligence applications, including generative artificial intelligence, machine learning, retrieval-augmented generation and agent-based solutions.
- Develop and review software, application programming interfaces, software development kits, orchestration frameworks and cloud-based artificial intelligence services.
- Lead the design of system architectures covering model selection, context engineering, retrieval, embeddings, vector and graph stores, tool use, identity, integration, data flows and human oversight.
- Establish rigorous evaluation methods for accuracy, grounding, safety, bias, hallucination, latency, reliability, security and cost, including automated tests and release thresholds.
- Deploy and operate services using version control, automated build and release pipelines, infrastructure as code, monitoring, logging, tracing, incident response and rollback arrangements.
- Diagnose failures across models, prompts, retrieval pipelines, source data, integrations and hosting environments, then implement and verify corrective action.
- Demonstrated ability to conduct technical, performance and security analysis, and identify reliability, scalability, cost, interoperability and vendor dependency risks.
- Create reusable reference architectures, code components, evaluation harnesses, engineering standards and implementation guidance that improve the quality and speed of departmental delivery.

Accountabilities:

The Director, Artificial Intelligence Unit will be accountable for:

- Technical quality, integrity and delivery confidence across the department's artificial intelligence solutions.
- Working, tested and supportable solutions that meet defined technical and business performance thresholds.
- Reproducible assurance covering model behaviour, data, architecture, code, security, privacy, integration, performance and operational readiness.
- Clear advice to the Chief Artificial Intelligence Officer and senior decision-makers on technical feasibility, limitations, investment choices and emerging risks.
- Reusable reference architectures, code components, evaluation assets, engineering standards and operational patterns.
- Independent technical assessment of vendor products and proposals, including validation of claimed performance, scalability, interoperability, cost and supportability.
- Maintenance of current technical expertise through active engineering, experimentation, peer engagement and review of emerging methods and platforms.
- Compliance with EL2 financial, integrity, work health and safety and public sector accountability obligations.

Eligibility

Who we are looking for

Knowledge and experience

Minimum:

- Substantial recent experience designing, coding, testing, deploying and operating production artificial intelligence or machine learning systems in a complex government environment.

- Demonstrated experience building solutions with large language models, retrieval-augmented generation, embeddings, semantic search, vector databases, agent orchestration, structured outputs and tool or function calling.
- Demonstrated experience designing and implementing model and system evaluation, including test datasets, automated evaluation, human review, grounding and hallucination measurement, safety testing, performance benchmarking and release criteria.
- Strong understanding of data engineering, data quality, cyber security, privacy, records management and responsible artificial intelligence controls, with the ability to implement these requirements in technical designs.
- Demonstrated ability to conduct technical, performance and security analysis, and identify reliability, scalability, cost, interoperability and vendor dependency risks
- Proven ability to explain complex system behaviour, technical trade-offs, limitations and residual risks clearly to engineers, architects, executives and non-technical decision-makers.

Desirable:

- Experience engineering artificial intelligence systems for government, critical infrastructure, regulatory or other high-assurance environments.
- Practical experience with Microsoft Azure artificial intelligence services, Microsoft Copilot, Microsoft Fabric or comparable enterprise platforms.
- Experience with machine learning operations, including model registries, experiment tracking, automated testing, deployment, monitoring, rollback and lifecycle management.
- Experience with multiple model providers, open-source models, model hosting approaches and the technical and commercial trade-offs between them.
- Relevant tertiary qualifications or recognised professional credentials in artificial intelligence, machine learning, data science, computer science or software engineering.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Peter Bignell, 02 6272 3266
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

This notice is part of the electronic Public Service Gazette PS46 Weekly Gazette Thursday (Vacancy Notices) - 19 November 2026.pdf Published by Australian Public Service Commission.

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Agriculture, Water and the Environment

Vacancy VN-0774533

Sydney Harbour Federation Trust

Closing Date:Sunday 06 December 2026

Job Title	Manager Strategy
Job Type	Full-Time, Ongoing
Location	Mosman NSW
Salary	$128,292 - $142,549
Future Merit Locations	Mosman
Office Arrangement	Hybrid
Office Arrangement Details	Flexible, subject to negotiation
Classification	Executive Level 1
Position Number	0001
Agency Website	https://www.harbourtrust.gov.au/en/our-story/#mod-5002

Job Description

https://au.seek.com/job/95777941?ref=search-standalone&type=standard&origin=showNewTab#sol=280ae520fec

The Manager Strategy works directly with the Executive Director and provides support to the Harbour Trust by actively contributing to the preparation and development of policy proposals for new strategic initiatives, the coordination of corporate planning, and the delivery of government reporting to the Commonwealth. This role is pivotal in ensuring the Harbour Trust sets out a clear strategy and to demonstrate it is meeting its objectives and fulfilling its purpose.

Duties

- Work closely with the Executive Director to lead the process of developing and drafting the Harbour Trust's Corporate Plan and Annual Report , including planning, consultation, coordination, and ensuring legislative and regulatory compliance.
- Work closely with the Executive Director to deliver results within the Harbour Trust's Performance Framework. Implement and manage systems and processes to monitor and track delivery and performance against the Corporate Plan, including recommending appropriate key performance indicators in collaboration with key stakeholders. Ensure that accountabilities are cascaded through business unit planning and integrated with performance management processes.
- Lead the development of the quarterly reporting and Annual Performance Statements. Report to relevant Executive, Trust Members and Departmental committees on the status of performance.
- Develop a good understanding of Government and Department priorities and prepare responses to Departmental and Ministerial queries, including Questions on Notice (shared responsibility), and the preparation of briefing notes for noting and approval.
- Scope and deliver strategic initiatives including business process re-engineering and policy development.
- Contribute to the preparation, development and delivery of business cases and New Policy Proposals to support financial sustainability of the Harbour Trust.
- Develop and nurture key relationships with senior stakeholders across the Harbour Trust, and our parent Department, including attending departmental meetings as required, and building strong collaborative relationships.

The successful applicant will commence in the role on 6 January 2027.

Eligibility

- Relevant Bachelor degree.
- Three or more years of experience working in a Government (including government owned corporate entities) or private sector environment, as an executive officer, strategy analyst or in policy development or equivalent.
- Experience in data analysis, report writing and business requirements with excellent written and verbal communications skills.
- Organisational & business planning skills and demonstrated ability to provide proactive strategic advice and support.
- Demonstrated analytical, strategic and negotiating skills, together with proven experience in setting priorities, planning workload, meeting deadlines.
- Skilled in proactive and pragmatic approaches to delivering with and through peers, able to manage multiple and shifting priorities, able to deal with ambiguity.
- Strong knowledge of MS Office suite.
- Ability to effectively engage with senior management and staff at all levels.
- Demonstrated ability to maintain a high level of integrity, confidentiality, proactivity and professionalism.
- Satisfy a Police Check
- Australian citizenship

Desirable

- The ability to interpret and apply relevant legislative requirements (equivalent to the Harbour Trust Act and Public Governance, Performance and Accountability Act for the Harbour Trust).
- Demonstrated experience engaging with Ministerial offices and government stakeholders, including an understanding of government decision-making processes.

Notes

Does this role sound like you? We want to hear from you!

How to apply?

To apply for the role, simply submit your application and attach the following two documents:

1. **Cover letter**, outlining why you want the role, and how you address selection criteria (max 2 pages)
2. **CV/Resume**, outlining your work experience, qualifications and education.

The use of AI tools is permitted to support your application, provided it does not substitute for your own experience or capabilities. Candidates are expected to use AI ethically, remain transparent about its use if asked, and ensure applications are accurate, personalised and their own work.

Applications close 11.59pm on 6 December 2026.

Only shortlisted candidates will be contacted.

The Sydney Harbour Federation Trust is an equal opportunities employer and we encourage applications from indigenous Australians, people from non-English speaking backgrounds and people with disabilities. Information about the Harbour Trust can be found at www.harbourtrust.gov.au.

About the Sydney Harbour Federation Trust

The Sydney Harbour Federation Trust is a self-funding agency created by the Australian Government, responsible for vision planning and management of Sydney Harbour sites including Cockatoo Island and Snapper Island in Sydney Harbour, Woolwich Dock and Parklands in Woolwich, HMAS Platypus in Neutral Bay, Georges Heights, Middle Head and Chowder Bay in Mosman, North Head Sanctuary in Manly, Marine Biological Station in Watsons Bay and Macquarie Light Station in Vaucluse. The Harbour Trust's vision is to create and share extraordinary places on Sydney Harbour and amplify their stories, bringing to life our natural and cultural heritage and providing a lasting legacy for all Australians through conservation, remediation and the adaptive reuse of places in its care.

To Apply

Position Contact	Chris Tate, 0438852465
Agency Recruitment Site	https://au.seek.com/job/95777941?ref=search-standalone&type=standard

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Attorney-General's

Vacancy VN-0774669

Administrative Review Tribunal

Closing Date:Sunday 29 November 2026

User Access and Member Services User Services

Job Title	Director User Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Adelaide SA, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$145,680 - $165,622
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 2
Position Number	40676
Agency Website	https://www.art.gov.au/

Job Description

https://art.bigredsky.com/page.php?pageID=106

Join us as Director User Services. Lead with purpose. Shape change. Deliver results.

At the Administrative Review Tribunal, we are committed to creating opportunities for our people to fulfil their ambitions and thrive.

This full-time, flexible opportunity is available on an ongoing basis within User Access and Member Services. The position can be based in Adelaide, Brisbane, Canberra, Darwin, Hobart, Melbourne, Perth or Sydney. Some interstate travel will be required.

About the opportunity

As **Director User Services**, you will lead a large, geographically dispersed team delivering frontline services to Tribunal users. These services include telephone, email and in-person enquiries, document lodgements, reception services, and hearing and logistical support.

Reporting directly to the Executive Director, User Access and Member Services, you will provide strategic leadership to ensure services are accessible, timely, consistent and responsive. You will drive continuous improvement, strengthen service delivery and ensure our services meet the diverse needs of Tribunal users.

Working collaboratively across the Tribunal, you will play a key role in shaping an integrated and user-focused approach to service delivery. You will lead through change, build strong partnerships and foster a positive, inclusive and high-performing environment where your people are supported to deliver their best.

About the Tribunal:

The Administrative Review Tribunal plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws.

You can learn more about the Tribunal on our website, About us | Administrative Review Tribunal

What we offer:

We believe the little extras can make a big difference in supporting your success and some of our great incentives include:

- flexible working options and remote working to support you with your commitments outside of work.
- salary packaging options
- access to holistic health and wellbeing programs including Fitness Passport which provides discounted access to 350+ gyms, free annual influenza vaccinations and free eye tests
- generous leave allowances including Christmas to New Year office closure with no deduction from your leave balance.

Read our Enterprise Agreement for more information about our terms and conditions of employment.

Duties

- **Innovation and Change**: Develop strategy for and identify innovative solutions and lead the implementation of new or changed ways of working to enhance the Tribunal's capacity for providing consistent, high-quality and accessible services to users. Foster a culture of embracing change and continuous improvement.
- **Leadership and Management**: Lead large geographically dispersed teams in accordance with APS Values and Code of Conduct, participative management practices, WHS obligations and workplace diversity principles. Contribute to the development of Tribunal objectives and provide strategic leadership for User Services operations, including planning processes and effective management of resources and budget. Develop, coach and mentor staff, manage performance and identify training needs and develop resources to maintain a high level of skill and technical knowledge. Model the Tribunal's values and encourage a collaborative and constructive culture.
- **Service Delivery:** Lead the delivery of administrative services for users, ensuring consistent, accessible, timely and high-quality services to external and internal users. Shape and deliver effective service delivery strategies consistent with the needs of users and the Tribunal's statutory and other objectives. Regularly evaluate and adjust strategies. Contribute to the leadership, management and resolution of highly complex individual cases and complex issues. Maintain knowledge of best practice, including trauma-informed practices, in providing services to people with disability and vulnerable people.
- **Strategic and Operational Advice**: Provide strategic advice to senior management and strategic and day-to-day operational advice and guidance to colleagues on matters concerning the delivery of administrative services. Collaborate with Directors across the organisation to ensure an integrated approach to the planning and delivery of administrative functions, aligned with the Tribunal's strategic priorities. Anticipate, identify and actively manage risks, escalating as appropriate.
- **Stakeholder Management:** Build and maintain productive and collaborative relationships with internal and external stakeholders to further the achievement of the Tribunal's statutory objectives and to facilitate the work of the section. Represent the Tribunal in engagement with external stakeholders and in external forums.

To be successful you will have:

- Advanced leadership and management experience, with the ability to lead change, foster collaboration and model behaviours consistent with APS Values, Employment Principles and the APS Code of Conduct.
- Strong strategic thinking and delivery skills, with the ability to work autonomously, exercise sound judgement, manage multiple complex priorities and projects, identify opportunities for improvement and manage risk.
- Highly developed communication and stakeholder engagement skills, including communicating complex information clearly, making persuasive recommendations, building productive relationships and negotiating effectively with diverse internal and external stakeholders.
- Extensive knowledge of the Tribunal's legislative and policy context, systems and processes, particularly in delivering services to diverse users, or the ability to quickly acquire this knowledge.

Eligibility

Desirable:

- Relevant qualifications, training or experience related to one or more functions or powers of the Tribunal.

Eligibility

- Australian Citizenship
- Australian Federal Police Check
- Baseline Security Clearance and pre-employment checks

Learn more about this role by reviewing the Position Description on our Career Opportunities page.

How to apply:

All applications must be submitted online via our Career Opportunities page.

Simply click on the job title you are applying for, click apply at the top of the page and follow the instructions on the online application.

Upload:

- Your current CV (of no more than 4 pages)
- A written statement (of no more than 2 pages) addressing the required capabilities and experience as detailed in the Position Description with specific examples using the STAR method.

Notes

Contact the Talent team on (02) 9276 5443 or recruitment@art.gov.au for assistance with accessing our website or with lodging your application.

The use of AI in Recruitment

Please ensure you have read the Australian Public Service Commission Principles for candidates use of AI in recruitment and understand your obligations.

Merit Pool Acknowledgement

A merit pool may be created to fill similar vacancies within the next 18 months. Suitable candidates in this merit pool may be contacted for roles at the Tribunal, or the broader APS.

Our commitment to inclusion and diversity

The Administrative Review Tribunal is an Equal Opportunities employer committed to providing an inclusive workplace that embraces diversity and inclusion for all employees. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds, all genders, LGBTQIA+ community and mature age people. If you have any support or access requirements, we encourage you to advise us if invited to interview.

We are a Circle Back Initiative Employer and commit to responding to every applicant.

NO AGENCIES PLEASE

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Administrative Review Tribunal

The ART plays a crucial role in the Australian legal landscape, providing a process for individuals and organisations to seek an independent review of decisions made under a wide range of Commonwealth laws. The ART can take a fresh look at decisions made by Australian Government ministers, departments and agencies – and, in limited circumstances, decisions made by state government and non-government bodies. It also can review decisions made under Norfolk Island laws. The ART comprises members, the independent statutory appointees who hear review applications, and staff, who provide services to support applicants and the review process, as well as the Tribunal's daily operations. You can learn more about the ART here: https://www.art.gov.au/.

To Apply

Position Contact	Chelsey Hamilton, 02 6243 4648
Agency Recruitment Site	https://art.bigredsky.com/page.php?pageID=106

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Attorney-General's

Vacancy VN-0774543

Australian Federal Police

Closing Date:Sunday 29 November 2026

Job Title	Legal Team Leader - AFP Legal Corporate - Commercial Law Team
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Melbourne VIC
Salary	$132,185 - $143,883
Future Merit Locations	Canberra, Adelaide, Brisbane, Melbourne
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 1
Position Number	16304
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/16304/

Did you know?

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

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

We’re committed to looking after you, with some of the best benefits and conditions in the industry – including (but not limited to):

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra days of mandatory rest leave per year
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 14 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child’s date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangements that support work-life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities
- Eligible employees may access up to 90 minutes of ‘Wellness in Worktime’ per week for approved activities that support physical and mental wellbeing

Duties

An exciting opportunity is available for an experienced and dynamic senior lawyer to join the AFP in a key strategic role responsible for the leadership of the AFP’s high-performing commercial law team.

As the Commercial Law Principal Lawyer / Senior Team Leader you will provide, and lead your team to provide, high-quality commercial law advice and services. This includes preparing and negotiating high-value strategically important contracts with vendors, and intergovernmental arrangements. You will lead your team to advise on a vast and varied property portfolio, negotiate contracts and end-user licence agreements with Tier 1 ICT vendors as well as to further enhance AFP template agreements.

Reporting directly to the Deputy General Counsel Commercial, you will work under the strategic direction of the General Counsel Corporate and the Deputy General Counsel Commercial. You will be responsible for the leadership and management of the Commercial Law Team. You will require

an in depth understanding of the *Public Governance, Performance and Accountability Act*, and the ability to develop a detailed understanding of the AFP, its legislation and governance arrangements including the AFP Code of Conduct and the AFP Governance Instruments.

You will be committed to continuous improvement and proactively finding solutions.

What will you do?

The role of the Commercial Law Principal Lawyer / Senior Team Leader in AFP Legal requires strong legal technical expertise and leadership skills. You will lead a team of approximately 5 high performing lawyers to provide timely, well-written and accurate legal advice across a range of diverse and interesting commercial legal matters. This includes advising on significant and cutting-edge ICT projects, procurement of operational capabilities and equipment, property and leasing deals, intellectual property issues and delegation arrangements and the Legal Services Directions.

The Commercial Law Principal Lawyer / Senior Team Leader is expected to:

- Conduct and/or supervise complex legal matters with minimal supervision.
- Represent the AFP in high level discussions and negotiations with external stakeholders and work closely with business areas to foster strong collaboration and ensure legal support is tailored to operational needs.
- Lead and supervise a diverse team of high performing lawyers with varying levels of experience, including by setting clear expectations, coordinating advice requests, monitoring progress and second counselling legal work to meet the required priorities.
- Proactively manage the team’s workflow and priorities to align with AFP priorities.
- Foster a culture of continuous improvement and growth to strive for excellence.
- Collaborate with Deputy General Counsels, General Counsels, Chief Counsel and the AFP Legal Practice Management Team to achieve CCP objectives and support the broader organisation strategic direction.

Eligibility

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Tertiary qualifications in Law.
- A practising certificate as an Australian Legal Practitioner (or the ability to obtain a practising certificate).
- A strong understanding of Commonwealth legal obligations.

- Experience in managing a team of legal practitioners.
- High-quality practice management skills.
- Significant (5+ years) Post Admission Experience (in government and / or the private sector) including at least 2 years contemporary and relevant experience in commercial law.

Notes

- This role is an AFP Band Level 8.
- This role is a non-ongoing position for 12 months, with the possibility of a 12 month extension.
- This role is, and applicants are expected to be based, in Canberra, Adelaide, Brisbane or Melbourne. Interstate applicants must be willing to relocate at their own cost. Applicants should nominate the location(s) from which they are willing to perform the role.
- The Commercial Law Team Leader (Band 8) salary is $132,185 - $143,883 plus additional remuneration of $14,000 per annum Legal Team Leader allowance, plus 15.4% superannuation.

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Anna MacFarlane, +61251263614
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/16304/

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Attorney-General's

Vacancy VN-0774544

Australian Federal Police

Closing Date:Sunday 29 November 2026

Job Title	Deputy General Counsel (Coordinator) Commercial Law Team
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Brisbane QLD, Adelaide SA
Salary	$175,089 - $231,035
Future Merit Locations	Canberra, Melbourne, Adelaide, Sydney, Brisbane
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	Executive Level 2
Position Number	16303
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/16303/

Did you know?

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

We’re committed to looking after you, with some of the best benefits and conditions in the industry – including (but not limited to):

- Five weeks (25 days) of paid annual leave per year + additional paid Christmas stand down
- 18 days of paid personal leave per year
- Generous superannuation of 15.4%
- 18 weeks paid Parental Leave for Primary Caregiver (and 14 weeks for Secondary Caregiver) + additional unpaid leave entitlements for up until 24 months from the child’s date of birth or placement
- Generous salaries and incremental salary progression governed by the AFP Enterprise Agreement
- Flexible and hybrid working arrangements that support work-life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities
- Eligible employees may access up to 90 minutes of ‘Wellness in Worktime’ per week for approved activities that support physical and mental wellbeing

Duties

The Australian Federal Police (AFP) is seeking a dynamic, motivated, highly experienced and suitably qualified senior lawyer, with significant experience in at least two of the areas of law outlined below to join the AFP Legal Team as Deputy General Counsel (Coordinator) of our Commercial practice:

- **Commercial law:** advise and prepare transaction documents to support high-value cutting edge technology deals, the AFP vast and varied property portfolio, and other AFP procurements (noting the AFP is a non-corporate Commonwealth Entity)
- **Privacy Law:** advise on privacy matters including to prepare Privacy Impact Assessments
- **Freedom of Information:** advise in relation to Freedom of Information matters, including disputes
- **Other**:
  - advise on and represent the AFP in dispute resolution and employment matters (noting AFP employees are engaged under the AFP Act), and
  - review delegations and other AFP governance documents, including AFP National Guidelines.

AFP Legal is the AFP’s in-house legal practice delivering high-quality legal services across the broad spectrum of AFP activities both domestically and overseas. AFP lawyers work in an exciting and intellectually challenging environment, providing legal advice in a range of areas of law including the areas of law listed above.

Reporting directly to the General Counsel Corporate, the Deputy General Counsel Commercial will provide high level leadership to their team of approximately 15 people. The Deputy General Counsel will work in partnership with the Legal Management Team, other senior practitioners, AFP Senior Executives and external stakeholders, in providing high-quality legal advice to the AFP with a tangible and positive impact for the Australian community.

The Deputy General Counsel will work under the strategic direction of the General Counsel Corporate and the AFP Chief Counsel and will be responsible for the leadership and management of their team to deliver outcomes. The Deputy General Counsel will be required to quickly develop an in-depth knowledge and understanding of the AFP, its legislation and governance arrangements including the AFP Code of Conduct and the AFP Governance Instruments.

The role has both a practical and strategic focus requiring sound judgment and proactive management of resources to meet AFP Legal requirements in the most effective and efficient manner.

The Deputy General Counsel will be committed to continuous improvement and proactively finding solutions.

What will you do?

As the Deputy General Counsel, you will be responsible for:

- Providing high quality technical legal advice and strategic oversight required by the AFP in relation to:
    - complex commercial law matters, including advising on procurement, tendering, contract drafting and negotiation, contract management, property and construction, technology, intellectual property law and commercial disputes
    - managing a team of lawyers and other professional staff
    - liaising with the external regulators including the Office of the Australian Information Commissioner
    - the AFP’s compliance with privacy and data integrity obligations under the Privacy Act, including privacy impact assessments, privacy complaints, and data breaches.
- Representing the AFP in complex negotiations and meetings with other parties or their legal representatives in relation to commercial matters involving the AFP.
- Building and maintaining stakeholder relationships within the AFP and externally, including with external legal service providers.
- Providing briefings to the AFP Senior Executive and coordinating the provision of training on legal issues including administrative decision making and privacy to the broader AFP as required.
- Providing high-quality leadership and supervision to a team lawyers and other professional staff within AFP Legal including by leading and managing the teams, providing guidance and supervision on all matters and coordinating and supervising the delivery of high quality legal advice and services by these teams and external legal service providers.
- Leading a professional, efficient and high performing in-house team and ensuring best-practice file and practice management principles are employed.

The successful candidate will have:

- Significant (8+ years) Post Admission Experience (in government and / or the private sector) including at least 3 years contemporary and relevant experience in Commercial Law, Privacy Law, FOI or an Other law, as listed above.
- Experience in delivering high-quality legal advice on complex and novel issues to senior executives in government and/or the private sector on a wide variety of law (as listed above).
- A comprehensive understanding of the AFP and Commonwealth legal accountability framework, or the ability to rapidly acquire that understanding.
- Highly developed written and oral communication and negotiation skills, including the ability to communicate with influence with a variety of internal and external stakeholders.
- The ability to analyse complex information quickly and engage appropriately with legal risk.
- Highly developed leadership, management and practice management skills.
- The ability to deliver high quality legal and strategic advice to the AFP Senior Executive.

Eligibility

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Tertiary qualifications in Law.
- A practising certificate as an Australian Legal Practitioner (or the ability to obtain a practising certificate).
- A strong understanding of Commonwealth legal obligations.
- Experience in managing a team of legal practitioners.
- High-quality practice management skills.
- A minimum of 8+ years Post Admission Experience (in government and / or the private sector) including at least 3 years contemporary and relevant experience.

Notes

- This is an AFP Coordinator (Executive level) position.
- This position has been advertised in multiple locations however, the role is located in Canberra, ACT. The successful applicant must be willing to relocate to Canberra at their own cost.

Commitment to Diversity and Inclusion

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

About the Australian Federal Police

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

To Apply

Position Contact	Anna MacFarlane, +61251263614
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/16303/

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Attorney-General’s

Vacancy VN-0774673

Australian Human Rights Commission

Closing Date:Monday 30 November 2026

Policy
Sex Discrimination Team

Job Title	Senior Project Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW
Salary	$121,755 - $133,986
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	1390
Agency Website	

Job Description

https://ahrc.recruitmentplatform.com/details.html?jobId=429&jobTitle=Senior%20Project%20Officer

About Us

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

The Commission is leading the Military Sexual Trauma Research Project. This Project implements Recommendation 14 of the Royal Commission into Defence and Veteran Suicide. The Australian Government has asked the Commission to undertake this nationally significant research. This Project will help us understand how common military sexual trauma and violence is among current and former members of the ADF and to learn what needs to change to improve responses for people affected. This will help inform how military sexual violence and trauma is recognised, responded to and monitored in the future.

We are seeking a Senior Project Officer with experience in quantitative research, data analysis and reporting. The successful candidate will contribute to the analysis and interpretation of quantitative data and, as a secondary component of the role, support consultation activities and qualitative research, including the synthesis of qualitative findings.

Working collaboratively with external stakeholders and colleagues across the Commission, this role will support the delivery of high-quality research that reflects an intersectional and trauma-informed approach and advances the objectives of the Project.

This is a full-time non ongoing position until 31 August 2027 offering a competitive salary range of $121,755 -$133,986 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Project management to support the delivery of the project
- Provide strategic advice to Senior Leaders and the Commissioner
- Stakeholder engagement to facilitate trauma-informed engagement and consultation
- Ensure diverse experiences and intersectional perspectives
- Support the Project Director to brief key stakeholders about project activities
- Manage collaboration with internal subject matter experts
- Undertake and support quantitative data analysis, contribute to the synthesis of qualitative findings, and assist with the preparation of reports, briefs and other research outputs

What We're Looking For:

- Demonstrated experience in and knowledge of human rights principles and frameworks
- Expertise in managing research design and implementation
- Demonstrated experience in survey research, survey design, implementation and analysis
- Experience and expertise in project management
- Ability to think strategically, apply sound judgement, problem solving and organisational skills to support the Commission's purpose and direction
- Demonstrated experience in managing staff and ability to build and sustain positive relationships
- Ability to facilitate a team working environment that is culturally safe and aligned with anti-racist ways of working
- Strong communication skills including ability to communicate with respect, confidentially and in an accessible and engaging way

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you're ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights communication in Australia. Join us in making a difference!

Applications close: 5pm Monday 30 November 2026

Eligibility

Notes

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Notes

Please note this position is advertised as Non-Ongoing. The successful applicant would be employed for an initial period of up to 8 months, if extended the maximum period will be two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

For more Information

Information about the role and Commission practices may be sought from Hashini Panditharatne via email Hashini.Panditharatne@humanrights.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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Human Rights Commission

To Apply

Position Contact	Hashini Panditharatne, Hashini.Panditharatne@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=429&jobTitle=Ser

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Attorney-General's

Vacancy VN-0774724

Australian Human Rights Commission

Closing Date:Wednesday 09 December 2026

Partnerships Projects and Education
International Engagement

Job Title	Administrative and Research Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$79,125 - $86,246
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 4
Position Number	1163
Agency Website	

Job Description

https://ahrc.recruitmentplatform.com/details.html?jobId=430&jobTitle=Administrative%20and%20Research%20Offi

The Australian Human Rights Commission (the Commission) is Australia's national human rights institution, dedicated to fostering a society where human rights are upheld, protected, and celebrated. We envision an Australia where every individual is valued equally in dignity and rights.

Our mission involves promoting and safeguarding the human rights of all Australians by:

- Advising all levels of government and various public and private organisations.
- Strengthening laws, policies, and practices while providing accessible investigation and conciliation services.
- Engaging inclusively with civil society, communities, and the private sector.
- Raising awareness about human rights and offering educational resources.
- Collaborating with partners to cultivate a culture of respect for human rights across the nation.

We are looking for an organised and proactive Administrative and Research Officer to join the International Engagement Team at the Australian Human Rights Commission. The team advances human rights through international partnerships and technical cooperation programs, working with partners in Australia and overseas across a range of human rights issues.

In this role, you will provide administrative, research and coordination support to help deliver the Commission's international human rights programs. You will work closely with the International Engagement Team and a diverse range of partners and stakeholders, contributing to the effective planning, delivery and evaluation of program activities.

This full-time / part time, non-ongoing position with possibility to be made ongoing offers a competitive salary range of $79,125–$86,246 per annum plus 15.4% superannuation.

We offer flexible, hybrid and remote work options.

Duties

What You'll Do:

- Provide administrative and logistical support for international human rights programs, including coordinating travel, meetings, workshops and events.
- Undertake research and contribute to briefing notes, reports, templates and other program materials.
- Support program coordination, monitoring and evaluation, including collecting and analysing information and maintaining program records.
- Assist with financial administration, including monitoring activity budgets and expenditure and processing financial documentation.
- Support engagement with Australian and international partners and stakeholders, including coordinating program activities.

Eligibility

What We're Looking For:

- Strong organisational and administrative skills, with excellent attention to detail and the ability to manage competing priorities.
- Good research and analytical skills, with the ability to gather information and contribute to clear, high-quality written materials.
- Strong written, verbal and interpersonal communication skills and the ability to work collaboratively with a diverse range of people.
- A proactive, flexible and reliable approach to work.
- Experience in administration, research or program support, ideally in an international development, human rights or similar environment.
- Knowledge of human rights and/or international development.
- Experience supporting budgets or other financial processes would be an advantage.

Notes

Why Join Us?

By becoming a part of our team, you'll play a vital role in influencing public conversations about human rights and making a meaningful impact. If you're ready to use your skills to support a cause that matters, we want to hear from you!

Apply Now! Help us shape the future of human rights communication in Australia. Join us in making a difference!

Applications close: 5pm 9 December 2026

Notes

We strongly encourage First Nations people and individuals from other negatively racialised backgrounds to apply.

We value inclusivity and diversity and seek people who support and model the behaviours we promote in our workforce. We strongly encourage applications from First Nations Australians, mature workers, people from culturally and linguistically diverse backgrounds, culturally and marginalised communities, carers, LGBTIQA+ and people with disability.

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

The Commission is committed to providing an accessible, inclusive work environment to enable people with a disability to participate fully in all aspects of employment. Applicants are encouraged to request reasonable adjustment as required to assist your participation in this recruitment process.

Please note that this position may be filled on either an ongoing or non-ongoing basis. If an offer of non-ongoing employment is made, the successful applicant would be employed for an initial period of up to eighteen months with the possibility of extension up to a maximum period of two years in total. The merit pool established through this selection process, which is valid for a period of eighteen months from the date the vacancy was advertised in the Public Service Gazette, may be used to fill future ongoing and non-ongoing vacancies in the Commission where the duties are of a similar nature.

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

How to Apply

Please provide a resume and a statement (maximum of 2 pages) outlining your interest in this position(s), your experience that would lead to impactful outcomes in the role, and the skills and capabilities you bring.

The successful candidate will demonstrate the ability to fulfill the requirements of the role in an impartial and respectful manner as required by the APS Code of Conduct. The successful candidate will uphold the integrity and independence of the Australian Human Rights Commission.

As part of the recruitment and selection process, applicants will be required to consent to and undergo background checks which may include character and social media checks.

Please note interviews for this position will be held in January 2027.

For more Information

Information about the role and Commission practices may be sought from Joanna Mansfield via email joanna.mansfield@humanrights.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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Human Rights Commission

To Apply

Position Contact	Joanna Mansfield, joanna.mansfield@humanrights.gov.au
Agency Recruitment Site	https://ahrc.recruitmentplatform.com/details.html?jobId=430&jobTitle=Adr

Attorney-General's

Vacancy VN-0774733

Fair Work Commission

Closing Date:Thursday 26 November 2026

Client Services and Business Improvement
Dispute Resolution and Support Services Branch

Job Title	Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$74,678 - $80,529
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Commission staff have access to hybrid working arrangements where they can work a combination of in the office and from home.
Classification	APS Level 3
Position Number	4127
Agency Website	https://www.fwc.gov.au/about-us/careers

Job Description

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

The Administration Officer role sits within the Client Services Team, in the Dispute Resolution & Support Services Branch (Branch), which is the Fair Work Commission's (the Commission) face of frontline service delivery.

The Administration Officer is responsible for processing Commission applications made under the *Fair Work Act 2009* and maintaining accurate case records using the Commission's case management systems. The role also supports the delivery of high-quality client services by ensuring information is recorded accurately and applications are processed in accordance with established procedures and legislative requirements.

Duties

- Utilise the Commission's case management systems to process applications and maintain accurate case management records including data entry, review and updating of information.

- Interact with clients to provide high-quality services via phone, in writing and in person, and use judgement to escalate matters where appropriate
- Work individually and with team members to contribute to performance expectations and deliver Key Performance Indicator's.
- Actively contribute and participate in team planning activities, decision making and business process improvement initiatives.
- Apply knowledge of the *Fair Work Act 2009* and established procedures when processing applications and undertaking administrative duties.
- Work collaboratively and flexibly in support of Branch objectives, including by performing other duties as directed.

Eligibility

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

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

How to apply: Applications must be lodged online through the Commission's web-based e-recruitment system and include a current CV and a statement of claim of no more than 800 words, outlining your skills and/or experience relevant to the advertised role using the 'Our ideal candidate' section as your basis. For further information about 'Our ideal candidate' and how to apply, please click on 'Apply now' and follow the prompts.

Notes

This recruitment process is being used to fill an ongoing position.

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

Non-ongoing vacancies may be filled for maximum period of 2 years.

The Fair Work Commission has a broad range of functions relating to the workplace and seeks to discharge these functions in a way that best meets the needs of our community with a focus on access to justice. As an employer, the Commission values diverse views and backgrounds, including First Nations Australians, mature age workers, people from culturally and linguistically diverse backgrounds, carers, LGBTQIA+, people with disability and people who are neurodiverse. Our aim is to create a workforce that reflects the community in which we live. We also welcome conversations about working flexibly.

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. This initiative/program is only applicable

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Fair Work Commission

The Fair Work Commission (Commission) is the national workplace relations tribunal. It is an independent body with power to carry out a range of functions relating to: • The safety net of minimum wages and employment conditions • Enterprise bargaining • Industrial action • Dispute resolution • Anti-bullying • Termination of employment • Registered Organisations. The Commission is a statutory authority with offices in each State and Territory. The majority of staff are based in Melbourne, Sydney and Brisbane. Commission staff are employed under the provisions of the Public Service Act 1999, which means they must uphold the APS Values and abide by the APS Code of Conduct. Employment conditions are set out in the Fair Work Commission Enterprise Agreement 2024-2027.

To Apply

Position Contact	Jessie Dobson, +61730287837
Agency Recruitment Site	https://fwc.bigredsky.com/page.php?pageID=106

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Defence

Vacancy VN-0774389

Department of Defence

Closing Date:Thursday 26 November 2026

Naval Shipbuilding and Sustainment Group
Office of DEPSEC Naval Shipbuilding and Sustainment

Job Title	Assistant Director NSSG ERP
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$124,393 - $140,315
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	NSSG/06256/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=57ADE11E-9827-3A20-78ED-ED797EBB9C94

Duties

The Role

The Assistant Director NSSG ERP plays a critical leadership and coordination role in supporting the delivery of Defence's Enterprise Resource Planning (ERP) program across the Naval Shipbuilding and Sustainment Group (NSSG). The Defence ERP Program is a major transformation that standardises, simplifies, and integrates Defence’s business processes onto one system. It is replacing legacy systems with a single, trusted source of near real-time information, enabling better decision-making, improved interoperability with allies, and streamlined operations across all Defence Groups, Services and Portfolio Agencies.

Working closely with Defence ERP stakeholders and Maritime Division partners, the role leads the coordination of ERP business activities, provides strategic oversight of ERP related reporting and assurance processes, and ensures NSSG interests are effectively represented across whole-of-Defence initiatives. The position is responsible for driving the development of high quality plans, reports and governance artefacts that support informed decision making and align ERP outcomes with broader Defence objectives.

The role provides strategic advice to senior executives on ERP progress, risks, issues and assurance arrangements, ensuring NSSG meets program requirements, legislative obligations and key delivery timeframes. Operating with a high degree of autonomy, the Assistant Director

works across complex stakeholder environments to build consensus, strengthen collaboration and promote a positive One Defence culture. Success in the role requires strong judgement, strategic thinking, exceptional communication skills and the ability to coordinate diverse inputs to deliver meaningful business outcomes.

About our Team

The Chief Engineer and Portfolio Management Office (CEPMO) is situated within the Office of DEPSEC NSSG. The branch provides governance and assurance of Naval Shipbuilding and Sustainment delivery activities, spanning Engineering, Technology and Materiel Logistics functions, Portfolio Governance, Resource Management and Corporate Systems.

The directorate of Corporate Systems provides a wide range of services to support Naval Shipbuilding and Sustainment Group (NSSG) staff in meeting their obligations, providing corporate services to System Program Offices, branches, divisions, and the NSSG executive, with members embedded at all levels and localities of NSSG, providing local service provision as well as behind the scenes governance, assurance and other management aspects.

Our Ideal Candidate

The ideal candidate is a strategic and collaborative leader with experience in project management, governance, program coordination or enterprise business transformation. They are highly organised, comfortable working in complex stakeholder environments and capable of providing trusted advice to senior executives while balancing competing priorities. They demonstrate sound judgement, excellent communication skills and a proven ability to build productive relationships across teams and organisations.

To succeed in this role, applicants will be required to have:

- Demonstrated ability to lead and coordinate complex business, governance or program activities across multiple stakeholders.
- Strong strategic thinking skills with the ability to identify risks, issues and opportunities and develop effective solutions.
- Excellent written and verbal communication skills, including the preparation of high quality executive and governance products.
- Proven ability to influence, negotiate and build consensus across diverse stakeholder groups.
- Demonstrated commitment to collaborative leadership, fostering positive culture and delivering outcomes aligned to One Defence principles.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Defence

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

To Apply

Position Contact	David Ronnfeldt, 02 5108 9841
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=57ADE11E-9827-3A20-78ED-ED

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Defence

Vacancy VN-0774422

Department of Defence

Closing Date:Sunday 29 November 2026

NAVY
Deputy Chief of Navy

Job Title	Security Practitioner
Job Type	Full-Time, Ongoing
Location	Watsons Bay NSW
Salary	$81,868 - $89,377
Future Merit Locations	Watsons Bay
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 4
Position Number	NAVY/06291/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BB237CE2-71C8-3936-792A-ED798394192F

Duties

The Role

Training Authority Maritime Warfare (TAMW) Systems Support Group (SSG) is seeking a professional and motivated Security Practitioner to provide training systems security support.

As the APS 4 Security Practitioner, some of your key duties may include:

- Contribute to cyber security activities, including patch management, access control management and incident reporting.
- Maintain information files, folder structures and metadata within the Objective software environment in line with Defence security policies.
- Assist with ICT system upgrades, testing, deployments and rollout activities.
- Perform safe-hand and COMSEC functions.
- Assist with the sanitisation of obsolete ICT equipment prior to disposal.
- Provide general technical support for hardware, software and network issues.

About our Team

TAMW is the principal warfare training authority of the Royal Australian Navy and comprises several schools which provide warfare training for all Navy rank levels via a wide variety of

courses. TAMW is based at HMAS Watson, however schools are located at various Defence sites including HMAS Stirling, HMAS Cerberus, HMAS Penguin and HMAS Waterhen to facilitate delivery of training.

TAMW trains uniform personnel in various basic skills, ship handling, navigation, surface warfare and advanced multisite synthetic warfare. To deliver training, TAMW operates a considerable number of training systems of varying complexities.

The Systems Support Group (SSG) within TAMW is located at HMAS Watson and it is responsible for managing the overall sustainment support of training systems including management of cyber security. You will work along-side military, APS and contracted personnel to deliver security support services to TAMW and to a variety of Defence personnel.

Our Ideal Candidate

The ideal candidate will have the following attributes and competencies:

- Knowledge or ability to learn and maintain knowledge of Government security policies.
- Proficiency in supporting, configuring, and upgrading Microsoft environments.
- Basic networking concepts, configurations, and commands.
- Hands-on familiarity with Microsoft Active Directory user management – Handling permissions, resetting passwords, and setting up profiles.
- Practical experience in installing, diagnosing, deploying desktop setups, laptops and printers.
- Technical aptitude and ability to learn new technologies and processes quickly.
- Ability to follow established procedures and security standards.
- Ability to explain technical vulnerabilities in simple terms to non-technical staff.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Chris Demetri, 02 8204 9149
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BB237CE2-71C8-3936-792A-ED

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Defence

Vacancy VN-0774438

Department of Defence

Closing Date:Sunday 06 December 2026

Defence People Group
Joint Health Command

Job Title	Health Clerk
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$81,868 - $89,377
Future Merit Locations	Williamtown
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 4
Position Number	DPG/06450/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1B083B52-0DF6-ED82-61AD-ED7A35B37E4F

Duties

The Role

The APS 4 Health Clerk is a critical member of the Joint Health Unit's Primary Health Care Team, providing essential administrative support that enables the effective delivery of healthcare services to ADF personnel at RAAF Base Williamtown. The role performs a broad range of medical administration functions, including reception services, appointment coordination, health records management, referral administration, correspondence management, and reporting.

Acting as a key interface between patients, healthcare providers, and external stakeholders, the APS 4 Health Clerk supports timely access to care, continuity of service delivery, and positive patient outcomes.

In addition to core administrative responsibilities, the role provides day-to-day coordination of medical administration activities through workload management, task prioritisation, quality assurance, and process improvement, while supporting compliance with governance and record management requirements.

The APS 4 Health Clerk is a critical enabling capability that supports business continuity, operational efficiency, and effective healthcare delivery. The role provides essential administrative support that enables clinical staff to focus on patient care, enhances service delivery capacity, and contributes to effective governance, workforce sustainability, and day-to-day operations across the Joint Health Unit.

About our Team

Joint Health Command (JHC) is responsible for the delivery of healthcare services to over 70,000 Australian Defence Force (ADF) personnel. Through the delivery of reliable, resilient and best practice health services, JHC enables a healthy, ready, and supported Force from enlistment through to transition from service.

Health care services are delivered through eight Joint Health regions across Australia. The APS4 Health Clerk position is part of Joint Health Unit - Northern New South Wales and is based at Williamtown Health Centre, Williamtown, NSW. Each Joint Health Unit facility provides a range of services, which can include medical, nursing, dental, physiotherapy, mental health, rehabilitation, and in-patient care.

The JHC workforce is an integrated, multi-disciplinary team of Defence members, civilians, contractors and professional health providers. We work together to manage around one million patient health service interactions with Defence members each year.

The Health Clerk Team is the administrative hub of the health centre and serves as the primary point of contact for patients accessing healthcare services. The team is responsible for managing patient reception and triage, appointment coordination, referrals, specialist bookings, health records administration, and a broad range of medical administrative processes essential to healthcare delivery.

Our Ideal Candidate

Working as part of a multidisciplinary healthcare team, the successful candidate will possess experience in health administration and a sound understanding of medical terminology, health administration processes, and patient confidentiality requirements. They will demonstrate a strong understanding of privacy obligations and the ability to manage sensitive personal and medical information with professionalism and discretion.

The candidate will be highly customer-focused, with well-developed interpersonal skills and the ability to engage effectively with patients, healthcare providers, and a range of internal and external stakeholders. Strong written and verbal communication skills are essential, along with the ability to build productive working relationships and contribute positively to a collaborative team environment.

The role requires the ability to lead and support a diverse team, including allocating work, providing coaching and guidance, and contributing to the development of less experienced staff. The successful candidate will demonstrate sound judgement, adaptability, and the ability to effectively manage competing priorities in a dynamic operational environment.

They will be committed to delivering high-quality administrative support, maintaining compliance with relevant Defence policies, procedures, and legislative requirements, and pursuing ongoing professional development to support continuous improvement and service excellence.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Nicole Izzard, 02 6571 0495
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1B083B52-0DF6-ED82-61AD-ED

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Defence

Vacancy VN-0774451

Department of Defence

Closing Date:Wednesday 25 November 2026

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Logistics Officer
Job Type	Full-Time, Ongoing
Location	Southbank VIC
Salary	$99,733 - $112,431
Future Merit Locations	Southbank
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool used for vacancies at any location supporting flexibility
Classification	APS Level 6
Position Number	CASG/06331/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=82C9EF7B-8515-3812-CC78-ED7A6DCB8880

Duties

The Role

Land Systems Division (LSD) within the Defence Delivery Group (DDG) is seeking Logistics Officers to support the acquisition, introduction into service, and ongoing sustainment of critical ADF equipment.

The APS 6 Logistics Officer will lead a small, multidisciplinary team, providing critical logistics planning, management, governance and assurance for state-of-the-art ADF capability.

Working under broad direction, responsibilities may include:

- Developing strategies and plans for logistics management, and implementing plans
- Developing and advising on policies, procedures and processes for logistics management
- Responding to stakeholder needs and expectations, and engaging with subject matter experts to resolve complex issues
- Partnering with contracted suppliers to manage priorities and provide comprehensive integrated product support to Defence capability
- Composing briefs and reports on project or product achievements against expected performance

- Building and sustaining effective relationships, actively participating in teamwork and supporting team development.

More information about our projects can be found on our website: https://www.defence.gov.au/projects#land

About our Team

LSD's mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focussed as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

Our logistics teams work with contracting, procurement and technical specialists, and project stakeholders to deliver sustainable equipment, prioritising speed, capability and user safety. Program teams engage directly with end users to address evolving requirements in a fast-paced, supportive environment to achieve the strategic delivery of critical Defence capabilities.

LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

Our ideal Candidate is an experienced logistics professional with demonstrated leadership capability and ability to lead, mentor and develop high-performing teams in complex, fast-paced environments.

They demonstrate adaptability, sound judgement and resilience when responding to changing priorities, emerging challenges and operational demands. Highly developed interpersonal, written and verbal communication skills are essential to enable to build and maintain productive relationships with a broad range of internal and external stakeholders.

The ideal candidate will have a strong understanding of end-to-end logistics functions, including procurement, inventory management, distribution and supply chain activities, within relevant legislation, policy and governance requirements. They understand the logistical requirements necessary to support the introduction, operation and long-term sustainment of Defence capability.

They possess strong analytical skills and can interpret data, identify trends, and apply insights to improve performance and outcomes, while supporting team development and fostering a culture of continuous improvement.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Shannon Dorahy, 03 8531 9143
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=82C9EF7B-8515-3812-CC78-ED

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Defence

Vacancy VN-0774455

Department of Defence

Closing Date:Sunday 29 November 2026

Capability Acquisition and Sustainment Group
Air Defence & Space Systems Division

Job Title	Project Manager - Security & Safety
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$124,393 - $140,315
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	CASG/06410/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B195489B-6701-FDAE-79BB-ED7A6E49A088

Duties

The Role

- Leading security projects to deliver agreed outcomes within approved scope, schedule, budget and resource constraints.
- Managing a small security and safety team by setting clear expectations, supporting performance and building capability.
- Integrating protective security requirements, risk management and assurance activities throughout the project lifecycle.
- Monitoring project and product security performance and resolving complex risks, issues and dependencies.
- Providing clear, evidence-based project and product security advice to senior leaders and stakeholders.
- Building productive relationships across Defence and whole-of-government to support project and product, security and safety objectives.
- Preparing high-quality briefs, submissions, reports and governance documentation to support informed decision-making.
- Ensuring project and product security activities comply with relevant legislation, policies, frameworks and organisational standards.
- Identifying and implementing practical security improvements to project and product delivery, and business processes.
- Promoting security awareness and a positive security and safety culture across project and product, logistics and engineering teams, and broader stakeholder groups.
- Supporting Unit Security Officer activities as required.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Space Domain Awareness and Control Systems Program Office (SDACSPO) is located in Edinburgh, South Australia and manages Space Domain Awareness and Control in-service capabilities and capabilities in acquisition, engaging with local, regional and international enterprise partners and suppliers, consisting of both foreign governments and industry, to provide support to the Capability Manager. This demands a strong understanding of domestic and international space domain government frameworks and controls.

Our Ideal Candidate

Working in the Space Domain Awareness and Control environment is exciting and rewarding. Our ideal candidate will bring energy and enthusiasm to the role. They will be a highly capable and outcomes-focused leader with demonstrated experience operating in complex, sensitive and evolving environments.

They will bring strong knowledge of protective security policy and regulatory frameworks, together with the ability to apply these requirements pragmatically within a project, product or capability delivery setting. They will exercise sound judgement, think strategically and remain effective when managing ambiguity and competing priorities. An influential and collaborative communicator, they will build trust, engage constructively on complex or sensitive matters, and tailor their communication to achieve shared outcomes.

The successful candidate will demonstrate initiative, resilience and accountability, supported by a highly organised approach and strong attention to detail. They will lead with integrity, support the development of others and foster an inclusive, high-performing team environment. They will be committed to strengthening organisational capability and embedding security and safety as a shared responsibility across the SPO.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Melissa Threadgold, 08 8288 4280
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B195489B-6701-FDAE-79BB-ED

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Defence

Vacancy VN-0774462

Department of Defence

Closing Date:Monday 30 November 2026

Security and Estate Group
Service Delivery Division

Job Title	Base Management Officer
Job Type	Full-Time, Ongoing
Location	East Sale VIC
Salary	$81,868 - $89,377
Future Merit Locations	East Sale
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 4
Position Number	SEG/06445/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DECE3AE1-8219-DED4-2D65-ED7A6F82FE40

Duties

The Role

As an APS 4 Base Management Officer at RAAF Base East Sale, you will play a key role in supporting the delivery of essential base services that enable Defence capability, flying operations, training activities and the wellbeing of personnel.

Working closely with Defence stakeholders, contractors, service providers and resident units, you will coordinate and monitor service delivery, identify operational issues, and contribute to practical solutions that maintain a safe, functional and professional base environment. You will exercise initiative and sound judgement when applying Defence policies, managing stakeholder expectations and resolving day-to-day base management matters.

This role will suit you if you are customer-focused, proactive and adaptable; can build effective relationships across diverse stakeholder groups; communicate confidently at all levels; analyse issues and recommend practical solutions; and enjoy working collaboratively in a dynamic operational environment while contributing to continuous improvement across the base.

About our Team

The Base Management team at RAAF Base East Sale forms part of Service Delivery Division and plays a vital role in supporting Defence capability at one of the Air Force's key training bases. The team delivers essential on-base services that enable flying operations, training activities and the day-to-day support of Defence personnel, contractors and visitors.

Services include estate and facilities maintenance, project support, accommodation management, transport coordination, land and environmental management, waste services, emergency management, security, and the oversight of contracted service providers to ensure the base remains safe, functional and operationally ready.

At RAAF Base East Sale, we foster a supportive and inclusive workplace culture where teamwork, professional development and stakeholder engagement are highly valued. We are committed to creating a positive work environment that promotes health, wellbeing and a healthy work-life balance while supporting the delivery of Defence outcomes.

Our Ideal Candidate

You will demonstrate the following characteristics:

- A strong customer service focus and commitment to delivering quality outcomes for Defence personnel and stakeholders.
- Resilience, initiative and personal drive in support of Defence capability and base operations.
- The ability to manage competing priorities and deliver results within required timeframes.
- Adaptability and sound judgement in a dynamic operational environment, while maintaining attention to detail.
- A solutions-focused approach to identifying issues and implementing practical outcomes.
- Strong verbal, written and stakeholder engagement skills, including the ability to build productive working relationships.
- A willingness to learn, embrace new challenges and continuously develop professionally.
- The ability to interpret and apply Defence policies, procedures and business rules appropriately.
- A collaborative and team-oriented approach to achieving shared objectives.
- A commitment to safety, security and compliance in the delivery of base management services.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Jen Harrington, 0483 206 028
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DECE3AE1-8219-DED4-2D65-EI

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Defence

Vacancy VN-0774485

Department of Defence

Closing Date:Sunday 29 November 2026

Associate Secretary Group
Defence Legal Assistance

Job Title	Senior Legal Officer
Job Type	Full-Time, Ongoing
Location	Fyshwick ACT
Salary	$72,275 - $152,325
Future Merit Locations	Fyshwick
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	
Position Number	ASG/06290/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=88702BBE-B212-E569-985B-ED7A73B96C55

Duties

The Role

The EL 1 Senior Legal Officer is responsible for the delivery of high-quality legal services across a diverse and complex portfolio. The role involves providing expert guidance on administrative decision-making, statutory powers and governance. You will lead and manage the effective delivery of legal services across a high-volume workload that includes complex and often sensitive matters.

Key responsibilities include:

- Providing legal advice and guidance on administrative decision making and the exercise of statutory powers.
- Managing and overseeing complex legal matters, ensuring timely, legally sound and risk-informed outcomes.
- Leading and mentoring legal teams, fostering professional growth and maintaining high standards.
- Developing and reviewing legal policy, guidance materials and governance frameworks to support organisational decision-making.
- Engaging with senior executives and stakeholders to provide strategic advice on legal, policy and operational issues.
- Identifying, assessing and managing legal risk, including emerging issues with potential organisational impacts.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Defence Legal Assistance (DLA) provides independent legal assistance to eligible ADF members across a broad range of legal matters. The team comprises legal officers and support staff located across Australia, delivering timely, professional and client-focused legal services in a high-volume operational environment.

The team manages a significant national caseload, supports members through often complex and sensitive circumstances, and works closely with Defence stakeholders to ensure legal assistance services remain accessible, effective and responsive. Through the delivery of high-quality legal advice and assistance, the team contributes to Defence's commitment to supporting its people, maintaining trust in Defence processes, and promoting fair and lawful decision-making.

Our Ideal Candidate

The ideal candidate will demonstrate:

- Extensive experience providing legal advice on administrative law and decision-making processes.
- Strong leadership capability, including experience managing teams and supervising legal practitioners.
- Proven ability to manage high-volume and complex legal work while maintaining quality and meeting competing deadlines.
- Strong policy development and advisory skills.
- Excellent stakeholder engagement, communication and influencing abilities.
- Sound judgement, strategic thinking and a commitment to delivering practical, client-focused legal services.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Tertiary qualifications in Law and admission as a practitioner in the Supreme Court of an Australian State or Territory. Hold or be able to hold and maintain a practicing certificate in the ACT jurisdiction. A minimum of 3 years' post-admission experience as a legal practitioner, in-house counsel or equivalent legal role.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Richard Cawte, 02 6192 7068
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=88702BBE-B212-E569-985B-ED

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Defence

Vacancy VN-0774486

Department of Defence

Closing Date:Wednesday 25 November 2026

Capability Acquisition and Sustainment Group
Land Systems

Job Title	Logistics Manager
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Southbank VIC
Salary	$124,393 - $140,315
Future Merit Locations	Bandiana, Southbank
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool used for vacancies at any location supporting flexibility
Classification	Executive Level 1
Position Number	CASG/06329/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=BE7D6D8A-F6E8-5699-EA74-ED7AA94673C9

Duties

The Role

Land Systems Division within the Defence Delivery Group is seeking an experienced Logistics Manager to lead ADF Clothing capability (18,000 commodity lines) and Deployable Infrastructure SPO. As an EL 1 Logistics Manager, you will lead a multidisciplinary team to deliver complex logistics outcomes under broad direction.

Drawing on your expertise in logistics management and legislative frameworks, you will provide planning, governance, assurance and integrated logistics support to ensure ADF personnel have access to the clothing and personal equipment they need to achieve their mission.

You will provide trusted strategic advice and manage key stakeholder relationships across the Services, End Users and the Prime Contractor, to understand requirements, resolve complex issues, manage competing priorities and communicate solutions that deliver outcomes.

You will also lead people, financial resources and supply chain performance, using data analysis to drive continuous improvement, build team capability and achieve strategic objectives. More information about LSD projects: https://www.defence.gov.au/projects#land

About our Team

Land Systems Division's (LSD) mission is to acquire and support capability that enables the ADF to generate and sustain deployable Land power for an integrated force, in peace and war. We aim to be agile, innovative and outcomes-focussed as we collaborate closely with the Services and industry to deliver the latest equipment to maximise ADF performance.

Our team works collaboratively with contracting, procurement, technical specialists, project teams, stakeholders and end-users to deliver and sustain ADF Clothing through an integrated approach that prioritises user safety and speed-to-capability. We work with Tri-service ADF personnel to understand evolving requirements and incorporate capability. Operating in a fast-paced and supportive environment, the team contributes to the delivery of critical Defence capability.

LSD is dedicated to providing staff with an inclusive and healthy work-life environment, and we will invest in your ongoing professional development to ensure your work with us is deeply rewarding.

Our Ideal Candidate

The ideal candidate will be an experienced logistics professional with strong leadership, stakeholder engagement skills, and adaptability to Defence priorities.

To excel in this role, you will:

- Demonstrate excellent interpersonal, written and verbal communication skills, supported by emotional intelligence, resilience and adaptability
- Collaborate effectively with Army, Navy, Air Force, end users and the Prime Contractor to resolve issues, manage expectations and adjust priorities
- Think strategically, analyse options, make evidence-based decisions and recommendations
- Utilise supply chain data and analysis to inform decisions, drive business outcomes and support disposal recommendations
- Interpret and apply relevant legislation, policy and regulatory frameworks
- Lead, motivate and develop a geographically dispersed team
- Demonstrate flexibility and availability to respond to changing priorities, tasks and travel requirements in support of Defence outcomes
- Demonstrate sound judgement, initiative and resilience in resolving complex logistics and sustainment challenges, drawing on data analysis and an understanding of relevant legislative, policy and governance frameworks

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	John Gleadell, 03 8567 4748
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BE7D6D8A-F6E8-5699-EA74-ED

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Defence

Vacancy VN-0774487

Department of Defence

Closing Date:Monday 30 November 2026

NAVY
Deputy Chief of Navy

Job Title	Assistant Business Manager
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	NAVY/06508/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6E988DB4-67DD-B678-EB14-ED7AA9541AF0

Duties

The Role

As the APS 6 Assistant Business Manager within Navy Headquarters (NHQ), you will support the governance, assurance and compliance functions that underpin effective business, financial and administrative management across NHQ.

Working under limited direction, you will provide accurate advice on complex governance matters, interpret and apply policy and legislative frameworks, and contribute to the development, implementation and continuous improvement of governance processes and controls.

You will coordinate and deliver governance activities across NHQ, including assurance and audit programs, compliance monitoring, performance reporting, internal controls, procurement governance, and financial governance frameworks. Applying sound judgement and analytical skills, you will identify business governance risks, monitor compliance obligations, provide recommendations to senior stakeholders, and support the implementation of effective governance and assurance measures.

The role requires strong stakeholder engagement and relationship management skills, with responsibility for liaising across NHQ and the broader Defence environment to coordinate governance, assurance and reporting activities.

About our Team

You will be part of a small, high-performing business team that supports Navy Headquarters to deliver capability outcomes and strengthen governance. As a member of the NHQ Business Team, you will contribute to governance, assurance and compliance activities across procurement, financial management, budgeting, commercial and business functions.

The NHQ Business Team comprises six staff focused on enhancing governance and assurance frameworks, improving compliance, and driving continuous improvement across business processes. This role offers the opportunity to work with a broad range of stakeholders to strengthen organisational governance, support informed decision-making, and deliver improved business outcomes across Navy Headquarters.

Our Ideal Candidate

Our ideal candidate will have proven experience in governance, assurance and continuous improvement, with the ability to develop and implement initiatives that strengthen governance frameworks, promote compliance and build organisational maturity. You will understand the importance of performance reporting and analysis in supporting informed decision-making, and possess exceptional stakeholder engagement and networking skills, including the ability to influence outcomes, build productive relationships and coordinate complex responses across multiple business areas.

As the APS 6 Assistant Business Manager, you will demonstrate experience in governance, assurance and compliance activities, with particular focus on financial governance, procurement and commercial governance, and the oversight of business management frameworks. You will provide advice to stakeholders, support the implementation of governance controls, and contribute to assurance activities that promote accountability, transparency and effective decision-making.

You will need to demonstrate:

- Well-developed written communication skills, including the ability to prepare briefs, reports, submissions and governance documentation.
- Strong stakeholder engagement and relationship management skills, with the ability to influence and negotiate outcomes across diverse stakeholder groups.
- The ability to interpret, apply and provide advice on policy, legislation, governance frameworks and compliance requirements.
- Experience supporting or delivering governance, assurance, risk management, audit or performance reporting activities.

- Knowledge of financial governance, procurement governance and commercial compliance requirements within a complex operational environment.
- Strong analytical and problem-solving skills, including the ability to assess information, identify risks and provide clear, evidence-based recommendations.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Manny Edmunds, 02 6053 1413
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6E988DB4-67DD-B678-EB14-ED

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Defence

Vacancy VN-0774489

Department of Defence

Closing Date:Sunday 29 November 2026

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Director - SILSPO Business Management Unit
Job Type	Full-Time, Ongoing
Location	Adelaide SA
Salary	$144,430 - $173,359
Future Merit Locations	Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility
Classification	Executive Level 2
Position Number	CASG/06271/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A9387EC9-D2E0-3B76-7B36-ED7AAA66984B

Duties

The Role

The EL 2 Director Business Management Unit leads the Business Management Unit (BMU) and is responsible for delivering business, governance, workforce, commercial and program management functions enabling the Surveillance, Intelligence and Life Support Systems Program Office (SILSPO) to acquire, integrate, transition and sustain Defence capabilities.

Key accountabilities include:

- Leading SILSPO business strategy, planning and prioritisation, and aligning business operations, governance and workforce planning with Defence objectives
- Providing strategic direction for organisational performance and capability delivery
- Establishing and maintaining governance, assurance and compliance frameworks supporting decision-making and continuous improvement
- Implementing and maturing Capability Program Management practices, including project controls, reporting, risk and performance oversight, to support cost, schedule and capability outcomes
- Delivering commercial support for acquisition and sustainment activities and industry engagement

- Leading and developing the BMU workforce, including workforce planning, organisational design, and people, financial and resource management
- Representing the SPO Director in engagements with Air Force, ASR Branch / SPOs Executives, and Strategic Partner Agencies, fostering effective relationships and supporting strategic outcomes.

About our Team

SILSPO is the acquisition and sustainment agency for leading edge Surveillance, Intelligence, and Aeronautical Life Support capabilities. It acquires, integrates, and transitions capabilities into service to provide the joint force with a decisive warfighting advantage. SILSPO is responsible for the acquisition, integration, and through life support of the MC-55A Peregrine and Aeronautical Life Support Equipment (ALSE). This includes aerial systems and ground control segments, simulator and training systems, associated infrastructure, and ongoing support arrangements.

The organisation integrates all elements of the Fundamental Inputs to Capability (FIC) to ensure a seamless transition to service and the achievement of Initial Operational Capability (IOC) and Final Operational Capability (FOC) on time and within budget. SILSPO operates as an integrated workplace comprising ADF, APS, and contracted personnel and is committed to flexible and inclusive work practices.

Our Ideal Candidate

We are seeking a high-performing and motivated leader who can provide strategic direction while delivering practical business outcomes in a complex and dynamic Defence environment. The successful candidate will possess exceptional interpersonal, communication and stakeholder engagement skills, with the ability to build trusted relationships and influence outcomes across APS, ADF, industry and senior Defence stakeholders.

You will be a confident and adaptable leader, capable of shaping organisational strategy, driving business transformation and establishing effective governance, workforce and program management frameworks. You will demonstrate sound judgement, strong analytical capability and the ability to apply structured thinking to solve complex problems and deliver outcomes.

The role requires a proactive and outcomes-focused professional who can lead multidisciplinary teams, manage competing priorities and operate effectively within an evolving capability acquisition and sustainment environment. Strong commercial awareness, an understanding of Defence business practices and experience developing and implementing organisational improvement initiatives will be highly regarded.

The successful candidate will be required to undertake domestic and occasional international travel.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	GPCAPT Lucas Ricciardi, 02 5131 4197
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A9387EC9-D2E0-3B76-7B36-ED

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Defence

Vacancy VN-0774494

Department of Defence

Closing Date:Sunday 29 November 2026

Australian Defence Force HeadQuarters
Capability Coordination

Job Title	Assistant Director Security
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$124,393 - $140,315
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	ADFHQ/06352/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3DE852A4-B4D9-54CD-A2B9-ED7AAB0266D9

Duties

The Role

Command Support Branch is seeking a high-performing EL 1 Deputy Executive Security Advisor to support the Vice Chief of the Defence Force Group (VCDFG) in the delivery of security governance, assurance, compliance and risk management outcomes. As the VCDFG Deputy Executive Security Advisor and Command Support Branch Security Officer, you will provide trusted advice to senior leaders, manage complex security matters and contribute to the continual improvement of VCDFG's security posture.

You will lead the coordination and delivery of security services across VCDFG, including:

- Security governance and assurance
- Personnel security and clearance sponsorship, including Personnel Security Risk Sharing
- Security incident management and reporting
- Overseas travel security briefings and debriefings
- Security awareness and communication activities
- Security standing orders management
- Security on and off boarding processes
- Business continuity planning activities
- Support to various Defence security committees and governance forums

- Management and support of the VCDFG Security Officer and COMSO Network
- Fraud and corruption activities

You will engage extensively with senior Defence leaders, Security and Estate Group, enterprise Executive Security Advisors, security officers and other internal and external stakeholders to identify risks, influence outcomes and strengthen security culture across VCDFG.

This role requires sound judgement, strategic thinking and the ability to balance competing priorities while delivering high-quality outcomes in a dynamic environment. The successful applicant will have access to relevant learning and development opportunities to support success in the role.

About our Team

The VCDF Security team are situated within Command Support Branch in the Capability Coordination Division of Vice Chief Defence Force (VCDF) VCDF Group.

The VCDF Security team serves as the principle security advisory function for VCDF Group. The team supports security governance, personnel security, security risk management, compliance monitoring, and security awareness, governance committee engagement, while supporting Business Continuity and Fraud and Corruption activities.

Working closely with security stakeholders across Defence, the team helps safeguard Defence personnel, information and capabilities.

Our Ideal Candidate

We are seeking a motivated and adaptable leader who can operate confidentially within a multidisciplinary security and governance environment.

The successful applicant will demonstrate:

- Shapes Strategic Thinking
- Proven ability to analyse complex security issues and identify practical, risk-based solutions.
- Experience providing strategic advice to senior leaders and influencing decision-making.
- Strong understanding of security governance, compliance and assurance principles.
- Achieves Results
- Ability to manage multiple competing priorities and deliver high-quality outcomes under pressure.

- Experience leading projects, implementing process improvements and driving organisational outcomes
- Strong organisational skills and commitment to continuous improvement
- Cultivates Productive Working Relationships
- Proven ability to build and maintain relationships across diverse stakeholder groups
- Experience working collaboratively across organisational boundaries to achieve shared outcomes
- Ability to mentor, support and guide others in security-related responsibilities.
- Exemplifies Personal Drive and Integrity
- Demonstrated professionalism, sound judgement and commitment to Defence and APS Values
- Ability to provide frank and fearless advice while effectively managing sensitive information
- Resilience and adaptability in a complex operating environment
- Communicates with Influence
- Excellent written and verbal communication skills
- Ability to prepare and deliver executive correspondence, briefs, committee papers and reports
- Ability to tailor communication for diverse audiences and influence stakeholders

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Sarah Collins, 02 5108 5438
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3DE852A4-B4D9-54CD-A2B9-EI

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Defence

Vacancy VN-0774498

Department of Defence

Closing Date:Sunday 29 November 2026

Capability Acquisition and Sustainment Group
Strategy, Planning and Independent Assurance

Job Title	Assistant Director – Foreign Military Sales Office (FMSO)
Job Type	Full-Time, Ongoing
Location	Various locations - VIC VIC, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - WA WA, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS
Salary	$124,393 - $140,315
Future Merit Locations	Various locations - VIC, Various locations - QLD, Various locations - NSW, Various locations - ACT, Various locations - WA, Various locations - SA, Various locations - NT, Various locations - TAS
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	CASG/06377/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C7C09E51-9185-2279-1E65-ED7AAB4ADFFF

Duties

The Role

The Assistant Director, Foreign Military Sales Office (FMSO) supports Defence Delivery Group's participation in the United States Foreign Military Sales (FMS) Program. Leading a multidisciplinary team under limited direction, you will provide strategic and practical advice that helps Defence acquire and sustain critical capability through FMS.

You will work with senior leaders, project teams, enabling functions, Australian Government stakeholders and United States partners to resolve complex issues, improve governance and strengthen FMS capability across Defence.

Your role includes supporting policy and process improvement, workforce professionalisation, and reforms to systems and frameworks that underpin FMS delivery. Key responsibilities include leading team priorities, providing advice across the FMS lifecycle, addressing systemic and high-risk issues, improving policy and guidance, supporting enterprise systems reform, fostering continuous improvement, and maintaining strong relationships with stakeholders across Defence and the United States.

About our Team

The Foreign Sourcing Directorate supports Defence Delivery Group's use of international acquisition pathways to deliver and sustain capability. Within the Directorate, the Foreign Military Sales Office serves as Defence's centre of expertise for FMS policy interpretation and application, guidance, and professionalisation. FMSO supports an enterprise portfolio of more than 500 FMS cases valued at over US$56 billion. Rather than directly managing every case, the team enables successful delivery through expert advice, policy interpretation, coordination, workforce development and escalation support.

Current priorities include modernising systems and frameworks, strengthening governance, supporting workforce capability and improving consistency across Defence's FMS activities. The team works closely with project offices, Defence stakeholders and international partners to address issues affecting acquisition and sustainment outcomes.

Our Ideal Candidate

We are seeking an experienced leader who can operate confidently across strategy, policy and delivery. You will bring sound judgement, strong stakeholder engagement skills and the ability to navigate complex issues while providing clear, practical advice. You do not need to be an FMS expert on day one.

More important is your ability to learn quickly, build credibility, draw on specialist expertise and lead collaborative problem-solving in a complex environment. You will balance strategic thinking with an understanding of the practical challenges facing projects and practitioners.

Successful candidates will demonstrate leadership experience, strong communication skills, sound analytical judgement and the ability to work effectively across organisational boundaries. You will have experience supporting policy, governance, change or continuous improvement activities, and foster an inclusive, collaborative culture that values accountability, integrity and high performance.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Amy Smith, 07 3328 2043
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C7C09E51-9185-2279-1E65-ED7

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Defence

Vacancy VN-0774506

Department of Defence

Closing Date:Monday 30 November 2026

Defence Finance Group
Budgets & Financial Services

Job Title	Compliance Assurance Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$99,733 - $112,431
Future Merit Locations	Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	DFG/06517/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B7FB4D2E-4752-BEFF-44AB-ED7AAA94733B

Duties

The Role

As an APS 6 Compliance Assurance Officer, you will:

- Deliver financial compliance, assurance activities to assess the effectiveness of financial controls, governance frameworks and risk management practices. Including implementing assurance methodologies, processes and testing criteria.
- Provide qualitative and quantitative analysis to support strategic reporting, assurance reviews and informed decision-making.
- Provide advice on project accounting policy, asset assurance activities, expenditure recognition and classification, asset cost allocation models, reconciliations, impairment reviews and financial aspects of project closure.
- Provide advice on controls design, risk management, and financial policy.
- Undertaking risk identification, assessment, treatment and monitoring activities, including management of risk registers, risk reporting requirements and continuous improvement initiatives to strengthen risk management practices.
- Assess and analyse information from various sources to ensure the Department of Defence (Defence) is compliant with applicable laws, regulations and financial policies and procedures.
- Prepare and present management with accurate and timely reports on financial compliance assurance reviews and audit findings, including recommendations for improvement.
- Collaborate with cross-functional teams, as well as internal and external stakeholders, to successfully deliver on audits and assurance activities.

- Provide clear and consistent communication, managing stakeholder expectations and contribute to a positive team culture through the delivery of high-quality work within agreed timeframes.
- Support continuous improvement initiatives, promote compliance with Defence policies and contribute to the achievement of organisational objectives.

About our Team

The Financial Compliance Assurance Directorate delivers financial compliance assurance activities in accordance with Defence financial policies, frameworks, guidance and legislative requirements. The Directorate applies a risk-based approach, leveraging automation and data analytics to identify financial process risks, control weaknesses and integrity issues requiring further investigation.

The team is responsible for providing policy advice, undertaking compliance assurance and quality assurance reviews of financial accounting activities, and supporting adherence to key financial policies and accurate financial reporting. The Directorate also works closely with Defence Finance Group and other stakeholders to strengthen financial controls, improve business processes and enhance Defence's overall financial governance framework.

Our Ideal Candidate

Our Ideal Candidate will have the following experience and attributes:

- Experience in compliance assurance, financial governance and risk management activities.
- Strong analytical skills, with the ability to assess complex information, identify risks and provide practical recommendations.
- Excellent attention to detail, with experience working with large data sets and using analytics tools such as Power BI.
- Strong written and verbal communication skills, with the ability to prepare high-quality reports and engage effectively with stakeholders.
- Sound judgement, initiative and resilience, with the ability to manage competing priorities and meet deadlines.
- A commitment to continuous improvement and delivering high-quality assurance outcomes.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Christopher Pilpa, 03 8626 4244
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B7FB4D2E-4752-BEFF-44AB-ED

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Defence

Vacancy VN-0774517

Department of Defence

Closing Date:Monday 30 November 2026

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Compliance Data Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$99,733 - $112,431
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	DFG/06514/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E2DCE4FF-D449-63D7-42B1-ED7AACDFECED

Duties

The Role

As an APS 6 Financial Compliance Data Analyst you will:

- Undertake financial data analysis to detect non-compliance with Defence financial policies, guidance and processes.
- Engage and liaise with all levels across Defence to investigate detected anomalies or non-compliances identified to determine root cause.
- Prepare timely PowerBI dashboard, Executive reports and/or briefs highlighting insights from your data analysis to inform decision making and risk management practices across the Defence.
- Be responsible for the ethical use of data, and interpreting and complying with legislation, Defence policy and regulatory frameworks, including data management requirements.
- Be accountable for accurate and timely completion of work, sharing own expertise with others, and guiding and mentoring less experienced employees.
- Build and sustain strong relationships with key stakeholders to deliver tailored Financial Compliance data analysis activities.
- Review existing Financial Compliance data analysis activities to assess their effectiveness and identify process improvements.
- Provide and apply judgment to tailor advice to stakeholders, peers and the Defence executive on financial compliance programs.
- Support the Financial Compliance Assurance team to meet their deliverables within the nominated timeframes and to a consistently high standard.
- Other ad hoc duties as required.

About our Team

The Financial Compliance Assurance Directorate delivers financial compliance assurance activities in accordance with Defence financial policies, frameworks, guidance and legislative requirements. The Directorate applies a risk-based approach, leveraging automation and data analytics to identify financial process risks, control weaknesses and integrity issues requiring further investigation. The team is responsible for providing policy advice, undertaking compliance assurance and quality assurance reviews of financial accounting activities, and supporting adherence to key financial policies and accurate financial reporting. The Directorate also works closely with Defence Finance Group and other stakeholders to strengthen financial controls, improve business processes and enhance Defence's overall financial governance framework.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Demonstrate digital & data skills to enable evidence-based decisions. This includes understanding of systems and tools such as SQL, Power BI, Python and/or R. Working knowledge of Microsoft Excel is also beneficial.
- Strong written and oral communication skills. This role requires strong stakeholder engagement therefore proven ability to communicate effectively with diverse audiences, both verbally and in writing is necessary.
- Strong initiative and sound judgement.
- Excellent attention to detail, with experience working with large data sets and using visualisation tools such as Power BI.
- Strong analytical skills.
- Sound judgement, initiative and resilience, with the ability to manage competing priorities and meet deadlines.

Eligibility

Security Clearance:

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

Notes

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About the Department of Defence

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To Apply

Position Contact	Seemab Khalid, 02 5128 9745
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E2DCE4FF-D449-63D7-42B1-ED

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Defence

Vacancy VN-0774547

Department of Defence

Closing Date:Wednesday 02 December 2026

Naval Shipbuilding and Sustainment Group
Patrol Boats and Specialist Ships

Job Title	Engineer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	NSSG/06401/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D295C28A-5292-C3C9-1669-ED7AE5A0DCA1

Duties

The Role

As the Executive Level 1 Engineer, you will lead and deliver complex engineering outcomes that support Defence capability. As an EL 1 Engineer your role extends beyond a single technical discipline, this is an opportunity to help shape the delivery of complex maritime capability for the Australian Defence Force and broader Australian Government. You will engage with stakeholders, develop and manage engineering specifications and resources, investigate and resolve engineering issues, and provide expert technical and strategic advice. Working within an integrated team, you will apply your knowledge of engineering, policy, and legislative requirements to deliver solutions, manage risk, and contribute to the successful delivery of Defence materiel capability across its lifecycle.

The role provides broad exposure to Defence acquisition, engineering governance, capability delivery and stakeholder engagement, and is ideally suited to engineers seeking to broaden their experience beyond a single technical discipline. You will operate with a high degree of autonomy, providing specialist engineering expertise and trusted advice to support Defence outcomes. You will apply sound judgement to address complex engineering challenges, develop and implement policies and procedures, and ensure compliance with relevant legislative, regulatory and Defence requirements.

The role involves leading and coordinating complex projects and activities, managing technical risks and issues, and contributing to outcomes that may have strategic, operational or organisational significance. You will be responsible for delivering high-quality engineering outcomes while effectively managing resources and competing priorities. You may lead a team of engineering, project or administrative professionals, providing direction, coaching and feedback to build capability and support a high-performance culture.

A key aspect of the position is building and maintaining strong stakeholder relationships. You will work collaboratively with a diverse range of stakeholders to understand their needs, influence outcomes, and develop practical engineering solutions. You will also contribute to continuous improvement initiatives and support the ongoing development of engineering capability across the organisation. We are looking for someone who enjoys solving complex problems, working across technical and organisational boundaries, and helping teams achieve practical capability outcomes.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Landing Craft Branch is accountable for acquisitions under the LAND8710 Program, including LAND8710-1 Landing Craft - Medium (LC-M), LAND8710-1B Amphibious Vehicle - Logistics (AV-L) and LAND8710-2 Landing Craft - Heavy (LC-H). The LAND8710 projects are supported by a Program Management Office and that is responsible for support, governance and assurance functions across the LAND8710 program.

The Program Management Office and Landing Craft Branch consists of professionals from various disciplines and comprises highly skilled and motivated APS, ADF and contracted personnel. The Project Support Officer sits within the PMO and performs complex project work within an integrated workforce.

Our Ideal Candidate

As Executive Level 1 Engineer, you will be responsible but not limited to:

- Lead, plan and deliver critical and very complex engineering activities and provide advice in the field of marine engineering under broad direction.
- Accountable for exercising assigned engineering authorities and any Technical Regulatory Authority delegations.
- Translate high level goals and outcomes, identify issues and uncertainties and incorporate these into planning, decision making, priority setting and implementation.
- Implement engineering knowledge to develop advancements to established engineering principles, techniques, methods and regulations.
- Work collaboratively, communicate effectively with internal and external stakeholders and influence the work of teams.
- Motivate and mentor developing engineers, aligning complementary skills and allocate resources in a manner that delivers results.
- Evaluate technical and design packages including scoping, planning, and reviewing and implement actions.
- Evaluate and ensure that the delivered materiel meets requirements and legislative, policy and regulatory frameworks and implement actions.
- Lead and ensure safety aspects of Defence materiel systems are considered and incorporated into engineering activities.
- Manage workflows, resources, prepare work area and team plans detailing measurable milestones and expected outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This position requires the candidate to hold a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

This engineering position may require the individual to be able to meet the requirements of Chartered Professional Engineer (Engineers Australia), Registered Professional Engineer (Professionals Australia) or Fellow/Member of Royal Institution of Naval Architects or demonstrated the ability to obtain such status within 12 months.

Notes

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To Apply

Position Contact	Aminur Rashid, 02 6265 1339
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D295C28A-5292-C3C9-1669-ED

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Defence

Vacancy VN-0774551

Department of Defence

Closing Date:Wednesday 02 December 2026

NAVY
Fleet Command

Job Title	Technical Explosive Ordnance Armaments
Job Type	Full-Time, Ongoing
Location	Nowra NSW, Nowra Hill NSW
Salary	$89,841 - $96,829
Future Merit Locations	Nowra, Nowra Hill
Office Arrangement	On Site;Flexible
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 5
Position Number	NAVY/06526/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B6DB5711-80A1-DF5B-2BBD-ED7AE6247CFC

Duties

The Role

As the HMAS Albatross Explosive Ordnance (EO) specialist, you will work with a multi-faceted team directly supporting Fleet Air Arm operations. Your role will include liaising with the contracted EO storage facility, squadrons, off-base contractors, visiting military units, DEOTS and elements of EO Branch including the Armament Engineering Centre of Expertise (ArmEngCoE). You will be required to work independently in carrying out audits, inspections of EO facilities, investigations involving EO incidents, and maintaining an accurate stock register. Provide senior staff with accurate advice on the application of EO regulations and policy, including drafting/amending local policies and an active participant in the unit Quality Management System.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Works outdoors, Work with energetics and explosives, Dangerous Goods/ Equipment.

About our Team

The Airfield Coordination Centre is the authority for aviation activities at HMAS Albatross and Jervis Bay airspace and airfields. The team oversees the day-to-day management of the airfields including planning/de-conflicting flying activities, inspection of airfield facilities, actioning unscheduled maintenance requirements, updating airfield documents and publications, technical airworthiness compliance of the airfields, and Air Movement Services to visiting aircraft. There are a number of EO responsibility that arise on a day-to-day basis during these activities.

Our Ideal Candidate

As the HMAS Albatross subject matter expert on Defence EO regulations and policy, you will work independently and as part of the Airfield Coordination Centre team to provide clear and accurate advice to Command and stakeholders.

Demonstrated ability to develop, review and update local procedures, policies and operational guidance to support safe and compliant workplace practices. Experience conducting facility inspections, compliance reviews and operational audits to ensure adherence to organisational standards, legislative requirements and best practice principles.

Strong ability to interpret and apply complex regulations, policies and governance frameworks within operational environments. An understanding of Quality Management Systems (QMS) and continuous improvement methodologies is desirable, with a proven commitment to contributing to quality objectives, maintaining standards, and supporting organisational performance outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 5 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	LEUT Timothy Laughlan, 02 4449 2835
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B6DB5711-80A1-DF5B-2BBD-EI

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Defence

Vacancy VN-0774559

Department of Defence

Closing Date:Thursday 17 December 2026

Air Force
Air Command Australia

Job Title	Team Leader - Terminal Procedures
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$99,733 - $112,431
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location/s
Classification	APS Level 6
Position Number	AF/06270/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F87C64C0-AC2B-1FBD-2783-ED7AE6A037F0

Duties

The Role

The Team Leader - Terminal Procedures leads a small team within Aeronautical Information Service - Air Force (AIS-AF) responsible for the design, validation and maintenance of Instrument Flight Procedures (IFP) for the Australian Defence Force (ADF). The role ensures that ADF aviators and related stakeholders have access to accurate, current and flight-critical terminal procedure products to support flying operations in Australia and abroad.

The Team Leader - Terminal Procedures reports to the EL 1 Production Manager and undertakes work that is complex in nature under limited direction, with a high degree of autonomy and accountability. The role provides leadership, guidance and oversight to the team of technical specialists ensuring national and international aviation standards are followed. Drawing upon specialist expertise within the team, the Team Leader provides technical, professional and policy advice to support strategic planning, capability development, program management and continuous improvement initiatives.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base

salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Aeronautical Information Service – Air Force (AIS-AF) is an Air Force unit responsible for the provision of timely, accurate and relevant Aeronautical Information Publications (AIP) that supports Australian Defence Force (ADF) operations globally. AIS-AF is responsible for the production of both paper and digital AIP with a specific focus on Australia, Asia and the Indo-Pacific region.

Our Ideal Candidate

As the ideal candidate, you will be highly analytical, detail oriented, and have a solid understanding of aviation terminology and concepts, typically attained through relevant experience in an aviation related role and/or relevant aviation related studies.

You will demonstrate resilience, personal drive, and a focus on enabling others in support of Defence capability. You will have experience interpreting technical information relevant to international aviation standards, working collaboratively in a supportive team environment, participating in regular peer reviews of technical outputs.

Experience in a technical aviation-related role (e.g. instrument flight procedures design, aeronautical information management, air traffic control, flight operations etc.) would be highly advantageous. Candidates who have completed an aviation-related STEM Degree are also encouraged to apply.

Eligibility

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Security Clearance:

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

Notes

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To Apply

Position Contact	Bradley O'Connor, 03 8531 6668
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F87C64C0-AC2B-1FBD-2783-ED

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Defence

Vacancy VN-0774560

Department of Defence

Closing Date:Wednesday 02 December 2026

Defence People Group
Australian Defence College

Job Title	Contract Manager
Job Type	Full-Time, Ongoing
Location	Weston Creek ACT
Salary	$124,393 - $140,315
Future Merit Locations	Weston Creek
Office Arrangement	Hybrid
Office Arrangement Details	andidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s)
Classification	Executive Level 1
Position Number	DPG/05961/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B1431947-3FB6-B189-5639-ED7AE6B70E02

Duties

The Role

As the EL 1 Assistant Director Procurement and Contract Management, you will lead the strategic oversight, governance and management of procurement and contract management activities across the Defence Education, Learning and Training Authority (DELTA) and support broader Australian Defence College priorities. This is a key leadership role responsible for ensuring procurement and contract arrangements deliver value for money, manage risk effectively and support the achievement of organisational objectives. You will provide strategic procurement and commercial advice to senior leaders, oversee a diverse portfolio of contracted services and lead procurement planning activities to support future organisational requirements. The role requires a strong understanding of procurement governance, contract management, risk management and commercial assurance.

Key responsibilities include:

- Leading procurement governance and assurance activities.
- Managing DELTA's contract portfolio and contractor performance.
- Providing strategic procurement and commercial advice to senior leaders.
- Overseeing procurement planning and future market approaches.
- Managing commercial risk and compliance requirements.
- Strengthening procurement capability and governance maturity across the organisation.

This role provides a unique opportunity to shape procurement outcomes, influence strategic decision-making and contribute directly to the delivery of Defence education, training and workforce capability.

About our Team

The Procurement and Contract Management function supports DELTA and the Australian Defence College through the provision of strategic procurement advice, contract management support, commercial governance and assurance services. The team plays an important role in enabling organisational outcomes by ensuring procurement and contract arrangements are effectively established, managed and governed throughout their lifecycle.

Working across a diverse range of business areas, the position partners with leaders and stakeholders to support procurement planning, contract performance management, market engagement activities and commercial risk management. The function maintains oversight of significant service contracts while supporting compliance with Commonwealth procurement requirements, Defence policy and organisational governance frameworks. As part of a collaborative and outcomes-focused environment, you will work closely with senior leaders, contractors and stakeholders across Defence.

The team values professionalism, sound judgement, integrity and continuous improvement, providing opportunities to contribute to strategic initiatives, organisational reform activities and complex commercial challenges. This is an opportunity to work at the intersection of governance, commercial management and strategic planning while supporting outcomes that contribute to Defence education, training and workforce capability.

Our Ideal Candidate

You are an experienced procurement and contract management professional who can operate confidently in a complex and evolving environment. You are recognised for your commercial judgement, strategic thinking and ability to provide trusted advice to stakeholders while balancing governance, risk and operational requirements.

You are comfortable leading procurement and contract management activities, influencing decision-making and providing oversight of complex contractual arrangements. You can identify risks, develop practical solutions and support organisational outcomes through sound governance and effective commercial management.

You are a relationship-focused professional who works collaboratively with stakeholders, exercises sound judgement and remains focused on delivering quality outcomes in dynamic environments. You take ownership, communicate effectively and contribute positively to organisational capability and continuous improvement.

The successful candidate will demonstrate:

- Significant experience delivering procurement and contract management outcomes within complex organisational environments.
- Strong knowledge of procurement governance, compliance and risk management principles.
- The ability to provide strategic advice and influence decision-making.
- Strong commercial judgement and risk management capability.
- Well-developed stakeholder engagement and relationship management skills.
- Experience managing contractor performance and complex contractual arrangements.
- Excellent written communication skills, including the preparation of briefs, reports and strategic advice.
- A commitment to governance, accountability and continuous improvement.
- Most importantly, you will be a credible and trusted professional who can provide strategic direction, strengthen governance practices and support the delivery of effective procurement and contract management outcomes.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Amnish Sharma, 02 6144 4491
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B1431947-3FB6-B189-5639-ED7

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Defence

Vacancy VN-0774574

Department of Defence

Closing Date:Thursday 03 December 2026

Air Force
Air Command Australia

Job Title	Range Operations Manager
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$99,733 - $112,431
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	AF/06502/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=645F6B20-AB14-ACFC-AC3D-ED7AE7CDD515

Duties

The Role

The APS 6 Range Operations Manager leads the planning, integration and delivery of complex operational and project activities that support Defence capability outcomes. The role requires effective stakeholder engagement, the ability to develop and implement policies and procedures, and sound judgement in applying legislative, regulatory and governance requirements.

Responsible for leading a team, the position sets priorities, manages resources, oversees workflow and ensures business objectives are achieved. The role also carries accountability for people, financial and operational management, ensuring Defence employees are supported and managed in accordance with APS and Defence policies and procedures.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Works outdoors, requirement to wear personal protective equipment (PPE), exposure to extreme temperatures, frequent travel - Vehicle.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The Air Force Test Environment (AFTE) team delivers a safe, secure and controlled instrumented test environment that supports whole-of-Government activities, Defence capability testing, and Raise, Train and Sustain activities contributing to Force Generation outcomes for the Australian Defence Force, allied nations and foreign partners. Working closely with Range Users and stakeholders, the team develops, coordinates and delivers tailored test and evaluation environments that meet operational requirements while maintaining range integrity and compliance with relevant legislation, policy and regulatory frameworks.

The team is responsible for planning, integrating, coordinating and executing complex range activities, ensuring the effective use of resources, technical capabilities and instrumentation systems to support successful test outcomes. Through strong stakeholder engagement, governance and operational oversight, the team enables the safe, efficient and effective delivery of range services. Operating within a dynamic and demanding environment, the team provides expert advice, supports continuous improvement initiatives, balances competing priorities and achieves objectives.

Our Ideal Candidate

The candidate will demonstrate the following:

- Self-reliance, strong analytical ability, policy expertise and exceptional interpersonal communication skills, with the ability to work closely with subject matter experts.
- Ability to lead project and technical staff, including military personnel, contractors and APS employees, to plan, execute and operate the Woomera Test Range suite of systems in support of test outcomes.
- Willingness and ability to deploy to remote locations, including the Woomera Test Range, to support trial and operational activities.
- Strong representational skills, with the ability to represent the Directorate and Defence in forums and deliver briefs at all levels.
- Demonstrated ability to make safety-critical decisions and follow established processes during periods of high operational tempo.
- Ability to obtain and maintain a Positive Vetting security clearance.
- Expertise in governance, business management, organisational risk management, performance and safety, applying strategic thinking to develop operational governance frameworks.

Eligibility

Security Clearance:

Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment.

Notes

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To Apply

Position Contact	Rachel Brightwell, 08 7374 0513
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=645F6B20-AB14-ACFC-AC3D-EI

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Defence

Vacancy VN-0774581

Department of Defence

Closing Date:Monday 30 November 2026

Security and Estate Group
Infrastructure Division

Job Title	Environment and Sustainability Manager
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Darwin NT, Rockhampton QLD, Townsville QLD
Salary	$99,733 - $112,431
Future Merit Locations	Cairns, Darwin, Rockhampton, Townsville
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	SEG/06358/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A5F194DA-7C4D-762D-17C5-ED7AE813D6D6

Duties

The Role

Join Defence in one of two APS6 opportunities located in Northern Australia. One position is based in Darwin, while the second may be located in Cairns, Townsville or Rockhampton, providing flexibility across key Defence locations in Northern Queensland.

This is a role with a focus on stakeholder engagement and partnering whilst having a level of technical expertise in broad environmental management. In this role, you will undertake and contribute to complex environmental management across the Defence footprint assessing and advising on environmental and sustainable practices. You will collaborate with a variety of teams and stakeholders including military, industry partners, external partners and Traditional custodians.

The nominated employment locations align with Defences geographic priorities as outlined in the National Defence Strategy.

The role operates within a dynamic and fast-paced workplace across a wide variety of environmental matters supporting Defence mission, policies, plans and initiatives. The role covers diverse issues including contamination, heritage, biodiversity, biosecurity, sustainability, and environmental assessments and approvals. In this role you will have access to unique work, sites and experiences that are not commonly found within other environmental roles or industry sectors. This role will also provide the ability to diversify, develop and expand your professional environmental management knowledge, skill set and experience.

If you are someone who enjoys working within a dynamic and fast-paced workplace on a wide variety of issues and outcomes, has proven experience in environmental management, and wants to contribute to Defence outcomes at an operational level we would love to hear from you.

About our Team

As the largest Commonwealth landowner, the Department of Defence operates across many sites with nationally significant environment and heritage values.

To support Defence with its environmental and heritage management obligations a network of local environment and sustainability teams are located across Australia. The teams provide environmental management outcomes to internal and external stakeholders in support of Defence outcomes, activities and sites. Their work directly contributes to Australian Government initiatives and commitments including action on climate change and biodiversity.

The teams work across all aspects of environmental management including environmental assessments and approvals, pollution prevention, heritage, biodiversity and sustainability. The teams are made up of a diverse and skilled workforce who work together to achieve Defence outcomes.

The team works within a broader environment and sustainability group responsible for Defence environment and engineering policies. You will have exposure to the development of policy and the opportunity to contribute to improvements.

Our Ideal Candidate

The ideal candidate will thrive in a dynamic, fast-paced environment and enjoy working across a diverse range of issues within Defence's geographically focused priority areas with the following characteristics:

- Experience in complex and operational environmental management, providing advice and making decisions. Knowledge across environment, heritage and sustainability related disciplines.
- Experience in interpreting environment legislation and environment policy to provide advice and make decisions.
- Experience in working and collaborating as part of a broader multidisciplinary team and managing work priorities and outcomes.
- An ability to manage multiple issues with effective time management and prioritisation.
- An excellent communicator focused on positive and effective relationships across diverse stakeholders to generate results.
- An excellent collaborator, who can work across a geographically dispersed team to deliver Defence environmental management outcomes and contribute to team knowledge.
- A motivated and collaborative team member who contributes to a positive organisational and team culture, who shares their knowledge and innovative ideas with others to help problem solve and generate results.
- Proven experience in establishing and maintaining trusted relationships, influencing stakeholders, and collaborating effectively across a broad range of internal and external partners.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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workers, IT specialists and contract managers to name a few. We offer a rewarding career that includes professional development, work-life balance, recognition, a flexible and supportive work environment and a diverse workforce. To find out more about a career with Defence please visit https://www.defence.gov.au/jobs-careers

To Apply

Position Contact	Peta Ross, 0408 712 793
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A5F194DA-7C4D-762D-17C5-ED

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Defence

Vacancy VN-0774582

Department of Defence

Closing Date:Thursday 03 December 2026

NAVY
Fleet Command

Job Title	Missile Telemetry Engineer
Job Type	Full-Time, Ongoing
Location	Jervis Bay ACT, Sydney NSW
Salary	$99,733 - $112,431
Future Merit Locations	Jervis Bay, Sydney
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NAVY/06205/26
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=BA914514-DC8F-B4EB-A71D-ED7AAD74BCD9*

Duties

The Role

As a Missile Telemetry Engineer in the RAN Maritime Warfare Centre (MWC) you will apply and develop your engineering/scientific knowledge to analyse and evaluate complex systems in the fields of telemetry, test and evaluation, and guided weapons performance. You will also be responsible for the design, development, maintenance, and operation of the Navy Telemetry and Flight Termination systems and missile ranges.

Responsibilities may include:

- Perform the design, procurement, installation, maintenance, and troubleshooting of radio frequency (RF) communications and telemetry equipment to support the upgrade of Navy telemetry ranges and flight termination systems.
- Maintain accurate documentation of telemetry and flight termination system configurations, test results, and issue resolutions.
- Develop procedures, operating manuals, and safety documentation for communications equipment in support of telemetry range upgrades.
- Conduct technical evaluations, site surveys, and feasibility studies of firing test locations including RF link budgets, testing network infrastructure, and interpreting results to inform future ADF and International partner guided weapons testing.
- Support the development of software tools for real time data collection and range situational awareness to support Navy guided weapons tests.
- Frequent domestic travel and fieldwork in support of Navy guided weapons tests and military exercises.
- In this specialised area we don’t anticipate that you will start as a subject matter expert but are interested to learn. So, we commit to support you to develop and enhance your skills including training on naval systems, test evaluation, weapons ranges and data exploitation.

This role has been identified as requiring access to International Traffic in Arms Regulations (ITAR) controlled technologies. The ITAR is United States (US) law that controls the manufacture, sale, use and access of defence and military end-use articles on the United States Munitions List. It is the policy of the US to deny exports of ITAR controlled technologies to proscribed countries. This may also apply to access by persons who hold or have held a citizenship, or current permanent residency, of said countries. Defence utilises workforce mechanisms to mitigate these restrictions, which will require applicants provide details of all current citizenships and permanent residencies, as well as previously held citizenships. Defence collects citizenship details to confirm an applicant’s eligibility for the role and to maintain compliance with international obligations.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

The MWC mission is to optimize and improve the warfighting effectiveness and lethality of Australia's maritime capability. This is achieved through the delivery of highly effective warfare analysis products that support both the Fleet Commander and the Head of Navy Capability in the context of risk-based decision-making.

You will be working within the Missiles and Telemetry team, which supports this mission through:

- Maintaining and upgrading Navy's missile test ranges, telemetry, and flight termination systems.
- Providing telemetry data capture and flight termination support for Navy guided weapons tests and other ADF and international partner exercises.
- Performing post exercise reconstruction and data analysis of missile flight-tests to inform warfighting development.

Come join a team that works collaboratively with engineers from different disciplines, industry and Government, civilian and military, to understand, shape and improve warfighting capabilities across Navy.

Our Ideal Candidate

The ideal candidate will have a strong interest in working for Navy and the ability to apply your strong analytical and engineering skills to the field of guided weapons performance evaluation. You will contribute to a culture of cooperation for development and sharing of knowledge whilst exercising initiative and judgement.

Candidates are sought with interest in the following areas:

- RF Engineering covering missile telemetry capture, processing and storage as well as VHF (Very High Frequency)/UHF (Ultra High Frequency)/Satellite communications
- Radio and Mission Voice Systems - MWC utilise the Compunetix MVP (mission voice platform)
- Missiles and guided munitions
- Data acquisition systems
- Development of analysis systems for performance evaluation (e.g. software, hardware and data analytics)
- Geographic information systems
- Modelling and simulation

The successful candidate will possess good oral and written communication skills. Disciplines that are appropriate to these positions include:

- Communications Engineering
- Electrical/Electronic Engineering
- Mechatronics Engineering

Eligibility

Security Clearance:

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

Mandatory Qualifications:

A role in this engineering occupation requires a Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Sean Irving, 02 6115 3618
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=BA914514-DC8F-B4EB-A71D-EI

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Defence

Vacancy VN-0774619

Department of Defence

Closing Date:Wednesday 02 December 2026

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Contract Management Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT, Penrith NSW
Salary	$99,733 - $112,431
Future Merit Locations	Brindabella Business Park, Penrith
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location/s
Classification	APS Level 6
Position Number	GWEO/06583/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1D351D2D-5CED-ECE9-A2A3-ED7BD2D4B7AE

Duties

The Role

Are you an experienced logistics, supply chain or contract management professional looking to contribute to some of Australia's most significant Defence capability programs?

As an APS 6 Contract Management Officer within the Guided Weapons and Explosive Ordnance (GWEO) Group, you will play a critical role in enabling the movement and delivery of guided weapons and munitions that support the Australian Defence Force (ADF). Working within Portfolio, Project & Product Management (P3M) Services, you will coordinate complex domestic and international transportation activities, ensuring critical Defence materiel is delivered safely, compliantly and on schedule.

In this role, you will manage long-term transportation planning, coordinate sea and air freight movements, obtain diplomatic clearances, and oversee compliance with international transport, customs and security requirements. You will work closely with Defence stakeholders, industry partners and government agencies to deliver outcomes in a highly regulated and operationally focused environment. This is a unique opportunity to apply your logistics and contract management expertise to work of national significance while developing your career in a dynamic and supportive team.

Note: This position will be required to access US export controlled materiel and therefore applicants will be requested to disclose any dual citizenship with another country during the recruitment process. Dual citizens may be subject to further assessment and appointment to this position will be conditional upon approval to access US controlled export material in accordance with International Traffic in Arms Regulations (ITAR).

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

Portfolio, Project & Product Management (P3M) Services is a multidisciplinary workforce comprising logistics, commercial, engineering, project management and corporate professionals who support the acquisition and sustainment of guided weapons and explosive ordnance capabilities for Defence. Located across Canberra, Penrith, Amberley, Melbourne and Stirling, our teams contribute directly to strengthening Australia's Defence preparedness and capability.

Within P3M Services, the Directorate of Logistics Services provides specialist logistics support, governance and assurance functions across the GWEO Group. Our team coordinates complex explosive ordnance movement activities, provides expert logistics advice, and connects logistics professionals across the organisation to deliver consistent and effective outcomes.

We foster a culture of inclusion, collaboration and continuous learning. Our people are trusted, capable and committed to achieving outcomes that matter. In return, we offer flexible working arrangements, professional development opportunities, excellent employment conditions and the opportunity to contribute to Australia's national security.

Our Ideal Candidate

We are seeking a motivated, adaptable and professional individual to join our team. This role requires the ability to plan, coordinate and deliver complex air and marine transport activities in a dynamic and highly regulated environment.

Success in this position requires strong organisational skills, sound judgement and the ability to build productive relationships with both military and civilian stakeholders across Defence and industry. You will work closely with external commercial service providers and ensure transport activities comply with Australian and international regulatory requirements governing the movement of munitions and other controlled goods.

You will demonstrate initiative, accountability and the ability to manage multiple priorities simultaneously while maintaining a strong focus on safety, compliance, customer service and the delivery of outcomes.

Experience or capability in one or more of the following areas will be highly regarded:

- Contract management and procurement
- Logistics, freight, transport or supply chain management
- Transport planning and coordination
- Regulatory compliance and risk management
- Stakeholder engagement and relationship management
- Delivering outcomes in complex, fast-paced environments
- Taking ownership and accountability for achieving operational outcomes

Most importantly, you will be committed to continuous improvement, enjoy solving complex problems and be motivated by contributing to Defence capability outcomes that support the Australian Defence Force and Australia's national interests.

Why Join Us?

- Contribute directly to Australia's national security and Defence capability
- Work on complex and strategically important programs
- Be part of a supportive leadership team committed to achieving meaningful outcomes
- Access learning, development and career progression opportunities
- Enjoy flexible work arrangements and a supportive team culture
- Benefit from 15.4% superannuation and excellent APS employment conditions

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Peter Hadfield, 02 4738 4068
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1D351D2D-5CED-ECE9-A2A3-E

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Defence

Vacancy VN-0774627

Department of Defence

Closing Date:Thursday 03 December 2026

Capability Acquisition and Sustainment Group
Joint Aviation systems Division

Job Title	Technical Specialist Aeromechanical
Job Type	Full-Time, Ongoing
Location	Nowra NSW
Salary	$99,733 - $112,431
Future Merit Locations	Nowra
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/05933/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=952638B7-83BB-93A6-C7C6-ED7BD2AEFF6A

Duties

The Role

Shape the future of Navy Aviation!

This is an exciting opportunity for aircraft technicians, aircraft maintenance engineers, and other technical professionals to transition into a highly rewarding Defence technical role supporting one of Australia's most advanced military aviation capabilities.

Based in Nowra on the beautiful NSW South Coast, this role offers a unique combination of meaningful work, ongoing professional development, stable employment, and work-life balance. You will enjoy regular business hours with no shift work while continuing to apply and expand your technical expertise in a collaborative, high-performing aviation environment.

As a Technical Specialist within the Navy Aviation Systems Program Office (NASPO), you will play a key role in maintaining the airworthiness, safety and mission readiness of the Navy's training helicopter capability. Your technical advice and assessments will directly contribute to operational outcomes and support the safety of Navy aircrew and maintenance personnel.

You will work within a small Product Support Unit (PSU) of specialists providing integrated logistics support (ILS), engineering, maintenance and training governance and assurance oversight of the key Navy and Army aircrew training capability.

Some of the key duties of this role are:

- Maintaining the technical capability, engineering authority and workforce capacity necessary to safely sustain the EC135 fleet into the future;
- Meeting obligations as both the Military Type Certificate Holder (MTCH) and Continuing Airworthiness Management (CAM) organisation, while maintaining contractual and safety requirements;
- Effectively managing the EC135 Rotable Asset Replacement Program, which is required as critical aircraft rotable components approach scheduled overhaul and replacement milestones, through dedicated technical leadership, engineering authority and oversight; and
- Delivering regulatory compliance, strengthening technical governance, and mitigating capability, safety and airworthiness risks across the Helicopter Aircrew Training System (HATS) program.

About our Team

Joining the HATS Product Support Unit (PSU) offers a rare opportunity to work in a highly respected Defence aviation environment where your contribution will genuinely matter. As part of a small collaborative highly skilled and diverse team, working within an agile environment, you will have the opportunity to broaden your skills, build strong stakeholder relationships across Defence and industry, and contribute to the sustainment of a capability that supports the training of future Navy and Army aviation personnel.

This is an excellent opportunity for a motivated professional seeking a rewarding role where their contributions will be recognised, their development supported, and their work will directly contribute to the delivery of a critical Defence capability.

Our Ideal Candidate

We are seeking motivated technical professionals who are eager to continue learning, contribute to a capable team and play a meaningful role in supporting Defence aviation.

The successful candidate will demonstrate:

- Experience applying technical knowledge to analyse, resolve and communicate solutions to complex issues.
- The ability to quickly learn and apply new technical concepts, systems and processes.
- Strong stakeholder engagement, written communication and interpersonal skills.
- Experience working within a regulated aviation, engineering, maintenance or technical environment.

- The ability to work effectively both independently and collaboratively to achieve team outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain; OR Demonstrate relevant qualifications, skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Steven Flannery, 02 4449 2624
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=952638B7-83BB-93A6-C7C6-ED

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Defence

Vacancy VN-0774628

Department of Defence

Closing Date:Thursday 03 December 2026

NAVY
Navy Capability

Job Title	Security Practioner
Job Type	Full-Time, Ongoing
Location	Campbell ACT, Russell ACT
Salary	$99,733 - $112,431
Future Merit Locations	Russell, Campbell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	NAVY/06576/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=FFD54A44-9DDD-EE13-607A-ED7BD34EB1C6

Duties

The Role

The APS 6 Senior Security Advisor is accountable, under limited direction, for delivering complex protective security outcomes and specialist security services in support of the Navy Intelligence and Information Warfare (NI&IW) Branch and broader Navy Capability Division (NCD). The role requires a well-developed understanding of Commonwealth and Defence protective security frameworks, communications security requirements, and the ability to apply sound judgement to achieve security outcomes in a complex and sensitive operating environment.

Working within a small, high-performing team, the APS 6 Senior Security Advisor engages closely with a broad range of stakeholders to develop, implement, and maintain protective security policies, procedures, and practices across the Branch.

Key responsibilities include:

- Facilitating security training and awareness activities to support Defence protective security requirements.
- Providing expert protective security advice in accordance with legislative, policy, and regulatory requirements to support informed decision-making and appropriate security controls.
- Assisting with, or conducting, security reviews, risk assessments and investigations to achieve protective security outcomes.
- Performing procedural and administrative security functions, including security reporting, management of the security inbox, and maintenance of security assets and records.
- Supporting the management and administration of Protective Security Zones (PSZ) 4 and 5, as well as Sensitive Compartmented Information Facilities (SCIFs).
- Acting as one of the NI&IW Branch lead Communications Security Officer (COMSO) and providing COMSO support to NCD undertaking all SCIF-related communications security responsibilities.
- Maintaining and verifying security clearances and access requirements for NI&IW Branch personnel, contractors, visitors, and guests.
- Supporting information management activities and performing duties as a Records Management Work Group Coordinator.
- Building and maintaining effective working relationships with internal and external stakeholders to enhance security awareness and compliance across the Branch.

Additional Requirement:

The successful candidate will be required to work across both Russell Offices and Campbell Park Offices, with regular rotation between sites to support the protective security requirements of Navy Capability Division. The Senior Security Advisor role is part of the on call After Hours Support Member roster, for which an additional allowance applies when this duty is rostered.

About our Team

The Navy Intelligence and Information Warfare (NI&IW) Branch is a dynamic and future-focused organisation responsible for delivering Navy’s Intelligence and Information Warfare capabilities through the integration of people, policy, and products. As the Branch continues to expand in support of next-generation capabilities and emerging platforms, it offers a unique opportunity to contribute to Navy’s future capability outcomes.

The Branch comprises five Directorates and an Executive team and employs an integrated workforce of Navy, APS, and contractor personnel. With approximately 100 personnel and continued growth anticipated, the APS 6 Senior Security Advisor is situated within the Directorate Policy and Compliance.

Working as part of a small APS and Navy team, the role supports the delivery of key enabling functions, including security, finance, procurement, information management, and workforce management services across the branch and broader NCD.

Our Ideal Candidate

The ideal candidate will demonstrate:

- Superior leadership.
- Outstanding relationship building.
- Solutions-focused approach.
- High attention to detail.
- Experience in delivering protective security services within a Commonwealth Government or Defence environment.
- Sound understanding of the Protective Security Policy Framework (PSPF), Defence security policies and communications security requirements.
- Experience performing, or the ability to perform, Communications Security Officer (COMSO) functions in support of highly classified environments.
- Ability to provide authoritative security advice to senior stakeholders and manage competing priorities in a complex operating environment.

Eligibility

Security Clearance:

Positive Vetting: Prior to commencement, successful applicants will be required to undergo a psychological assessment and an extensive security clearance process. As a Positive Vetting clearance is required, applicants must be Australian Citizens; be able to account for their personal background for their whole life; and be able to demonstrate suitability to work in a high security intelligence environment. (Can commence with a Negative Vetting 1 clearance with a view to obtaining the Positive Vetting level)

Notes

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To Apply

Position Contact	Mr Peter Peters, 02 6192 7407
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=FFD54A44-9DDD-EE13-607A-ED

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Defence

Vacancy VN-0774632

Department of Defence

Closing Date:Thursday 03 December 2026

Joint Operations Command
Headquarters Joint Operations Command

Job Title	Governance Officer
Job Type	Full-Time, Ongoing
Location	Bungendore NSW
Salary	$99,733 - $112,431
Future Merit Locations	Bungendore
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	JOC/05219/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3F6ED6A5-5931-6D4A-360F-ED7BD3F123B9

Duties

The Role

Joint Operations Command (JOC) is seeking a motivated and capable APS 6 Governance Officer to join its Business Management team, delivering audit, assurance, procurement and finance outcomes across the Group.

This role provides finance, procurement and contracting advice, and assists stakeholders in navigating Commonwealth and Defence procurement requirements. Working closely with internal stakeholders and the Business Management team, the role also supports governance, performance, assurance, audit and compliance activities, driving informed decision-making and the achievement of Defence outcomes.

Working under broad direction, the position exercises initiative and sound judgement. Success in the role requires strong stakeholder engagement skills, the ability to interpret and apply legislative and policy frameworks, and a commitment to delivering effective, compliant and value-for-money outcomes.

Key responsibilities include:

- Interpreting and applying Commonwealth legislation, procurement policy and Defence governance frameworks.
- Providing accurate and timely procurement, financial and policy advice.
- Supporting procurement administration and finance functions.
- Coordinating governance, compliance, audit and assurance activities.
- Preparing briefs, submissions, correspondence and reports for senior executives.
- Building productive stakeholder relationships and providing practical, outcomes-focused advice.

About our Team

Headquarters Joint Operations Command (HQJOC) is the Australian Defence Force's (ADF) operational level headquarters responsible for the command and control of ADF operations. The Business Management Directorate, provides procurement, contracting and financial leadership, guidance and support across the Group. Working closely with stakeholders, the team delivers audit, assurnace governance and financial management activities that enable the delivery of Defence operations, activities and strategic objectives.

Through trusted advice and expertise, the team helps stakeholders navigate Commonwealth and Defence requirements, make informed decisions, and achieve effective commercial outcomes. This is an exciting opportunity to work across a broad range of commercial activities, including procurement, contract management, governance and assurance. We are a collaborative and supportive team that values professionalism, integrity, accountability and continuous improvement.

Our Ideal Candidate

Our ideal candidate is a dependable APS 6 officer who brings experience in procurement, contracting and/or finance and applies sound judgement, initiative and professionalism in the delivery of outcomes. They are comfortable operating independently and are committed to delivering high-quality outcomes while maintaining strong governance and compliance standards.

The ideal candidate will demonstrate:

- Experience in procurement, finance, business management, or a related discipline.
- Ability to exercise initiative and judgement whilst providing accurate and specialised advice.
- An ability to interpret Commonwealth legislative and policy frameworks, including the PGPA Act and Commonwealth Procurement Framework, Audit and Assurance Frameworks.
- Excellent written and verbal communication skills, including the ability to prepare high-quality written material and advice, and build trusted working relationships with a diverse range of stakeholders.
- Strong analytical and problem-solving skills, with sound judgement and initiative, and the ability to manage competing priorities, meet deadlines and deliver outcomes with minimal supervision.

We welcome applicants with strong transferable skills and will provide support to further develop the expertise required for success in the role. Experience in procurement, contract management, finance, governance or resource management will be highly regarded.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Nina Blakey, 02 5130 6913
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3F6ED6A5-5931-6D4A-360F-ED

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Defence

Vacancy VN-0774634

Department of Defence

Closing Date:Thursday 03 December 2026

Defence People Group
DEPSEC Defence People Group

Job Title	Director - ADF Senior Officer Management Futures
Job Type	Full-Time, Ongoing
Location	Russell ACT
Salary	$144,430 - $173,359
Future Merit Locations	Russell
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 2
Position Number	DPG/06208/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4FFE6069-922D-6ED6-DE12-ED7BD416DC0D

Duties

The Role

The Director Futures provides enterprise leadership for the Australian Defence Force (ADF) Senior Officer Management (SOM) system, delivering strategic workforce planning, talent management, succession planning, workforce analytics and reform initiatives that support capability outcomes across Defence.

Operating with a high degree of independence, the Director leads the development and continuous improvement of the ADF Senior Officer Management Framework and associated decision-support mechanisms that inform workforce and talent decisions by the Chief of the Defence Force (CDF), Chief of Personnel (CPERS), Service Chiefs and Defence senior leadership.

The role is accountable for developing and implementing integrated talent management, succession planning and learning frameworks that strengthen the Senior Leadership Group (SLG) and support future workforce requirements. The position leads major reform programs and strategic workforce reforms, ensuring alignment across Services, Defence Groups and the broader Defence People System.

About our Team

The Directorate of Senior Officer Management ADF supports senior officer selection, promotion, succession planning and management, aligning talent with Defence operational needs to achieve the Defence mission of defending Australia and its national interests. The Futures team provides decision support to the Secretary and CDF to enable evidence-based transparent decision-making.

Our Ideal Candidate

As a leader, the Director fosters integration between Futures, Operations and Career Management functions, providing strategic stewardship of workforce systems, governance, analytics and decision-support products. This role helps shape workforce planning and staffing decisions across the organisation by participating in senior decision-making forums. It provides advice and input on workforce requirements, position management, and resource allocation to ensure the organisation has the right people in the right roles to meet current and future needs.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Brooke Kent, 02 5109 9208
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4FFE6069-922D-6ED6-DE12-ED

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Defence

Vacancy VN-0774635

Department of Defence

Closing Date:Thursday 03 December 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Executive Support Officer
Job Type	Full-Time, Ongoing
Location	Moorebank NSW
Salary	$81,868 - $89,377
Future Merit Locations	Moorebank
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 4
Position Number	JCG/06601/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1974E7FC-8019-94B1-7228-ED7BD3E7207A

Duties

The Role

Joint Logistics Unit East (JLU-E) is seeking a motivated and highly organised Executive Support Officer to provide administrative and executive support to the Commander, Joint Logistics Unit East (COMD JLU-E). Working as part of the Command Team, you will play an important role in supporting the day-to-day operations of the Commander's office. You will coordinate appointments and meetings, manage correspondence and tasking workflows, prepare administrative documentation, and engage with stakeholders across Defence and industry. This role requires strong organisational skills, attention to detail, excellent customer service, and the ability to manage competing priorities within established timeframes.

Your Key Duties are but not limited to;

- Provide administrative and executive support to the Commander JLU-E.
- Manage diary appointments, meetings, travel arrangements and office schedules.
- Coordinate and monitor correspondence, taskings and action items.
- Prepare, proofread and distribute routine correspondence, reports and briefing material.
- Liaise with Defence personnel, contractors and external stakeholders.
- Coordinate command visits, meetings, presentations and events.
- Maintain records and information in accordance with Defence policies and procedures.
- Monitor shared mailboxes and respond to routine enquiries.
- Support the effective administration of the Command Team.

Defence roles cover a diverse range of workplace environment requirements. These may include physical tasks or working in conditions that are not typical of an office environment. Candidates should consider these requirements when assessing their suitability for the role. For more information, please contact the nominated contact officer.

Requirement to wear personal protective equipment (PPE).

About our Team

JLU-E is part of Joint Logistics Command and delivers integrated logistics support to Defence units and capabilities throughout eastern Australia. The Command Team provides direct support to the Commander and senior leadership, ensuring business activities, governance requirements and stakeholder engagements are coordinated effectively. Our team values collaboration, professionalism, initiative and a commitment to delivering quality outcomes.

Our Ideal Candidate

Our ideal candidate will be professional, adaptable and customer-focused, with the ability to work effectively in a busy environment.

They will demonstrate:

- Strong organisational and administrative skills.
- Excellent written and verbal communication skills.
- The ability to build positive working relationships with a diverse range of stakeholders.
- Good judgement, discretion and professionalism when handling sensitive information.
- The ability to manage competing priorities and meet deadlines.
- Attention to detail and a commitment to delivering quality work.
- Experience using Microsoft Office applications, including Outlook, Word, Excel and PowerPoint.
- Initiative and the ability to work independently while contributing to a team environment.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Grace Lizzio, 02 8108 0532
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1974E7FC-8019-94B1-7228-ED7

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Defence

Vacancy VN-0774636

Department of Defence

Closing Date:Thursday 03 December 2026

Security and Estate Group
Infrastructure Division

Job Title	Estate Engineering Manager - Fire Engineering
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$124,393 - $140,315
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	Executive Level 1
Position Number	SEG/06236/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=931FA589-A226-C9A3-4F17-ED7BD473CE2C

Duties

The Role

As a member of the Estate Engineering Policy team you will have responsibility for reviewing, updating and providing advice on policy associated with fire safety engineering and the National Construction Code for the Defence Estate across Australia.

You will also be called upon to provide advice and assistance on matters associated with fire safety engineering and the operation and maintenance of Defence infrastructure, or the implications and application of State and Territory legislation and regulations.

About our Team

The team is directly responsible for the engineering policies that specify how Defence will design, build and operate infrastructure and infrastructure systems.

The team comprises staff from the Australian Public Service and the Australian Defence Force. These staff cover a wide range of disciplines including but not limited to mechanical, civil, fire, electrical and systems engineering.

Our Ideal Candidate

The ideal candidate will be a confident individual able to work both independently and in a team.

You should have well demonstrated:

- Experience in fire engineering as it applies to buildings and infrastructure in Australia.
- Experience in assessing compliance with the requirements of the National Construction Code and Australian Standards.
- Written and verbal presentation skills.
- Ability to review and develop engineering policy and to provide advice as to its application and interpretation.
- Ability to work with multi-disciplinary teams including project managers, designers and builders.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Mark Sweetman, 0484 577 940
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=931FA589-A226-C9A3-4F17-ED7

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Defence

Vacancy VN-0774646

Department of Defence

Closing Date:Thursday 03 December 2026

Security & Estate Group
Service Delivery Division

Job Title	Business Operations Manager - North
Job Type	Full-Time, Ongoing
Location	Townsville QLD
Salary	$99,733 - $112,431
Future Merit Locations	Townsville
Office Arrangement	Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	SEG/06624/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A992C7E3-B552-D4A8-6C81-ED7BD59A1FB2

Duties

The Role

The Business Operations Manager - North is responsible for working closely and collaboratively with the Business Operations Manager – South, in supporting the delivery of travel services to Defence in accordance with Australian Government and Defence Travel Policy and legislation, using the Australian Government travel arrangements. The position focuses on workforce management, operational assurance, compliance, and stakeholder engagement, to ensure consistent and efficient service delivery.

Key operational responsibilities include:

- Oversight of the administration of domestic travel for ADF personnel and ADF Recruitment activities.
- Verification and acquittal of travel expenses.
- Payment of travel benefits, reimbursements and other related costs.
- Validation and assurance of travel support requests.
- Managing Defence Travel Services' working relationships with certain customer and stakeholder groups.
- Oversight and responding to travel queries escalated by Defence's Contact Centres.
- This position is only available for filling in Townsville, QLD.

About our Team

Defence Travel Services (DTS) facilitates a range of domestic and international travel, primarily for Australian Defence Force (ADF) personnel, for training courses, short-term duty, overseas postings, conditions of service leave, discharge travel, recruit and reserve travel, initial APS graduate travel and more. DTS has teams located in Townsville, Canberra and Melbourne, and some remote staff.

DTS uses a bespoke travel request management system to manage administration of travel and automate a number of tasks. In addition, DTS uses some Robotic Process Automations to perform high volume, straightforward, repetitive tasks.

DTS' travel support services include: validation of information provided in travel support requests, booking travel, reconciliation and acquittal of travel expenditure, paying travel benefits, reimbursements and other expenses, coordination of group travel, and providing advice and responding to travel related customer queries escalated by Defence's Contact Centres.

Our Ideal Candidate

The Business Operations Manager - North leads a diverse team in a process driven environment, instilling a "One Team" approach across all DTS locations.

The ideal candidate will demonstrate the following:

- Supervision and management of a large team, including some remote staff, in line with best practice, the Defence Enterprise Agreement and APS people policy.
- Proven effective leadership, strategic thinking, strong self-motivation and drive.
- Demonstrated ability to understand, explain and apply Australian Government and Defence travel policies, and relevant legislation.
- Ability to create and review business rules, procedures and work practices in support of continuous improvement.
- Highly developed customer service, stakeholder engagement, communication, and liaison and negotiation skills.

- Demonstrated excellent attention to detail, with strong analytical and problem-solving abilities.
- Proven ability to work collaboratively with team members and stakeholders to deliver quality outcomes within required timeframes.
- Demonstrated ability to represent multiple teams in local leadership forums.

Eligibility

Security Clearance:

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Katrina Garrety, 0437 625 674
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A992C7E3-B552-D4A8-6C81-ED

Defence

Vacancy VN-0774656

Department of Defence

Closing Date:Thursday 03 December 2026

Guided Weapons and Explosive Ordnance
GWEO Delivery Division

Job Title	Project Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$124,393 - $140,315
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	Executive Level 1
Position Number	GWEO/05978/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=A7ED343A-D2C4-9913-ABD4-ED7BD65D8D37

Duties

The Role

Are you ready to take the next step in your career and contribute to outcomes that directly support Defence priorities? Do you enjoy working in dynamic and complex environments where you can shape decision-making, influence project outcomes and deliver capability for the Australian Defence Force?

GWEO Maritime & Maintenance Branch is seeking motivated and high-performing professionals to fill two EL 1 Project Manager positions based in Canberra, ACT. These opportunities offer the chance to work at the forefront of Australia's guided weapons and munitions enterprise, supporting nationally significant Defence capability acquisition and sustainment activities. You will work closely with senior leaders, engineers, industry partners and Defence stakeholders to deliver outcomes in a complex and fast-paced environment.

EL 1 Project Manager - (PMO Governance & Risk)

As the Project Manager, you will lead governance, assurance and business management activities across a diverse portfolio of projects. You will provide strategic governance advice, oversee reporting and risk management frameworks, coordinate PMO resources, and drive continuous improvement initiatives that support informed decision-making and successful project delivery. This role is ideal for a project management professional who enjoys governance, organisational performance, stakeholder engagement and business improvement activities.

EL 1 Project Manager - (Engineering)

As Project Manager (Engineering), you will lead a multidisciplinary project team responsible for the acquisition, sustainment and support of guided weapons and munitions capabilities. You will oversee project scope, schedule, risk, budget and resources while integrating engineering and technical considerations into project delivery. Working alongside engineers, logisticians, operators and industry partners, you will support design activities, technical investigations, test and evaluation activities, risk management and capability assurance activities to ensure Defence achieves safe, effective and sustainable capability outcomes.

Both roles require strong leadership, sound judgment, stakeholder engagement skills and the ability to work collaboratively across Defence and industry to achieve strategic outcomes.

This role is eligible for an additional remuneration benefit known in Defence as a Building Defence Capability Payment (BDCP). This enables Defence to provide a premium, in addition to the base salary otherwise payable under the Defence Enterprise Collective Agreement (DECA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

GWEO Maritime & Maintenance Branch is part of the Guided Weapons & Explosive Ordnance Systems Division. Our team consists of various disciplines including engineering, project management, commercial, logistics and corporate enabling services. We are focused on acquiring and sustaining guided weapons and munitions capabilities for the Australian Defence Force.

We are dedicated to providing our staff with a diverse, manageable and rewarding work environment and support flexible working arrangements where operational requirements permit. We invest in the training and development of our people and are committed to fostering a workplace culture that is inclusive, collaborative and focused on delivering outcomes.

Our people are capable, innovative, committed and diverse. We support an inclusive culture that emphasises respect, professionalism and teamwork.

Other benefits include:

- 15.4% superannuation;
- Access to personalised professional development pathways, including opportunities for Defence-funded post-graduate study;
- Additional leave days between Christmas and New Year;
- Focus on work/life balance; and
- Salary sacrifice opportunities.

Our Ideal Candidate

We are seeking motivated and high performing professionals who can lead teams, build strong stakeholder relationships and deliver outcomes in complex project environments.

The successful candidates will demonstrate:

- Experience leading project, governance, engineering or capability delivery activities within a complex environment.
- Strong analytical and problem-solving skills, with the ability to assess complex issues and develop practical solutions.
- Excellent stakeholder engagement and communication skills, including the ability to influence outcomes and provide high-quality advice to senior leaders.
- Sound judgment, initiative and the ability to manage competing priorities.
- Experience leading and developing teams whilst fostering an inclusive and high-performing workplace culture.
- Strong organisational skills, including experience preparing briefs, submissions, reports and executive correspondence.
- A commitment to continuous improvement, accountability and delivering outcomes that support Defence capability.

For the **Project Manager (Engineering)** position, experience or qualifications in engineering, systems engineering, test and evaluation, technical risk management, guided weapons, explosive ordnance or other highly regulated industries (such as a Bachelor of Engineering from an Australian institution, or an equivalent qualification recognised under the Washington Accord for Professional Engineer status) will be highly regarded.

For the **Project Manager (PMO Governance & Risk)** position, experience in governance, assurance, business management, organisational performance, portfolio reporting, risk management or PMO functions will be highly regarded.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Brooke Ranie, 02 6265 1870
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=A7ED343A-D2C4-9913-ABD4-EE

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Defence

Vacancy VN-0774660

Department of Defence

Closing Date:Thursday 03 December 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Technical Officer - Avionics System
Job Type	Full-Time, Ongoing
Location	Enoggera QLD
Salary	$99,733 - $112,431
Future Merit Locations	Enoggera
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 6
Position Number	CASG/06593/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=095D1120-07AF-5760-151C-ED7BD6D04671

Duties

The Role

The Technical Officer - Avionics Systems is responsible for providing engineering and technical support to the sustainment of the Army Tactical Uncrewed Aerial System (TUAS) capability within UASPO. The role contributes to the management of technical risk, engineering governance, configuration management, engineering investigations, and the assessment of technical artefacts required to support ongoing fleet availability and capability outcomes.

Working within the TUAS Sustainment Engineering team, the successful candidate will develop and review engineering documentation, support engineering assurance activities, monitor engineering performance, and engage with industry, Army and Defence stakeholders to resolve complex technical issues.

The position requires the ability to exercise sound judgement, manage competing priorities, and provide clear technical advice in support of informed decision-making across the capability lifecycle.

About our Team

The Uncrewed Aircraft Systems Program Office (UASPO) resides within Army Aviation Systems Branch (AASB) in Joint Aviation Systems Division (JASD) of the Capability Acquisition and Sustainment Group (CASG). The Program Office is comprised of a Business Management Unit (BMU), with three recently restructured teams; one focused on future capabilities, and the other two specialising on Tactical and Small UAS Delivery and Sustainment programs.

UASPO are trusted to consistently and safely deliver against agreed requirements for the Capability Manager, with the best value for money outcomes. We work closely with, and are proud of the strong relationships with our Defence and Industry stakeholders. UASPO is based in Brisbane, with detachments located in Canberra, Adelaide and Melbourne.

Our Ideal Candidate

Our ideal candidate is a motivated engineering professional who can translate technical complexity into practical outcomes. They will possess strong analytical skills, demonstrate sound engineering judgement, and be comfortable engaging with a diverse range of stakeholders across Defence and industry. They will be proactive, adaptable and capable of working independently while contributing to a collaborative engineering team.

Experience supporting aviation, aerospace, uncrewed systems or other technically regulated capabilities would be highly regarded. The successful candidate will be focused on delivering engineering assurance, managing technical risk and driving continuous improvement to support capability availability and operational outcomes.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This technical position requires the individual to have obtained a recognised Australian Qualifications Framework (AQF) Level 6 qualification in a relevant technical domain or relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

Notes

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To Apply

Position Contact	Gary Thompson, 07 7514 5522
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=095D1120-07AF-5760-151C-ED7

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Defence

Vacancy VN-0774686

Department of Defence

Closing Date:Thursday 21 January 2027

NAVY
Head Navy Engineering

Job Title	Safety Case Specialist
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - VIC VIC, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - WA WA, Various locations - TAS TAS, various locations in NT NT
Salary	$99,733 - $112,431
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Candidates may negotiate a flexible arrangement (WFH or other Defence sites). Merit pool used for vacancies at any location supporting flexibility.
Classification	APS Level 6
Position Number	NAVY/06351/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=673E5E8E-5F38-31A6-25D2-ED7C10B060EE

Duties

The Role

You will be accountable under broad direction to undertake complex work health and safety activities.

The key activities will include:

- Provide specialist expertise and advice on the development and implementation of safety cases and system safety programs for Navy capabilities.
- Use your expertise and experience to provide specialist advice by liaising with internal and external stakeholders on complex and technical work health and safety issues, demonstrating and applying knowledge of work health and safety legislation, policies and procedures relevant to Navy and its capability systems.
- Work collaboratively with work health and safety specialists on safety system programs, through attendance at Safety System Working Groups and other relevant safety issues forums.
- You will review and assess Safety Case artefacts and reports to determine compliance with Navy’s policies and statutory obligations.

About our Team

The Navy Safety and Environment (NavySafE) Directorate is part of the Navy Engineering Division and works across a range of specialisations including work health and safety, occupational hygiene, compliance and risk management systems and environment protection. NavySafE is accountable for developing and sustaining Navy's Safety and Environment Management Systems and assuring Navy senior leadership that

these systems are effectively implemented and maintained.

The Safety Case section is responsible for Navy level policy, specialist advice and assurance activities related to Safety Cases and Hazard Logs.

We are an integrated workforce, which includes military, civilian, and industry personnel with highly specialised skills and maritime experience.

Our Ideal Candidate

Our ideal candidate will be:

- Motivated, organised, and have the ability to manage competing priorities to respond to stakeholder needs.
- Proactive, and able to use initiative to make informed decisions and solve complex problems under limited direction.
- Strategically focused, supporting and contributing to the development and implementation of safety cases for Navy capabilities.
- An effective communicator with strong interpersonal skills (both verbal and written), with the ability to foster a positive team culture and build positive stakeholder relationships.
- Accountable for ongoing self-improvement, professional development and building specialist expertise in system safety and safety cases.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Eric Parsonage, 08 7008 4244
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=673E5E8E-5F38-31A6-25D2-ED

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Defence

Vacancy VN-0774692

Department of Defence

Closing Date:Thursday 26 November 2026

Defence Science and Technology Group
Platforms

Job Title	Sheet Metal Fabricator
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$63,449 - $89,377
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 2;APS Level 3;APS Level 4
Position Number	DSTG/06338/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=DD4DAE73-486B-6391-558F-ED7C10E0F110

Duties

The Role

Research Engineering Branch is currently seeking a skilled and motivated Sheet Metal Fabrication Specialist to join our Mechanical Fabrication team. Reporting directly to the Leader Mechanical Fabrication Operations, you will undertake a variety of sheet metal fabrication activities.

The successful applicant will have demonstrated experience in a range of sheet metal manufacturing and fabrication processes, coupled with knowledge of a range of engineering materials and workshop practices. You will read and interpret technical drawings and specifications and have excellent communication and problem-solving skills.

Experience with laser cutting and waterjet cutting would be highly advantageous. As a member of the Mechanical Fabrication team, you will work under routine direction, completing tasks and projects as assigned while maintaining a high level of quality and attention to detail. Contributing to continuous improvement efforts, you will seek out new and innovative ways to enhance productivity, efficiency, and safety in the fabrication facility.

The Mechanical Fabrication team is part of Research Engineering Branch, which provides design, engineering and manufacturing expertise in support of research, development and innovation

activities. The team operates and maintains advanced manufacturing equipment and workshop infrastructure while ensuring safety, quality and environmental compliance. Your work will directly contribute to Defence science, technology and innovation programs through the manufacture, assembly and prototyping of specialised mechanical systems and components.

This position may require the individual to be able to meet the requirements of relevant certification through a recognised Professional Body organisation (Engineers Australia, Professionals Australia, Royal Institution of Naval Architects) or demonstrate the ability to obtain such chartered status within 12 months.

About our Team

Platforms Division delivers scientific advice, conducts research, and develops innovative technologies and engineering capabilities to help address current and future Defence challenges. Working collaboratively across the science and technology ecosystem, our people develop, integrate and experiment with technologies that support Australian Defence Force capabilities across air, land and maritime domains.

Our workforce is diverse, multidisciplinary and geographically dispersed, with teams located across multiple sites throughout Australia. While we work in different locations and specialisations, we are connected by a shared commitment to innovation, collaboration and delivering nationally significant outcomes for Defence.

We recognise that attracting and retaining talented people requires more than offering interesting work. We are committed to creating an environment where employees can thrive professionally while balancing the commitments and priorities that matter most to them.

We recognise that flexibility is not a one-size-fits-all approach. Whether balancing caring responsibilities, pursuing further study, managing a health condition, or simply seeking a work pattern that supports wellbeing, employees can access a range of flexible work arrangements where operational requirements allow. These may include flexible start and finish times, part-time work, hybrid and work-from-home arrangements, compressed work weeks, and other tailored approaches that enable people to continue growing their careers while meeting their personal commitments.

Our commitment to flexibility is complemented by a range of employee benefits designed to support wellbeing, career development and inclusion. These include generous parental leave provisions for both primary and secondary carers, additional leave options, and access to learning and development opportunities that support both current performance and future career aspirations.

As part of a large and diverse organisation, employees can also benefit from career mobility opportunities, allowing them to broaden their experience, develop new skills, and explore different career pathways across science, technology, engineering, corporate and operational functions.

At Platforms Division, we value diverse experiences and career pathways. If you are interested in the role but are unsure whether your experience fully aligns with every requirement, we encourage you to get in touch and have a conversation. Whether you are returning to the workforce following a career break, seeking a new challenge, transitioning from a different field, or simply wondering how your skills and experience may apply, we welcome enquiries and encourage you to apply.

Our Ideal Candidate

We are looking for a collaborative and adaptable sheet metal fabrication specialist who can understand the needs of our varied stakeholders and deliver high-quality fabrication outcomes that contribute to Defence research and innovation programs. This role offers the opportunity to work on diverse and technically challenging projects using advanced manufacturing technologies and equipment.

The successful candidate for this role will be able to demonstrate that they have:

- The ability to work effectively in a multidisciplinary team, contributing positively to team outcomes and working relationships.
- The ability to interpret technical drawings, specifications and engineering documentation.
- Demonstrated ability to operate a range of sheet metal fabrication equipment.
- Experience in working with a broad range of engineering materials.
- Awareness of quality management principles, work health and safety (WHS) requirements and safe workplace practices.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This position may require a:

- Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer; or
- Relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

This position may require the individual to be able to meet the requirements of relevant certification through a recognised Professional Body organisation (Engineers Australia, Professionals Australia, Royal Institution of Naval Architects) or demonstrate the ability to obtain such chartered status within 12 months.

Related fields of research(Ref 1297.0 ANZSRC Fields of Research 2020):-

Division 33 – Built Environment and Design

- 3302 Building
- 3303 Design

Division 40 – Engineering

- 4001 Aerospace engineering
- 4002 Automotive engineering
- 4004 Chemical engineering
- 4005 Civil engineering
- 4006 Communications engineering
- 4007 Control engineering, mechatronics and robotics
- 4008 Electrical engineering
- 4009 Electronics, sensors and digital hardware
- 4011 Environmental engineering
- 4012 Fluid mechanics and thermal engineering
- 4013 Geomatic engineering
- 4014 Manufacturing engineering
- 4015 Maritime engineering
- 4016 Materials engineering
- 4017 Mechanical engineering
- 4018 Nanotechnology
- 4019 Resources engineering and extractive metallurgy
- 4099 Other engineering

Division 46 – Information and Computing Sciences

- 4612 Software engineering

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Darrin Mettner, 08 8393 2287
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=DD4DAE73-486B-6391-558F-ED

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Defence

Vacancy VN-0774698

Department of Defence

Closing Date:Thursday 26 November 2026

Defence Science and Technology Group
Platforms

Job Title	Precision Machinist
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$63,449 - $89,377
Future Merit Locations	Edinburgh
Office Arrangement	On Site
Office Arrangement Details	Candidates are required to work in the location advertised. Merit pool will only be used for vacancies at the advertised location(s).
Classification	APS Level 2;APS Level 3;APS Level 4
Position Number	DSTG/06645/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=CE699586-D6F3-FDB2-B7E1-ED7C11ED6E4B

Duties

The Role

Research Engineering Branch is seeking a skilled and motivated Fitter/Machinist to join the Precision Machining section of our Mechanical Fabrication team. Reporting directly to the Leader of Mechanical Fabrication Operations, you will undertake precision machining and mechanical fitting activities.

The successful applicant will have demonstrated experience and knowledge in the operation of manual and computer numerical controlled (CNC) precision machinery and the ability to assemble moderately complex mechanical components. Experience with CAD/CAM software is highly advantageous.

You will read and interpret technical drawings and specifications and have excellent communication and problem-solving skills. As a member of the mechanical fabrication team, you will work under routine direction, completing tasks and projects as assigned while maintaining a high level of quality and attention to detail. Contributing to continuous improvement efforts, you will seek out new and innovative ways to enhance productivity, efficiency and safety in the fabrication facility.

The Mechanical Fabrication team is part of Research Engineering Branch, which provides design, engineering and manufacturing expertise in support of research, development and innovation activities. The team operates and maintains advanced manufacturing equipment and workshop infrastructure while ensuring safety, quality and environmental compliance. Your work will directly contribute to Defence science, technology and innovation programs through the manufacture, assembly and prototyping of specialised mechanical systems and components.

About our Team

Platforms Division delivers scientific advice, conducts research, and develops innovative technologies and engineering capabilities to help address current and future Defence challenges. Working collaboratively across the science and technology ecosystem, our people develop, integrate and experiment with technologies that support Australian Defence Force capabilities across air, land and maritime domains.

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These may include flexible start and finish times, part-time work, hybrid and work-from-home arrangements, compressed work weeks, and other tailored approaches that enable people to continue growing their careers while meeting their personal commitments.

Our commitment to flexibility is complemented by a range of employee benefits designed to support wellbeing, career development and inclusion. These include generous parental leave provisions for both primary and secondary carers, additional leave options, and access to learning and development opportunities that support both current performance and future career aspirations.

As part of a large and diverse organisation, employees can also benefit from career mobility opportunities, allowing them to broaden their experience, develop new skills, and explore different career pathways across science, technology, engineering, corporate and operational functions.

We value diverse experiences and career pathways. If you are interested in the role but are unsure whether your experience fully aligns with every requirement, we encourage you to get in touch and have a conversation. Whether you are returning to the workforce following a career break, seeking a new challenge, transitioning from a different field, or simply wondering how your skills and experience may apply, we welcome enquiries and encourage you to apply.

Our Ideal Candidate

We are looking for a collaborative and adaptable machinist who can understand the needs of our varied stakeholders and deliver high-quality machining and fabrication outcomes that contribute to Defence research and innovation programs. This role offers the opportunity to work on diverse and technically challenging projects using advanced manufacturing technologies and equipment.

The successful candidate for this role will be able to demonstrate that they have:

- The ability to work effectively in a multidisciplinary team, contributing positively to team outcomes and working relationships.
- The ability to interpret technical drawings, specifications and engineering documentation.
- Demonstrated ability to operate a range of manual and computer numerical controlled (CNC) precision machining equipment.
- Working knowledge of CAD/CAM software and tool-pathing.
- Experience in working with a broad range of engineering materials.
- Awareness of quality management principles, work health and safety (WHS) requirements and safe workplace practices.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

This position may require a:

- Bachelor of Engineering from an Australian institution, or a qualification gained elsewhere, that satisfies the requirements of the Washington Accord for recognition as a Professional Engineer; or
- Relevant skills and work experience such that an individual can reasonably achieve a recognised AQF qualification if required by the position.

This position may require the individual to be able to meet the requirements of relevant certification through a recognised Professional Body organisation (Engineers Australia, Professionals Australia, Royal Institution of Naval Architects) or demonstrate the ability to obtain such chartered status within 12 months.

Related fields of research(Ref 1297.0 ANZSRC Fields of Research 2020):-

Division 33 – Built Environment and Design

- 3302 Building
- 3303 Design

Division 40 – Engineering

- 4001 Aerospace engineering
- 4002 Automotive engineering
- 4004 Chemical engineering
- 4005 Civil engineering
- 4006 Communications engineering
- 4007 Control engineering, mechatronics and robotics
- 4008 Electrical engineering
- 4009 Electronics, sensors and digital hardware
- 4011 Environmental engineering

- 4012 Fluid mechanics and thermal engineering
- 4013 Geomatic engineering
- 4014 Manufacturing engineering
- 4015 Maritime engineering
- 4016 Materials engineering
- 4017 Mechanical engineering
- 4018 Nanotechnology
- 4019 Resources engineering and extractive metallurgy
- 4099 Other engineering

Division 46 – Information and Computing Sciences

- 4612 Software engineering

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To Apply

Position Contact	Darrin Mettner, 08 8393 2287
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=CE699586-D6F3-FDB2-B7E1-ED

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Defence

Vacancy VN-0774705

Department of Defence

Closing Date:Thursday 03 December 2026

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	Enterprise Governance Lead
Job Type	Full-Time, Ongoing
Location	Edinburgh SA
Salary	$99,733 - $112,431
Future Merit Locations	Edinburgh
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Candidates are required to work in the location advertised on a regular basis. Merit pool will only be used for vacancies at the advertised location(s
Classification	APS Level 6
Position Number	CASG/06253/26
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=667DE3BD-5922-6ADA-44AE-ED7C127BD976

Duties

The Role

This role plays a key role in supporting the sustainment of critical Aircrew Life Support Equipment (ALSE) used by Australian Defence Force personnel. Working within the Aircrew Life Support Management Unit, you will lead governance and assurance activities that help ensure sustainment services are delivered effectively, risks are managed and organisational objectives are achieved.

You will coordinate governance forums, monitor sustainment performance, manage risks and opportunities, and provide advice that supports informed decision-making. The role also contributes to financial planning, contract assurance, stakeholder engagement and continuous improvement activities across the ALSE sustainment program.

Working closely with Defence customers, industry partners and internal stakeholders, you will help drive accountability, performance and business outcomes while leading a small team in a dynamic and collaborative environment.

About our Team

The Aircrew Life Support Management Unit (ALSMU) forms part of Surveillance Intelligence and Life Support Systems Program Office (SILSPO), Defence's acquisition and sustainment organisation for Surveillance, Intelligence and Aeronautical Life Support capabilities.

ALSMU's mission is "Protecting those who protect us by meeting preparedness requirements for ALSE solutions across training and combat lifecycles." The team is responsible for the sustainment and support of Aircrew Life Support Equipment (ALSE) used by Australian Defence Force personnel, ensuring critical equipment remains safe, effective and available to support operational and training requirements.

Working closely with Defence stakeholders, industry partners and end users, ALSMU delivers sustainment, governance and assurance activities that contribute directly to Defence preparedness and capability outcomes. The team operates within an integrated workforce comprising ADF, APS and contracted personnel, providing opportunities to work across a diverse and collaborative environment.

Our Ideal Candidate

We are seeking a motivated and collaborative professional with strong governance, analytical and stakeholder engagement skills. You will be comfortable operating in a complex environment, managing competing priorities and building productive relationships across Defence and industry.

The successful candidate will demonstrate experience in governance, risk management, assurance, program delivery or business management activities. You will be able to analyse information, identify trends and issues, and provide clear, evidence-based advice to support decision-making.

You will possess strong communication skills, sound judgement and the ability to influence outcomes through collaboration and effective relationship management. Experience leading teams, coordinating activities and delivering results through others will be highly regarded.

Your ability to engage in-person with a diverse and expert team of engineers, capability planners and sustainment professionals to address current and emerging capability priorities is a key success factor for this role.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	David Bywater, 08 7374 8608
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=667DE3BD-5922-6ADA-44AE-ED

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Education

Vacancy VN-0774536

Department of Education

Closing Date:Sunday 29 November 2026

Job Title	Data Analyst | Senior Data Analyst
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$93,660 - $115,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 5;APS Level 6
Position Number	26/0451
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

Working in a Data Analyst position at the Department of Education, you will create a better future for Australians through education. Working alongside experienced and supportive team members, you will support the planning and delivery of data solutions and projects that are designed and developed to accurately capture and deliver critical reporting insights.

We are recruiting data professionals to join the department in various functions. Learn more about each function below:

Intelligence Analytics (IA): Sources and analyses childcare and related data to detect high-risk behaviours, identify operational targets for investigations and compliance activities, and inform and deliver operational data and intelligence support. This work assists various stakeholders including those in law enforcement, compliance, investigations and intelligence. Reporting to the Executive Level 1, the Senior Data Analyst will contribute to the production of data and analytics for intelligence and profiling to identify integrity risks.

Market Analysis and Reform Branch: Are responsible for the annual Higher Education Student Statistics collection, higher education staff and undergraduate applications and offers data. The branch delivers high-quality data analysis, insights and statistical outputs to support higher education policy, funding and program administration. Team members work in databricks with

large and complex datasets, prepare publications and reports, and respond to information requests from a range of internal stakeholders including the Minister's office and the media.

Duties

As a **Data Analyst (APS5)** within Market Analysis and Data Reform Branch, your responsibilities may include the following:

- Analysing and interpreting higher education data using SQL, Python and Databricks to support policy, funding and program administration.
- Preparing statistical publications, reports and analytical products communicating findings clearly.
- Responding to data requests and stakeholder enquiries, providing accurate information and advice.
- Undertaking data validation and quality assurance activities to support the integrity and security of higher education data collections, in accordance with relevant government and departmental data governance requirements.
- Building productive working relationships with internal and external stakeholders to understand their data requirements and support fit-for-purpose analytical outputs.
- Supporting continuous improvement of data collections, analysis and reporting processes.

As a **Senior Data Analyst (APS6)** within Market Analysis and Data Reform Branch, your responsibilities may include the following:

- Undertaking and coordinating complex data analysis, statistical reporting and publication activities using large and complex higher education datasets.
- Supporting the delivery of data products, stakeholder requests and analytical projects.
- Providing technical guidance and support to team members.
- Engaging with stakeholders to understand business requirements, deliver fit-for-purpose analytical products and communicate findings clearly.
- Undertaking data validation and quality assurance activities to support the integrity and security of higher education data collections, in accordance with relevant government and departmental data governance requirements.
- Building and maintaining productive relationships with internal and external stakeholders.
- Contributing to improvements in analytical methods, data quality and reporting processes.

As a **Senior Data Analyst (APS6)** within Intelligence Analytics, your responsibilities may include the following:

- Leading data-driven integrity initiatives for the Early Childhood Education and Child Care program by applying analytical techniques and programming languages (SQL, SAS) to identify risks and support evidence-based decision-making.
- Developing and enhancing rules-based detection models, risk indicators and analytical profiles to identify emerging trends, high-risk behaviours and potential non-compliance, fraud and integrity risks.
- Developing and maintaining SAS Visual Analytics reports and dashboards, delivering accurate and actionable insights to support integrity, compliance and operational decision-making.

- Extracting and integrating data from a variety of sources to maintain a range of reports and analytics products for both internal and external stakeholders.

Eligibility

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

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

Notes

Contact Officers

Kristy Naylor

Kristy.Naylor@education.gov.au

(03) 9954 2698

Jarred Rorke (Intelligence Analytics role)

Jarred.Rorke@education.gov.au

(02) 6240 6858

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Education

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

To Apply

Position Contact	Kristy Naylor, (03) 9954 2698
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774576

Department of Education

Closing Date:Sunday 29 November 2026

Job Title	Risk Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$93,660 - $100,132
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 5
Position Number	26/0424
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

The Internal Audit and Risk Team is responsible for ensuring that the department has the appropriate enterprise risk, internal audit governance and assurance arrangements in place as well as operational functions.

As the Risk Support Officer at the Department of Education, you will be reporting to the Assistant Director of Enterprise Risk, to deliver a range of activities that support the department's enterprise risk management arrangements, as well as liaison between the department and our insurance provider Comcover, in a project-based environment.

The team is seeking an APS level 5 who enjoys being a strategic thinker, a team-player and who is willing to work across a broad range of activities in a dynamic and fast-paced work environment. Ideally you possess, or are in a position to develop your, policy, analytical, investigative and technical skills including the ability to contribute to the measurement and monitoring of policy and delivery effectiveness.

Duties

In this role, your responsibilities will include the following:

- Contributing to the development of routine high-quality and timely briefings, correspondence, and reports for a range of stakeholders, including senior executive staff and committees.
- Monitoring and managing the team's group risk inbox including the management of various risk related enquiries.
- Supporting the delivery of activities that coordinate and implement the department's enterprise risk management arrangements, including training and awareness programs.
- Supporting reviews of existing policies and assisting in the development and maintenance of new policies and frameworks with a particular focus on risk management and assurance.
- Support in the liaison with Comcover for insurance claims, renewals, the department's participation in the biennial Comcover Risk Management Benchmarking Survey and relevant communities of practices.
- Providing advice and support to line areas in terms of risk management and assurance including assisting with enquiries related to the department's risk system RiskNet2.0.
- Maintain and administer risk dashboards, ensuring risk information and reporting views remain current, accurate and fit for purpose.

Eligibility

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

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

Notes

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To Apply

Position Contact	Gilbert Kensitt, (02) 61218211
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774586

Department of Education

Closing Date:Monday 30 November 2026

Job Title	Assistant Director, HR Reporting and Analytics
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	$129,477 - $143,099
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	26/0426
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

The HR Reporting and Analytics sub-function within the Workforce Strategy, Planning and Insights team and delivers timely, accurate and accessible workforce reporting, data insights and compliance reporting to support evidence-based workforce decisions across the department. This includes detailed monthly HR reports, self-service HR reporting products and dashboards for SES officers, HR and Finance Business Partners, covering areas such as high-level employee demographics and diversity within work areas and assist with workforce requirements, capabilities and organisational changes and leads complex workforce analysis across areas such as mobility, leave, absence patterns, workforce availability, turnover, geographic dispersion and remote working arrangements. It also manages mandatory and whole-of-government reporting obligations, including the Remuneration Survey, Agency Survey, Senate Estimates, Workplace Gender Equality Agency (WGEA) reporting, Gender Wage Gap Analysis, WGEA Employer Statements, APS agency survey clearance and response coordination, ANAO queries, and contributions to the Annual Report and Portfolio Guide.

The Assistant Director – HR Reporting and Analytics will lead a small, high-performing team to deliver high-quality workforce reporting, analytics and HR data products for the department. The work is fast paced and requires strong analytical judgement, attention to detail, accountability, data governance and the ability to translate complex workforce data into clear, practical insights. The Assistant Director will have proven experience delivering HR data analytics and insights, workforce reporting and HR data management to support workforce planning, strategic HR initiatives and departmental accountability. The role will require strong written communication, leadership capability and the ability to engage and influence a diverse range of stakeholders to support evidence-based workforce planning and strategic decision-making across the department.

Duties

The Assistant Director – HR Reporting and Analytics will:

- Lead and mature the HR Reporting and Analytics function to provide reliable and robust data supported by meaningful workforce metrics, analytics and insights, producing accurate and timely HR reports, and adhering to best practice standards
- Foster an inclusive and positive team culture, provide leadership, and support team members to enhance their capability, professional development and contribute to a high performing team, while contributing positively to change management across the branch.
- Provide expert advice and guidance, monitor changes in HR reporting and data governance, oversee compliance and identify emerging issues
- Collaborate with senior leaders and key stakeholders to address organisational HR reporting needs, manage the provision of accurate information and metrics, and drive data-driven solutions, and strategic HR insights
- Develop and implement systems for better data management, accessibility and reporting through modern technology, data science and understanding of key HR metrics
- Support a continuous improvement approach and implement HR reporting initiatives, policies and procedures that support the team's ongoing strategic and operational delivery of the HR reporting function.

Eligibility

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

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

Notes

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To Apply

Position Contact	Rohan Amburle, (02) 6121 7271
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774588

Department of Education

Closing Date:Monday 30 November 2026

Job Title	Assistant Director, HR Reporting and Analytics (Affirmative Measure: Aboriginal and Torres Strait Islander Employment)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Sydney NSW
Salary	$129,477 - $143,099
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	26/0452
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

The HR Reporting and Analytics sub-function within the Workforce Strategy, Planning and Insights team and delivers timely, accurate and accessible workforce reporting, data insights and compliance reporting to support evidence-based workforce decisions across the department. This

includes detailed monthly HR reports, self-service HR reporting products and dashboards for SES officers, HR and Finance Business Partners, covering areas such as high-level employee demographics and diversity within work areas and assist with workforce requirements, capabilities and organisational changes and leads complex workforce analysis across areas such as mobility, leave, absence patterns, workforce availability, turnover, geographic dispersion and remote working arrangements. It also manages mandatory and whole-of-government reporting obligations, including the Remuneration Survey, Agency Survey, Senate Estimates, Workplace Gender Equality Agency (WGEA) reporting, Gender Wage Gap Analysis, WGEA Employer Statements, APS agency survey clearance and response coordination, ANAO queries, and contributions to the Annual Report and Portfolio Guide.

The Assistant Director – HR Reporting and Analytics will lead a small, high-performing team to deliver high-quality workforce reporting, analytics and HR data products for the department. The work is fast paced and requires strong analytical judgement, attention to detail, accountability, data governance and the ability to translate complex workforce data into clear, practical insights. The Assistant Director will have proven experience delivering HR data analytics and insights, workforce reporting and HR data management to support workforce planning, strategic HR initiatives and departmental accountability. The role will require strong written communication, leadership capability and the ability to engage and influence a diverse range of stakeholders to support evidence-based workforce planning and strategic decision-making across the department.

Affirmative Measures - Aboriginal and Torres Strait Islander Employment

The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022.

This vacancy is open only to applications from Aboriginal and/or Torres Strait Islander people.

Duties

The Assistant Director – HR Reporting and Analytics will:

- Lead and mature the HR Reporting and Analytics function to provide reliable and robust data supported by meaningful workforce metrics, analytics and insights, producing accurate and timely HR reports, and adhering to best practice standards
- Foster an inclusive and positive team culture, provide leadership, and support team members to enhance their capability, professional development and contribute to a high performing team, while contributing positively to change management across the branch.
- Provide expert advice and guidance, monitor changes in HR reporting and data governance, oversee compliance and identify emerging issues
- Collaborate with senior leaders and key stakeholders to address organisational HR reporting needs, manage the provision of accurate information and metrics, and drive data-driven solutions, and strategic HR insights
- Develop and implement systems for better data management, accessibility and reporting through modern technology, data science and understanding of key HR metrics
- Support a continuous improvement approach and implement HR reporting initiatives, policies and procedures that support the team’s ongoing strategic and operational delivery of the HR reporting function.

Eligibility

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

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

Notes

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Rohan Amburle, (02) 6121 7271
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774652

Department of Education

Closing Date:Wednesday 02 December 2026

Job Title	Senior Project Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$105,295 - $115,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 6
Position Number	26/0431
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

Working as Senior Project Support Officer you will be a key part of a small, high performing team working together to build the department's project management capability. The Senior Project Support Officer role will provide support and advice to project teams, monitor projects and maintain the department's project management tool, Altus. The Project Office informs the Project and Investment Committee monthly on project performance.

Duties

In this role, your responsibilities will include the following:

- Provide support to departmental projects by advising on the use of Altus and application of the Project Management Framework.
- Develop and maintain productive and collaborative relationships with internal and external stakeholders to form strong working relationships, communicating effectively and professionally with stakeholders.
- Assisting in the preparation of papers, briefs, reports, presentations and talking points.
- Information management – updating project resources, Project Management Intranet page, SharePoint and positional mailboxes.
- Contributing to a safe, supportive and vibrant team and Branch culture.

Eligibility

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

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

Notes

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To Apply

Position Contact	Sarah Vidler, (02) 6240 8756
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774716

Department of Education

Closing Date:Wednesday 02 December 2026

Job Title	HR Advisor | Senior HR Advisor (Affirmative Measures – Aboriginal and Torres Strait Islander Employment)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD
Salary	$93,660 - $115,786
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	APS Level 5;APS Level 6
Position Number	26/0435
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

As a HR Advisor or Senior HR Advisor at the Department of Education, you will work in a small, high performing team responsible for the development, implementation and reporting on the department's people, culture and inclusion functions including the People Strategy and RAP. There's a particular focus on supporting development and implementation of strategic people initiatives that foster an inclusive, capable, innovative and engaged workforce, ensuring alignment with agency and Commonwealth objectives. The Advisors will support our Diversity Champions and staff networks to maximise their impact. These fast-paced roles require strong attention to detail and proven experience in creating a positive workplace culture and a respectful, psychologically safe and inclusive workplace where everyone can contribute.

The roles also include providing support to the Assistant Director who is also the department's Indigenous Liaison Officer (ILO). This includes supporting the ILO to lead consultation with the department's Aboriginal and Torres Strait Islander Staff Network (Deadly Crew), contribute to programs and initiatives designed in partnership with the network, support RAP governance activities, and contribute to the actions and discussions of the department's Indigenous Business Is Everyone's Business Committee. Successful candidates will work collaboratively with colleagues across the People Branch to support the management of complex and sensitive matters, ensure tailored information and supports are available for First Nations employees. Successful candidates will require strong cultural capability to safely contribute to this important work.

Affirmative Measures - Aboriginal and Torres Strait Islander Employment

The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022.

This vacancy is open only to applications from Aboriginal and/or Torres Strait Islander people.

Duties

In the APS5 role, your responsibilities will include the following:

- Supporting the delivery of the department's People Strategy, Reconciliation Action Plan (RAP) and other people, culture and inclusion initiatives.
- Building and maintaining productive working relationships with employee-led diversity networks, stakeholders across the department.
- Undertaking research, analysis and environmental scanning to support workforce initiatives, employee experience programs and continuous improvement activities.
- Preparing briefs, correspondence, reports, presentations and communication materials relating to People Strategy, inclusion and First Nations initiatives.
- Providing accurate and timely advice on people, culture and inclusion matters.
- Supporting consultation and engagement activities with Diversity Champions, employee networks and business areas to inform the development and delivery of people initiatives.
- Supporting the department's Indigenous Liaison Officer function by assisting with engagement activities, programs and initiatives developed in partnership with the Aboriginal and Torres Strait Islander Staff Network (Deadly Crew).
- Assisting with RAP governance and reporting activities, including tracking actions, coordinating information from stakeholders and contributing to progress reports and governance papers.
- Contributing to workforce reporting, procurement, contract management and program administration activities that enable the effective delivery of a range of initiatives.
- Contributing to initiatives that strengthen cultural capability, diversity, inclusion and employee experience, supporting a respectful, psychologically safe and culturally safe workplace.

In the APS6 role, your responsibilities will include the following:

- Coordinating the delivery, monitoring and reporting of the department's People Strategy, Reconciliation Action Plan (RAP) and other strategic people, culture and inclusion initiatives, identifying risks, opportunities and areas for continuous improvement.
- Developing evidence-based advice and recommendations on workforce strategy, employee experience, diversity, inclusion and First Nations employment matters, including emerging issues and organisational priorities.
- Leading consultation and stakeholder engagement activities with Diversity Champions, employee-led networks, business areas and governance groups to support delivery of strategic workforce outcomes.
- Building and maintaining productive relationships with senior leaders and stakeholders to influence outcomes and drive collaboration across people, culture and inclusion initiatives.
- Contributing to the coordination of Reconciliation Action Plan (RAP) governance and reporting activities, including monitoring progress against commitments, preparing executive reporting and supporting the achievement of reconciliation outcomes.
- Coordinating activities supporting the department's Indigenous Liaison Officer function, including consultation with the Aboriginal and Torres Strait Islander Staff Network (Deadly Crew), progressing agreed priorities and contributing to initiatives that strengthen First Nations employee experience and inclusion outcomes.

- Coordinating contributions to the department's Indigenous Business Is Everyone's Business Committee, including preparing papers and talking points on People Branch actions to support discussions and liaison with the Committee’s secretariat.
- Analysing workforce and program data to identify trends, evaluate outcomes and provide insights that inform strategic decision-making, reporting and continuous improvement.
- Managing projects, workstreams, priorities, risks, procurement activities and stakeholder relationships with a degree of independence to deliver high-quality outcomes within agreed timeframes.
- Supporting the management of complex and sensitive workforce matters, working collaboratively across the People Branch to ensure culturally appropriate information, advice and support is available to First Nations employees and stakeholders.

Eligibility

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

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

Notes

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To Apply

Position Contact	Elise Thornthwaite, 02 6121 5245
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774727

Department of Education

Closing Date:Thursday 03 December 2026

Job Title	Assistant Director, Internal Audit
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	$129,477 - $143,099
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	26/0343
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

The Internal Audit and Risk team is responsible for the department’s internal audit function and enterprise risk management.

Internal Audit brings a systematic and disciplined approach to the review of the department's activities to improve the effectiveness of risk management, key controls and governance processes. The team delivers a program of audits each year, provides advisory services and supports the Audit and Risk Committee. The team also supports the Chief Risk Officer to deliver activities that coordinate and implement enterprise risk management arrangements and is the central point for liaison with Comcover for insurance coverage.

The Assistant Director, Internal Audit will work with internal and external stakeholders to review processes, systems and functions to appropriately manage risks impacting the department. The role will provide expert advice on internal audit matters and develop and implement projects to achieve business outcomes. As a leader in the Internal Audit team, you will help drive continuous improvement in the internal audit function and foster an inclusive and positive team culture.

Duties

In this role, your responsibilities will include the following:

- Provide expert advice and guidance, monitor changes in the audit and risk environment, and procedures and legislation, oversee compliance, share knowledge and identify emerging issues
- Collaborate with senior leaders and key stakeholders to drive internal audit initiatives, mitigate risk and support continuous improvement in audit processes and systems
- Support the strategic direction of the department with the provision of accurate data, reporting and briefs for Senior Executives, and the Audit and Risk Committee
- Assist to develop and implement the annual internal audit and assurance program, and provide oversight of recommendation implementation and closure
- Foster an inclusive and positive team culture, provide leadership, support team members and contribute to a high performing team
- Support a continuous improvement approach and implement audit and risk management policies, procedures and frameworks that support the team's ongoing strategic and operational delivery of the internal audit function.

Eligibility

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

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Education

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

To Apply

Position Contact	Kathryn Ries, 02 6121 6830
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774730

Department of Education

Closing Date:Thursday 03 December 2026

Job Title	Assistant Director, Internal Audit (Affirmative Measure: Aboriginal and Torres Strait Islander Employment)
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Canberra ACT
Salary	$129,477 - $143,099
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Executive Level 1
Position Number	26/0454
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

The Internal Audit and Risk team is responsible for the department's internal audit function and enterprise risk management.

Internal Audit brings a systematic and disciplined approach to the review of the department's activities to improve the effectiveness of risk management, key controls and governance processes. The team delivers a program of audits each year, provides advisory services and supports the Audit and Risk Committee. The team also supports the Chief Risk Officer to deliver activities that coordinate and implement enterprise risk management arrangements and is the central point for liaison with Comcover for insurance coverage.

The Assistant Director, Internal Audit will work with internal and external stakeholders to review processes, systems and functions to appropriately manage risks impacting the department. The role will provide expert advice on internal audit matters and develop and implement projects to achieve business outcomes. As a leader in the Internal Audit team, you will help drive continuous improvement in the internal audit function and foster an inclusive and positive team culture.

Affirmative Measure: Aboriginal and Torres Strait Islander Employment

The filling of this vacancy is intended to constitute an affirmative measure under Section 31 of the Australian Public Service Commissioner's Directions 2022.

This vacancy is open only to applications from Aboriginal and/or Torres Strait Islander people.

Duties

In this role, your responsibilities will include the following:

- Provide expert advice and guidance, monitor changes in the audit and risk environment, and procedures and legislation, oversee compliance, share knowledge and identify emerging issues
- Collaborate with senior leaders and key stakeholders to drive internal audit initiatives, mitigate risk and support continuous improvement in audit processes and systems
- Support the strategic direction of the department with the provision of accurate data, reporting and briefs for Senior Executives, and the Audit and Risk Committee
- Assist to develop and implement the annual internal audit and assurance program, and provide oversight of recommendation implementation and closure
- Foster an inclusive and positive team culture, provide leadership, support team members and contribute to a high performing team
- Support a continuous improvement approach and implement audit and risk management policies, procedures and frameworks that support the team’s ongoing strategic and operational delivery of the internal audit function.

Eligibility

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

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

Notes

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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skill shortages or the challenges of the future including, clean energy, advanced manufacturing, health, and education. Through education and learning, we change lives, create opportunities, and support Australia's economic success and social wellbeing.

To Apply

Position Contact	Kathryn Ries, 02 6121 6830
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0774549

National Gallery of Australia

Closing Date:Thursday 26 November 2026

Marketing, Communications and Visitor Experience
Creative Studio

Job Title	Exhibition Design and Workshop Manager
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$116,261 - $132,660
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible
Office Arrangement Details	On-Site Position, flexible conditions and ability to apply to work from home
Classification	Executive Level 1
Position Number	2233
Agency Website	https://nga.gov.au

This position reports to the Head of Creative Studio and is responsible for the management of the Exhibition Design and the Workshop Teams. The role is responsible for developing and maintaining the workflows and project management of design and production for all permanent collection changeovers, temporary exhibitions, displays, touring exhibitions and other exhibition and design related projects as required. The position is also responsible for maintaining the database of exhibition design assets and ensuring that the Gallery's procurement rules are followed by the section.

The role of Exhibition Design and Workshop Manager is an ongoing, full-time role which sits within the Creative Studio team.

Duties

In accordance with the EL1 work level standards, and under leadership of the Head of Creative Studio, the Exhibition Design and Workshop Manager will:

- Manage the staff and associated activities of the Exhibition Design and Workshop business units
- Lead and participate in departmental meetings, contribute to broader Creative Studio team, Marketing, Communications and Visitor Experience Portfolio and Executive Level leadership across the Gallery.
- Apply a strategic and forward planning focus to design and production activities, providing advice to the Head of Creative Studio, exhibition managers and senior stakeholders around opportunities and improvements.
- Manage workflows, communicate concepts through to detailed specification to successfully deliver all aspects of Exhibition Design and Workshop services.
- Develop and oversee specifications schedules and budgets.
- Oversee procurement and contracting of design and production services, adhering to the Commonwealth Procurement Rules.
- Manage production and fabrication in collaboration with contracted designers, consultants and contracted fabricators, researching production techniques and materials, workflows and scheduling within the National Gallery project management framework.
- Coordinate reviews and approvals to ensure compliance and timeliness and accuracy of deliverables.

Eligibility

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

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

Notes

HOW TO APPLY

To apply for this role please go to the National Gallery's Careers portal.

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 information above.

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

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

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

To Apply

Position Contact	Daryl West-Moore, +61 2 6240 6739
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Education

Vacancy VN-0774672

National Gallery of Australia

Closing Date:Monday 23 November 2026

Building Services and Infrastructure
Integrated Capital Works Program

Job Title	Project Manager
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$92,164 - $106,531
Future Merit Locations	Parkes
Office Arrangement	On Site;Flexible
Office Arrangement Details	On-Site Position, flexible conditions
Classification	APS Level 6
Position Number	1616
Agency Website	https://nga.gov.au

Job Description

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

The National Gallery is seeking applications from highly motivated candidates to, under direction and in line with corporate objectives, apply high level infrastructure project management and technical skills to support delivery of key capital works initiatives.

The National Gallery's Capital Works team was established in 2021 to lead the delivery of a significant capital investment program, comprising more than $250 million in infrastructure upgrades and asset renewal projects that will position the Gallery as a leading contemporary cultural institution for the future.

The Integrated Capital Works team is responsible for delivering Package B, a complex, high-profile and strategically significant project involving the replacement of all roofs, skylights and key windows within the original Madigan building, together with upgrades to critical building services and systems.

The Project Manager will support the delivery of this major capital works program through the effective management of project risks, operational challenges and project delivery activities. The role contributes to the National Gallery's strategic objectives of modernising ageing infrastructure, safeguarding the National Collection and strengthening organisational capability to deliver a large-scale and complex capital investment program.

This is a full-time, non-ongoing employment opportunity for 3 years.

Duties

In accordance with the NGA 6 work level standards and working to a Senior Project Manager, you will have the following responsibilities:

- Work constructively with the Project team including the Head Contractor to coordinate construction activities within the operational, publicly accessible, heritage listed Gallery setting.
- Support delivery of the high profile, complex and high-risk Integrated Capital Works Package B + Fix the Roof project, including construction coordination, operational impact, financial and contract management activities.
- Work with the Head Contractor to understand a proposed construction activity, assess the impact of the activity on the operation of the Gallery in the context of all relevant stakeholders, and plan accordingly. Consult and coordinate with the relevant stakeholders to facilitate the Head Contractor's activities.
- Contribute infrastructure project management expertise to a range of activities including: project planning, design and technical review, contractual requirements and communications, project tracking and construction program review, site inspection, quality control, defect identification, handover and commissioning, operations and maintenance and stakeholder management.
- Support risk assessments including mitigations and contingency management throughout the life of a project.
- Provide input and prepare briefing material for the purpose of project reporting and governance.

Eligibility

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

Police Check – to be eligible for this role you must complete a police check.

Licences – Hold or have the ability to obtain a White Card. Have previously completed, or have the ability to complete, Asbestos Awareness and Silica Awareness training.

Notes

To apply for this role please go to the National Gallery's Careers portal.

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 information above.

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

An order of merit or merit pool, may be established from this selection process and may be used to fill future identical vacancies over the next 18 months. Selection may be based on application and referee reports only. If you do not wish to be added to an order of merit, please notify us in your application.

About the National Gallery of Australia

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

To Apply

Position Contact	Fiona Smith du Toit, +61 2 6240 2924
Agency Recruitment Site	https://nga.gov.au/about-us/jobs/

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Finance

Vacancy VN-0774644

Digital Transformation Agency (DTA)

Closing Date:Wednesday 02 December 2026

Technology and Enabling Services
Corporate Executive

Job Title	Principal Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$148,762 - $176,338
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with the DTA Enterprise Agreement
Classification	Executive Level 2
Position Number	165_11/26
Agency Website	https://www.dta.gov.au/

Job Description

https://www.dta.gov.au/join-our-team

Do you want to help drive a digital government? Do you want to work towards something bigger and make a lasting impact? Embark on a journey of continuous learning and advancement with opportunities at all levels.

We need your skills and influence to inspire and enable government to put people and businesses at the forefront of digital transformation.

Why work with us

Purpose and meaning - We’re big enough to have a whole-of-government impact, but small enough to bring our staff together regularly to collaborate and grow.

Balance and flexibility - Access flexible working arrangements to balance how, when and where you work, including remote.

Inclusion and belonging - Join a team that values all experiences, skills and perspectives. Our biggest strength is our people. We don’t just celebrate diversity, it is essential to our success.

Growth and opportunity - Take advantage of professional opportunities and training. Learn new skills and meet your career goals with a wide range of programs, courses and resources.

Duties

The Principal Lawyer will establish and lead the DTA's new in-house legal function. As the agency's senior internal legal adviser and legal services manager, the role is accountable for legal intake and triage, the delivery and quality of legal advice, management of significant legal matters, oversight of external legal providers and enterprise legal risk reporting.

Working independently and with limited direction, the Principal Lawyer will provide authoritative, practical and strategic advice to the CEO, Executive Board and business areas on complex, sensitive and emerging issues. The work will span technology and digital government, procurement and commercial law, administrative law, data, privacy, artificial intelligence, cybersecurity, employment and governance matters.

The Principal Lawyer will design the legal function's operating model and progressively build its capability, systems and supporting team. This includes establishing effective governance, privilege, conflict of interest, records, quality assurance and escalation arrangements; developing reusable precedents and guidance; and driving improvements in the way the DTA commissions and uses legal services. The role will have direct access to the CEO and Executive Board for significant legal risks.

Please note: This role may require interstate travel from time to time.

Key Duties:

- Establish and lead the DTA’s in-house legal function, setting its direction, operating model, priorities and service standards.
- Provide authoritative, practical legal advice to the CEO, Executive Board and business areas on complex and sensitive matters across public and administrative law, employment, technology, procurement, commercial law, data, privacy, artificial intelligence, cybersecurity, and governance.
- Manage legal intake and significant matters, determine the appropriate internal or external pathway, and report to the Executive on material legal risks, disputes, expenditure and outcomes.
- Commission and manage external legal services, including briefing and instructing providers, assuring the quality of advice, and managing budgets, performance and value for money.
- Oversight the DTA’s freedom of information (FOI), privacy and relevant governance functions, applicable frameworks, statutory obligations, assurance activities and action on audit findings.

- Manage compliance with the Legal Services Directions and whole-of-government legal services arrangements, including tied work, panel requirements, model litigant obligations and legal expenditure reporting.
- Establish effective legal governance, including privilege, conflict of interest, records and escalation arrangements.
- Lead and develop legal and support staff, setting priorities, assuring work quality and supporting professional capability, performance and wellbeing.
- Build trusted relationships across the DTA, central agencies and external providers, and represent or negotiate on the DTA’s behalf in cross-agency and other forums.
- Maintain professional independence and uphold legal professional obligations, the APS Values and Code of Conduct, and applicable legislative and delegation requirements.

Eligibility

Security Clearance level required: Negative Vetting 1 (or ability to obtain and maintain).

To be eligible for employment with the DTA applicants must be an Australian citizen.

A tertiary qualification in law and admission as an Australian legal practitioner, with at least 10 years’ post-admission legal experience.

A current practicing certificate, preferably unrestricted, or eligibility to obtain one before commencing, and the ability to maintain it for the duration of employment.

An applicant's suitability for employment with the DTA will be assessed through a pre-employment screening process. This process includes an Australian Police check.

The DTA is an inclusive employer where capabilities, skills and backgrounds are valued and relied upon. The DTA seek applications from all candidates and are committed to providing a working environment that values diversity and inclusion and supports employees to reach their full potential.

Notes

There is flexibility in the remuneration package, including the capacity to offer above EL2 rates depending on the candidate’s skills and experience.

This is an 18 month Non-Ongoing position, with the possibility of an extension or becoming an ongoing role.

The DTA may leverage a mix of assessment methods for this position, which may or may not involve an interview.

A merit pool may be established and used to fill future ongoing and non-ongoing vacancies within the next 18 months consistent with Section 25 of the Australian Public Service Commissioner's Directions 2022.

For all DTA positions you are required to apply directly via the DTA website. Applications referred or submitted through recruitment agencies, or third parties will not be accepted.

This role may require the individual to work or be contacted outside of their usual working hours where reasonable, for example, to deal with high priority or urgent matters or in an emergency. The DTA Enterprise Agreement 2024-2027 takes this into account and provides compensation for an individual when they are required to work, or be contactable, outside of usual working hours. This includes access to overtime, restriction allowance, flextime, time off in lieu (TOIL) and other benefits.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Digital Transformation Agency (DTA)

Help drive a digital government. At the DTA, we work towards something bigger and make a lasting impact. We're the Australian Government's trusted advisor on digital and ICT transformation. We provide strategic and policy leadership and expert investment advice and oversight to drive government digital transformation that delivers benefits to all Australians.

To Apply

Position Contact	Liz Bundy, 0477 366 483
Agency Recruitment Site	https://www.dta.gov.au/join-our-team

Foreign Affairs and Trade

Vacancy VN-0774695

Austrade

Closing Date:Friday 27 November 2026

Trade and Investment
Trade

Job Title	Global Engagement Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$121,755 - $136,267
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements are in place and specific details can be negotiated in accordance with our Enterprise Agreement
Classification	Executive Level 1
Position Number	6566_11/26
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Our client-focused Global Engagement Managers (GEMs) work with Austrade's offshore network across 60 locations, as well as external partners, to help Australian businesses expand internationally.

GEMs manage key client accounts, ensuring the services and advice they provide are professional, deliver value and help businesses achieve their international growth objectives.

GEMs also lead the development and delivery of strategic international engagement initiatives that help Australian businesses identify, enter and grow in global markets in partnership with industry and government stakeholders.

We are seeking an individual with a strong track record in the agriculture and food sector. Suitable applicants will understand the value proposition of Australia’s food and beverage industry, including the needs of businesses expanding internationally. They will also have a sound understanding of business strategy, market entry and growth models.

This role operates in a complex and fast-moving international trade environment shaped by geopolitical change, supply chain disruption, market access challenges, sustainability expectations, competition for investment, and evolving buyer demand.

GEMs are expected to exercise sound judgement, manage ambiguity and make recommendations in situations where information may be incomplete or market conditions are rapidly changing.

Duties

• Lead programs in partnership with industry peak bodies and state and territory governments to promote Australia's premium agriculture and food sector internationally, supporting export growth and diversification in line with government trade priorities.

• Monitor global trends and identify export opportunities for Australian agriculture and food businesses, responding to changing market conditions to support the continued growth and success of Australian exports.

• Develop a strong understanding of Australia's agriculture and food industry capabilities to deliver initiatives that help businesses internationalise and grow exports.

• Maintain a sound understanding of government priorities and policy settings relevant to the agriculture and food sector.

• Provide strategic advice and drive outcomes for clients by developing service plans that support their international expansion objectives and ensuring these plans are delivered effectively.

• Establish and maintain domestic and international networks and relationships that support the delivery of Austrade's trade priorities and global sector plans.

• Represent Australia and Austrade in corporate, industry and government settings.

• Demonstrate excellent written and verbal communication skills.

• Maintain accurate client records in Austrade's CRM and other business systems.

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.

• Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Austrade

Austrade is an Australian Commonwealth Government agency with approximately 1,1100 staff based across 98 offices in 50 countries. Austrade reports to the Minister for Trade and Tourism. Austrade's core purpose is to grow Australia's prosperity and promote Australia on the global stage. Through our teams located across Australia and our extensive international network, we help Australian exporters to grow, expand and diversify internationally, facilitate high-quality international investment into Australia, boost Australia's visitor economy, deliver commercial insights to inform government policy, execute government programs, and implement simplified trade reforms. Austrade is a key enabler and delivery agency for Australia's economic security with a focus on net zero transformation, trade modernisation, export diversification, building critical capabilities and technologies, the visitor economy and the growth of First Nations businesses. With international trade and capital markets continuing to navigate economic uncertainty and intensifying competition, Austrade's role has never been more important. Austrade values the diversity of its workforce and strives to ensure its workplaces are inclusive for all our people. Want to know more about working at Austrade? Visit https://www.austrade.gov.au/About/Employment/Working-at-Austrade.

To Apply

Position Contact	Craig Young, Craig.Young@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0774470

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Sunday 06 December 2026

Corporate

Job Title	General Manager, Corporate
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	Senior Executive Service Band 1
Position Number	0073
Agency Website	https://www.aciar.gov.au

Job Description

https://www.aciar.gov.au

The General Manager, Corporate (GMC) is a member of ACIAR's Executive team, reporting to the CEO. The role offers the opportunity to lead corporate transformation in a small, internationally focused Australian Government agency whose people and programs operate across diverse countries, institutions and regulatory environments.

The role leads agency-wide operational effectiveness, integrating corporate services, governance, legal risk management and organisational capability to translate strategy into clear priorities, accountabilities and measurable delivery.

The GMC connects ACIAR's corporate operations with its international development purpose. Working with research, partnership and country teams, the role ensures that systems, resources and investment processes support effective research delivery and capacity development across diverse operating environments, while maintaining sound stewardship of public funds and accountability for development outcomes.

The GMC provides integrated executive oversight of finance, people and culture, ICT and digital services, procurement and contracting, property, security, risk and assurance. The role establishes the operating frameworks, service standards and proportionate controls that enable these functions to work together and support program delivery.

The GMC leads a business partnering approach that embeds corporate expertise in agency planning, investment governance and decision-making from the outset. This includes coordinating support for overseas staff and activities, aligning financial, procurement, contracting, ICT and security arrangements with delivery needs, and managing cross-agency risks and dependencies without displacing program or country-level accountabilities.

The GMC is a principal adviser to the CEO on operational, governance and legal risk, ensuring specialist advice is translated into practical action. The role supports effective governance and accountability arrangements, coordinates high-quality advice and reporting for the Commission for International Agricultural Research and relevant governance committees, and brings together performance, assurance and investment information to support informed decisions and statutory reporting. The GMC also leads cross-agency improvement and represents ACIAR with partner agencies and key stakeholders on operational, governance and corporate matters.

Duties

1. Provide enterprise-wide operational leadership as a member of the Executive team, advising the CEO on delivery priorities, organisational capability, resource allocation and emerging operational, governance and legal risks; exercise sound judgement, uphold APS Values and integrity, and represent ACIAR in negotiations and cross-agency forums.
2. Lead integrated corporate governance and compliance arrangements across finance, employment, ICT, procurement, contracting, security and property, ensuring clear responsibilities, effective delegations, proportionate controls and timely escalation of material issues.
3. Translate ACIAR’s strategy into integrated operating and investment arrangements, partnering with Research and Partnership leaders to align corporate services, resources and end-to-end delivery with agreed priorities, service standards and measurable outcomes without displacing program accountabilities.
4. Lead organisational reform and modernisation of ACIAR’s corporate operating model business processes and digital and systems, simplifying arrangements where possible and ensuring change delivers demonstrable improvements in workforce capability, service quality and program delivery.
5. Oversee enterprise risk, internal assurance, audit follow-up and business continuity arrangements, providing the CEO and relevant governance committees with clear reporting on performance, control effectiveness and emerging exposures.
6. Lead legal services coordination and legal risk management, including obtaining specialist advice, overseeing external legal providers, and ensuring advice informs decisions, contracts and the management of disputes and sensitive matters.
7. Provide executive oversight of financial sustainability, budgeting, procurement and contract management, working with the CFO and specialist officers to support sound investment decisions, value for money and appropriate stewardship of public resources.
8. Lead multidisciplinary corporate teams and specialist service providers, setting clear priorities and accountabilities, resolving operational dependencies, and building a safe, inclusive and collaborative workplace with strong leadership capability, workforce planning, succession arrangements and a practical, service-focused culture.

Eligibility

- **Australian Citizenship** - our successful candidate must be an Australian citizen.
- **Security Clearance** - our successful candidate may be required to obtain and maintain a Negative Vetting 2 security clearance.

- **Mandatory Qualifications/Experience:**
  - Tertiary qualifications in law, business, finance, public administration, human resources or another relevant field.
  - Significant senior leadership experience in complex operational environments and a well-developed understanding of Commonwealth governance, accountability and whole-of-government frameworks, policies and processes.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Centre for International Agricultural Research (ACIAR)

The Australian Centre for International Agricultural Research (ACIAR) is a statutory agency within the Australian Government's Foreign Affairs and Trade Portfolio. It operates under the Australian Centre for International Agricultural Research Act 1982. ACIAR invests in collaborative research and knowledge-sharing partnerships to improve the livelihoods and resilience of smallholder farming, fishing and forestry communities in Africa, South Asia and the Indo-Pacific. We work with governments and institutions to grow food more efficiently, increase food system resilience, improve human nutrition, empower women and girls, reduce poverty, and manage natural resources sustainably. Our partnerships prioritise economic, social and environmental benefits for partner countries, and contribute to the development of our international and Australian partner institutions' research, policy and leadership capabilities. Further information on our current projects, programs and priorities can be found at https://www.aciar.gov.au/. It's important to note that ACIAR are responsible for commissioning research, not undertaking research.

To Apply

Position Contact	Jackie Madasu (EA to the CEO), 026217 0548
Agency Recruitment Site	https://www.aciar.gov.au

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Foreign Affairs and Trade

Vacancy VN-0774550

Australian Centre for International Agricultural Research (ACIAR)

Closing Date:Sunday 29 November 2026

Research

Job Title	Senior Program Officer, Research
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$100,354 - $111,701
Future Merit Locations	Canberra
Office Arrangement	Work From Home;On Site
Office Arrangement Details	While onsite attendance is required, work from home arrangements can be negotiated in accordance with our EA and operational requirements
Classification	APS Level 6
Position Number	0048
Agency Website	https://www.aciar.gov.au

Job Description

https://www.aciar.gov.au

ACIAR is a small agency with a domestic and international focus. It comprises three branches: Research, Partnerships and Corporate. Senior Program Support Officers and Project Support Officers are based in the Research Branch. The Research Branch is at the core of ACIAR’s mission to improve livelihoods, food security and natural resource management through international agricultural research partnerships. The branch develops and manages ACIAR’s research portfolio, working with Australian and partner-country researchers, governments and institutions to deliver high-quality, collaborative research for development. Through its science programs and capacity development activities, the Research Branch generates knowledge, innovation and practical solutions that address agricultural, environmental and food system challenges across the Indo-Pacific region.

A career in ACIAR's Research team offers a unique opportunity to contribute to meaningful international agricultural research for development capacity in a collaborative and supportive environment. If you're passionate about making a difference, want to be part of a branch that drives positive change, interested in pushing technical and policy boundaries, and value working within a talented and respected team, we encourage you to apply.

This position reports to the Director, Research Integration and Co-ordination and works within a small collaborative team.

The Senior Program Officer (SPO) manages program administration, supervises and mentors Project Support Officers (PSOs), and fosters internal engagement to support the effective delivery

of research projects and organisational priorities. The SPO provides technical expertise and guidance to the PSO cohort and external stakeholders, promoting collaboration, consistency, quality assurance, and continuous improvement across project activities.

The SPO is responsible for ensuring that work is undertaken in accordance with relevant Commonwealth legislation, policies, and frameworks, including the Public Service Act 1999, and demonstrates behaviours consistent with the APS Values and APS Code of Conduct. The SPO works with integrity, accountability, respect, impartiality, and a commitment to stewardship, while maintaining high standards of ethical decision-making and professionalism.

The SPO plays a key role in business improvement initiatives, supports effective governance and risk management practices, and contributes to a positive and inclusive workplace culture. The role promotes teamwork, knowledge sharing, and continuous learning across the Research Branch, while ensuring compliance with legislative, regulatory, and organisational requirements and delivering outcomes that uphold public trust and confidence in the Australian Public Service.

Duties

Under the direction of the Director, Research, Integration and Coordination, the SPO will be required to:

1. Provide end-to-end program management and coordination services, including, but not limited to:
    1. Supervise staff ensuring an effective high performing team by providing ongoing people management, on the job training, actively mentoring and continual support across the team. Manage staffing matters and change management within the team to ensure staff engagement and fostering a positive team culture.
    2. Manage and monitor project actions to ensure delivery of project investments, including preparing high level responses to complex correspondence and ensuring quality assurance.
    3. Assist in the development, monitoring and reporting of operating budgets in conjunction with the Director and Finance Team.
    4. Maintain stakeholder satisfaction by providing specialist technical expertise, advice and support in program management ensuring consistency and alignment with policy and procedure.
    5. Facilitate engagement across ACIAR and with external stakeholders to ensure effective delivery of projects, acknowledging cultural sensitivities and complexities.
    6. Initiate ongoing business process and program improvements and manage the implementation of changes to ensure these are embedded in ongoing business practices.
    7. Oversee the preparation of contractual documentation in accordance with Australian government legislation and ACIAR policy guidelines and manage research contract variations.
    8. Provide high level contract, financial and administrative support through administrative research and data analysis to contribute to reporting requirements, documents and briefs related to the program.
    9. Provide quality assurance and efficiency of work practices, including liaising with internal stakeholders and ensuring project information is accurately available in ACIAR’s information systems in accordance with policies and procedures.

10. Identify and implement opportunities to improve systems, processes, procedures, and ways of working to enhance program delivery, strengthening effectiveness, efficiency and stakeholder experience.

Eligibility

- **Australian Citizenship** - the successful candidate must be an Australian citizen.
- **Security clearance** - the successful candidate will be required to obtain and maintain a Baseline security clearance.
- **Mandatory experience** – our successful candidate will possess experience in managing project support activities and have the ability to train and mentor other project support officers.

Notes

ACIAR is seeking to fill one APS Level 6 Senior Program Officer position on a non-ongoing basis for a period of 12 months, with the possibility of extension or being made ongoing.

A merit pool will be established through this recruitment process and may be used to fill similar APS Level 6 vacancies that arise within ACIAR over the next 18 months. The merit pool may be used for ongoing or non-ongoing appointments, on a full-time or part-time basis, depending on organisational requirements.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Steven Crimp, 0262170500
Agency Recruitment Site	https://www.aciar.gov.au

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Foreign Affairs and Trade

Vacancy VN-0774066

Department of Foreign Affairs and Trade

Closing Date:Sunday 29 November 2026

Job Title	APS6, Enabling Services including Affirmative Measures (Multiple Vacancies)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$102,266 - $114,988
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible arrangements can be negotiated on a case-by-case basis and will be agreed to in view of operational and security requirements.
Classification	APS Level 6
Position Number	0718/2026, 0719/2026, 0721/2026
Agency Website	

Job Description

https://dfatcareers.nga.net.au/?jati=D9C98D5B-F5CA-A797-C2B7-ED6758190A3A

Applications close 11.30pm ADST Sunday 29 November 2026

The department is seeking talented and driven people to support the policy development and delivery of enabling services for the department.

Multiple roles are available with a range of focus areas including:

- Audit and Compliance

- Cabinet, Ministerial and Parliamentary
- Client Services (including consular and passports)
- Crisis Management and Contingency Planning
- Data Analysis
- Finance
- Fraud, Corruption and Enterprise Integrity
- Governance and Enterprise Risk
- Human Resources
- Information and Communication Technology (ICT)
- Legal
- Media and Strategic Communications
- Procurement and Contract Management
- Property and Facilities Management
- Protocol and Executive Services
- Security
- Strategic Planning

We strongly encourage candidates who can demonstrate their knowledge and skills in the above areas to apply. As there are a range of vacancies across the department, your application should highlight your specific capability and experience in one or more of the above areas.

The initial vacancies to be filled from this process are based in Canberra. This process may be used to fill roles in other locations in Australia and overseas.

If you are currently employed by DFAT as an On-going APS officer at the level being advertised, and you wish to move within the department, you are not required to apply through this recruitment process. DFAT employees at level seeking a move should instead apply through the internal domestic placement process.

Duties

The department is looking for high-performing people with skills and experience relevant to the department’s enabling services operations. You will be highly organised and able to work with limited direction.

Our ideal candidates will:

- demonstrate an ability to manage relationships with stakeholders to achieve goals and anticipate and respond to stakeholder needs and expectations.
- have an in-depth understanding of applicable legislation and policy frameworks relevant to the role, and an ability to provide advice and make decisions based on sound subject matter knowledge.
- be willing and able to guide and support less experienced staff and build team capacity through coaching, providing performance feedback and encouraging career development.
- have a demonstrated ability to work under limited guidance, identify problems or issues and resolve them.
- demonstrate the ability to make decisions that involve complex operational, policy or project issues using good judgement and expertise.

- be a confident communicator with well-developed written and verbal communication skills, and the ability to target communications to diverse audiences.
- ability to quickly familiarise and become adept at using business applications, tools and new technology.

All employees of the department are expected to abide by theAPS Values and Code of Conductand the DFAT Values Statement.

For further information please refer to the application pack.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.

Depending on the role into which you are placed, you may also be required to obtain and maintain a Working with Vulnerable People/Children registration (or equivalent).

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Foreign Affairs and Trade

To Apply

Position Contact	DFAT Recruitment Section, NA
Agency Recruitment Site	https://dfatcareers.nga.net.au/?jati=D9C98D5B-F5CA-A797-C2B7-ED675

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Health

Vacancy VN-0774454

Australian Centre for Disease Control

Closing Date:Sunday 29 November 2026

Public Health Division
Communicable Diseases Branch Immunisation and Vaccine Preventable Diseases Section

Job Title	Epidemiologist
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Adelaide SA, Melbourne VIC, Darwin NT, Brisbane QLD, Canberra ACT
Salary	$101,679 - $114,709
Future Merit Locations	Melbourne, Darwin, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Adelaide, Brisbane, Canberra, Sydney
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements cans be negotiated
Classification	APS Level 6
Position Number	26CDC-CDB-10199
Agency Website	www.cdc.gov.au

Job Description

https://www.cdc.gov.au/topics/about-us/work-us

Working as part of a team led by the EL1 Senior Epidemiologist, the successful APS6 candidate will contribute to national vaccine preventable disease (VPD) surveillance and epidemiological analysis, situational awareness, related outbreak response activities and the translation of epidemiological evidence into public health advice into action.

The role involves analysing and interpreting VPD related surveillance information, preparing high-quality and sometimes complex epidemiological reports, briefing materials and advice and contributing to enhancements to national surveillance systems, coordinating surveillance and public health related projects, and working collaboratively with jurisdictions, technical partners and other key stakeholders to support national public health outcomes.

Duties

- Support vaccine-preventable disease surveillance, situational awareness, outbreak preparedness and response activities.
- Contribute to the preparation of high-quality surveillance reports, epidemiological analyses, briefing materials and public health advice, including interpreting surveillance information to identify trends, emerging issues and implications for public health action.
- Coordinate and support the delivery of priority surveillance, epidemiological and public health projects, including activities delivered through national technical partnerships.
- Work collaboratively with jurisdictions, technical partners and other stakeholders to support national surveillance and public health activities.
- Contribute to the quality and continuous improvement of surveillance data, systems, methods, reporting processes and response arrangements.
- Support business continuity and surge response activities across VPD priorities and the IVPD section, including during outbreaks and emerging public health events.

Eligibility

It is a requirement for anyone who is employed by the CDC to be an Australiancitizen.

The successful candidate will be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

The successful candidate must be able to obtain and maintain a Baseline security clearance.

Notes

Applications must be submitted by **11:30 pm** AEDT on **29 November 2026.**

Applicants are asked to quote reference number **26CDC-CDB-10199** to assist when making an enquiry.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Centre for Disease Control

The independent Australian Centre for Disease Control (Australian CDC) is at the frontline of improving Australia’s ability to prepare for, and respond to, public health challenges, including pandemics. The Australian CDC is an independent technical advisory agency on public health matters and a leader in disease control, preparedness, response, and prevention. The Australian CDC collaborates with national and international health bodies to strengthen Australia’s public health infrastructure.

To Apply

Position Contact	Vivien, N/A
Agency Recruitment Site	https://www.cdc.gov.au/topics/about-us/work-us

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Health

Vacancy VN-0774594

Australian Digital Health Agency

Closing Date:Sunday 29 November 2026

Technology Services
Information Technology Services Engineering and System Operations

Job Title	Support Analyst, Service Delivery
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,379 - $114,373
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health Agency is transforming how Australians experience healthcare by enabling people and providers to access the information they need, securely, quickly and in one place. Through national digital services such as My Health Record, Electronic Prescriptions and the 1800Medicare App, we are building a connected health system that gives Australians greater control over their health.

In this role, you will provide hands-on technical support and administration across the Agency’s end-user technology environment. Working under general direction, you will resolve incidents and service requests, administer approved technology and access changes, build and deploy devices, and support employee onboarding and offboarding. You will work closely with Service Delivery, other technical teams, vendors and service partners to provide secure, reliable and customer-focused ICT services. This is a varied role supporting devices and software, Microsoft 365 services, identity and access management, meeting rooms, audiovisual equipment, workplace technology and ICT asset management.

Duties

What you'll do

- Provide responsive technical support via phone, email, Microsoft Teams, remote assistance and face-to-face engagement.
- Log, triage, investigate and resolve incidents and service requests in ServiceNow, including monitoring queues and escalating high-impact or ageing tickets.
- Diagnose and resolve issues across Windows and macOS devices, mobile devices, printers, peripherals, network connectivity and workplace technology.
- Support Microsoft 365 and identity/access services, including Teams, Outlook, Exchange, SharePoint, Entra ID, MFA, security groups and shared mailboxes.
- Support staff onboarding and offboarding, including accounts, access, software, device provisioning and equipment recovery.
- Build, configure, deploy, maintain and replace laptops, mobile devices and peripherals using tools such as Intune and Microsoft Configuration Manager.
- Maintain ICT asset records and support meeting rooms, audiovisual equipment, printers, office moves and technology deployments.
- Maintain knowledge articles and procedures, contribute to incident response and service improvement, and share technical knowledge across the team.

About you

We are looking for someone who has:

- Demonstrated experience delivering customer-focused ICT support in a service desk, desktop support or enterprise technology environment.
- Sound knowledge of IT service management practices and experience managing incidents and service requests throughout the ticket lifecycle.

- Technical capability supporting enterprise devices, software, identity and access management, Microsoft 365, collaboration tools, printing, meeting room technology and remote access.
- Strong analytical, troubleshooting and problem-solving skills, with the ability to investigate moderately complex technical issues.
- The ability to organise competing priorities, maintain accurate records and escalate matters appropriately.
- Strong written and verbal communication skills, including the ability to explain technical information clearly and manage customer expectations.
- A collaborative approach and a commitment to knowledge sharing, service improvement and delivering a positive customer experience.

The Agency expects employees to use AI appropriately in their day-to-day work to improve quality and efficiency. This position requires a Foundation – Uses AI with guidance capability level.

Eligibility

Eligibility

Australian citizenship is mandatory. Candidates must be able to obtain and maintain a national police clearance and the required security clearance, with the ability to attain a higher-level clearance if needed.

Notes

Our benefits

We offer a competitive 15.4% superannuation contribution, salary packaging options, and a Christmas closedown with no leave deduction. Our wellbeing program and EAP support a healthy work–life balance, while flexible work arrangements opportunities, including work from home, give you choice in how, when and where you work. You will enjoy modern collaborative workspaces. We also provide a wide range of leave options including parental, cultural, compassionate, emergency response and defence leave.

Interested to learn more? Take a look at the attached **candidate pack** for all the details.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

Closing date: Sunday 29 November, 11:00pm (AEDT)

Salary: $101,379 - $114,373 plus 15.4% superannuation, depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Omar Razi, adharecruitment@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0774689

Australian Digital Health Agency

Closing Date:Wednesday 02 December 2026

Corporate Services
Governance Security and Facilities

Job Title	Security Administration Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD
Salary	$84,492 - $89,277
Future Merit Locations	Brisbane
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 4
Position Number	0399_11/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

https://digitalhealth.nga.net.au/?jati=A9218EEB-7E5A-AD63-10C9-ED7C10D7CEAF

The Security Administration Officer role supports the Agency's Protective Security function through the delivery of security administration, personnel security processes, stakeholder engagement, and security compliance activities. You will coordinate security clearances and pre-employment screening activities, maintain personnel security records, provide advice on security requirements and procedures, and contribute to the continuous improvement of security processes. The role plays an important part in strengthening the Agency's security posture while ensuring compliance with relevant legislation, policies, and the Protective Security Policy Framework (PSPF).

Duties

- Demonstrated experience in administration, personnel security, protective security, or a compliance-focused environment.
- Strong organisational skills with excellent attention to detail and the ability to manage competing priorities while maintaining accurate records.
- Well-developed communication and stakeholder engagement skills, including the ability to provide advice and respond to enquiries on security-related matters.
- Ability to interpret policies, procedures and legislation, exercise sound judgement, and make decisions within established guidelines.
- Experience using Microsoft Office applications, particularly Word and Excel.

- Proven ability to build and maintain productive working relationships and contribute positively to a collaborative team environment.
- Knowledge of the Australian Government Protective Security Policy Framework (PSPF), security clearance processes, or relevant qualifications in Security or Government Administration will be highly regarded.

This position is offered on an initial 6-month non-ongoing role. The successful candidate will be required to work from the Brisbane office five (5) days per week.

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Negative Vetting 1 security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

Artificial Intelligence (AI) may be used to support parts of our recruitment process, such as refining recruitment materials, and transcribing and summarising recorded interviews, however all hiring decisions are made by people, with AI used ethically, responsibly, transparently and in accordance with privacy requirements.

This position may be filled in Brisbane

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	Daniel Harwood, Daniel.Harwood@digitalhealth.gov.au
Agency Recruitment Site	https://digitalhealth.nga.net.au/?jati=A9218EEB-7E5A-AD63-10C9-ED7C

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Health

Vacancy VN-0774694

Australian Digital Health Agency

Closing Date:Thursday 03 December 2026

Corporate Services
Governance Security and Facilities

Job Title	Protective Security Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$90,562 - $97,939
Future Merit Locations	Sydney
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 5
Position Number	0382_10/26
Agency Website	https://www.digitalhealth.gov.au/

Job Description

https://digitalhealth.nga.net.au/?jati=1B145BC1-313C-CC6C-F630-ED7C113EBDC5

The Protective Security Advisor (APS5) supports the delivery of protective security services across the Australian Digital Health Agency, helping to manage security risks, maintain compliance with the Protective Security Policy Framework, and protect the Agency's people, information and assets. Working closely with the Senior Security Advisor, the role provides security advice,

coordinates security-related activities, supports policy and compliance initiatives, manages security enquiries and incidents, and contributes to security awareness programs.

Duties

- Support the implementation and ongoing management of the Agency's protective security framework in accordance with the PSPF, relevant legislation and regulatory requirements, including contributing to security plans, policies, procedures, compliance programs, quality assurance and continuous improvement initiatives.
- Assist in identifying, assessing and monitoring security risks, threats and vulnerabilities through research, analysis and risk management activities, including contributing to risk assessments, security control evaluations and recommendations for mitigation and improvement.
- Coordinate and support the management of security incidents, investigations and reviews, including documentation, reporting, analysis, follow-up actions and escalation of complex or sensitive matters as required.
- Prepare reports, briefings, submissions, correspondence, risk assessments and other security-related documentation to support decision-making, compliance, assurance and strategic planning activities.
- Deliver operational and administrative support across personnel, physical, information and protective security functions, including security clearances, aftercare arrangements, security enquiries, maintenance of registers and records, security inbox management, and monitoring of compliance obligations.
- Support the delivery of security awareness training, education and communication initiatives and provide advice on emerging security risks, trends and issues to support informed decision-making.
- Support the development and maintenance of effective working relationships with internal and external stakeholders, including government agencies, law enforcement, intelligence partners, emergency services, SCEC-endorsed consultants, security providers and contractors, to achieve protective security outcomes under the direction of the APS6 Senior Security Advisor.
- Participate in the Facilities and Security on-call roster and undertake additional reasonable duties within their capabilities and level of responsibility to meet operational requirements and contribute to team outcomes.

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Negative Vetting 1 security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

To apply for these opportunities, please submit your resume and a cover letter (2 page maximum) addressing the requirements outlined in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

The position may be filled in Sydney

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	Daniel Harwood, daniel.harwood@digitalhealth.gov.au
Agency Recruitment Site	https://digitalhealth.nga.net.au/?jati=1B145BC1-313C-CC6C-F630-ED7C

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Health

Vacancy VN-0774728

Australian Digital Health Agency

Closing Date:Sunday 29 November 2026

Technology Services
Cyber Security Cyber Solutions

Job Title	Manager, Cyber Security Architecture
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT
Salary	$124,583 - $142,089
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health Agency leads the national effort to digitally enable Australia's health system. We support the delivery of person-centred, connected healthcare through the development and adoption of digital health services and systems. Our work includes managing My Health Record, Electronic prescriptions, and the 1800MEDICARE app, ensuring a healthier future for all Australians through connected healthcare.

Reporting to the Director, Cyber Solutions, the Manager, Cyber Security Architecture leads the Cyber Security Architecture team and oversees the delivery of security architecture, advisory and assurance services across the Agency.

You will ensure security requirements are embedded within projects from design through to implementation, provide authoritative advice on cyber architecture patterns and controls, and support risk-based security decision-making aligned with the Agency's cyber security strategy and roadmap.

This role offers significant autonomy and influence, requiring strong stakeholder engagement, people leadership and technical cyber security expertise.

Duties

Key Responsibilities

- Lead and manage the Cyber Security Architecture team and day-to-day operational activities.
- Partner with enterprise architects, solution architects, product owners and delivery teams to drive secure-by-design outcomes.
- Provide expert cyber security architecture advice and guidance to internal and external stakeholders.
- Develop and implement security architecture plans aligned to the Agency's cyber strategy and roadmap.
- Lead cyber risk assessments and recommend effective security controls and mitigations.
- Ensure compliance with key government security frameworks including the ISM, PSPF and Essential Eight.
- Oversee architecture assurance activities and ensure solutions appropriately manage cyber security risk.
- Coach, mentor and develop team capability to achieve high-performance outcomes.

Essential Criteria

- Experience leading or managing cyber security teams.
- Excellent stakeholder engagement, communication and leadership skills.
- Experience conducting cyber security risk assessments and implementing security controls.
- Strong knowledge of the Information Security Manual (ISM), NIST Cyber Security Framework (CSF) and ISO 27000 standards.
- Relevant tertiary qualifications in ICT, Systems Engineering, Cyber Security or equivalent industry experience.

Eligibility

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Baseline security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Our Benefits

- Join the APS and benefit from EA negotiated salary increases, annual performance reviews and superannuation employer contribution of 15.4%.

- Our Wellbeing Sessions & Employee Assistance Program will give you the best opportunity to balance work and life

- Work From Home & Attractive Flexible Working Arrangements: All staff can apply for flexible work arrangements that offer a range of options for how, when and where you work.

- Generous leave opportunities including Parental (primary & secondary), compassionate, Aboriginal & Torres Strait Islander Leave, Cultural, Emergency Response, Defence, and Half Pay option.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the **candidate pack**.

Closing date: Sunday 29 November 2026, 11:00pm (AEDT)

Salary: This role offers between $124,583 - $142,089 plus 15.4% superannuation depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Mark Sellwood, mark.sellwood@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0774749

Australian Digital Health Agency

Closing Date:Tuesday 24 November 2026

Technology Services
Cyber Security Cyber Security Operations

Job Title	Cyber Incident Response and Engagement Lead
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD
Salary	$101,379 - $114,373
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	TBC
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

About the Agency

The Australian Digital Health Agency is transforming how Australians experience healthcare by enabling people and providers to access the information they need, securely, quickly and in one place. Through national digital services such as My Health Record, Electronic Prescriptions and the 1800Medicare App, we are building a connected health system that gives Australians greater control over their health.

In this role, you'll be at the centre of our cyber defence capability, leading the response to security incidents, uncovering threats, conducting technical investigations, and working with stakeholders across the Agency and external partners to keep critical services secure.

Duties

What you'll be doing

• Leading end-to-end cyber incident response activities, from investigation and containment through to remediation and lessons learned.

• Conducting forensic investigations and technical analysis to identify root causes and strengthen security controls.

• Monitoring and analysing security events, threat intelligence, and indicators of compromise across a complex enterprise environment.

• Hunting for emerging threats and vulnerabilities and driving proactive mitigation strategies.

• Collaborating with internal teams, technology partners, and external stakeholders to coordinate effective responses to cyber incidents.

• Managing vendor relationships and supporting the delivery of new cyber security capabilities.

• Preparing executive-level briefings and incident reports that inform decision making and governance.

What you'll bring

• Experience responding to and investigating cyber security incidents.

• Knowledge of SIEM, SOAR, endpoint security, and threat detection technologies.

• Strong analytical skills with experience interpreting logs, threat intelligence, and security events.

• Knowledge of Australian Government cyber security frameworks, including PSPF and ISM.

• Excellent communication skills, with the ability to brief technical and non-technical audiences.

• Cyber security qualifications, certifications (CISSP, OSCP, GIAC or similar), or significant related experience

Eligibility

Eligibility

Australian citizenship is mandatory. Candidates must be able to obtain and maintain a national police clearance and the required security clearance, with the ability to attain a higher-level clearance if needed.

Notes

Our benefits

We offer a competitive 15.4% superannuation contribution, salary packaging options, and a Christmas closedown with no leave deduction. Our wellbeing program and EAP support a healthy

work–life balance, while flexible work arrangements opportunities, including work from home, give you choice in how, when and where you work. We also provide a wide range of leave options including parental, cultural, compassionate, emergency response and defence leave.

Interested to learn more? Take a look at the attached candidate pack for all the details.

How to apply

To apply for these opportunities, please submit your resume and a cover letter (1 page maximum) addressing the requirements outlined above and in the candidate pack.

To learn more about the Agency, our employee benefits, and what our people have to say about working with us, visit our Careers page.

For queries relating to the application process, please contact the Talent Acquisition team at careers@digitalhealth.gov.au. For position-specific enquiries, please refer to the contact details provided in the candidate pack.

Closing date: Tuesday 24 November, 2027, 11:00pm (AEDT)

Salary: $101,379 – $114,373 plus 15.4% superannuation, depending on skills and experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Digital Health Agency

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To Apply

Position Contact	Omar Razi, omar.razi@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0774584

Australian Institute of Health and Welfare

Closing Date:Sunday 29 November 2026

Business, Communications and Publishing Services Group
People and Culture Unit

Job Title	APS6 Senior Health, Safety and Wellbeing Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$101,024 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	159_11/26
Agency Website	

Job Description

https://aihwcareers.nga.net.au/?jati=04375384-6938-E3D6-A67B-ED7AE8174AF4

The AIHW's APS employee census results reflect the strength of our positive and supportive workplace culture. We continue to foster an inclusive, flexible and high-performing organisation where people are treated with respect and courtesy, and where diversity is recognised, valued, and celebrated.

The results are a testament to the professionalism, commitment, and dedication of our staff, highlighting the strong connection they have to our purpose, our flexible ways of working, and the contribution we make to improving the health and welfare of Australians. We are also proud to be ranked among the top ten APS agencies, out of 112, for employee engagement, enabling innovation and wellbeing, demonstrating our ongoing commitment to creating a workplace where people can thrive and perform at their best.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The People and Culture Unit provides operational and strategic human resources services across the institute. Our functions include Workplace Health and Safety (WHS), Learning and Development, Workforce Planning and Reporting, HR Policy, Reconciliation, and Diversity and Inclusion.

Why you’ll want to join our team

In short, we are a great team! We are inclusive and vibrant, and we thrive on collaboration. We work together to get the job done through sharing our knowledge, encouraging new ideas, and celebrating successes. We provide a supportive environment where you can be yourself while working on rewarding challenges and making a meaningful impact at the institute.

About you

We are seeking a HR professional who is experienced in rehabilitation, injury management, and early intervention case management to provide high-quality support to our employees and managers in all aspects of WH&S.

You will ideally have a good level of experience in providing HR advice to managers and employees, the ability to work independently with limited guidance, and enjoy working in a team environment.

As many of the duties involve providing on-site assistance, the role is Canberra-based.

You will be responsible for:

- delivering high-quality rehabilitation case management activities (non-compensable and compensable), including early intervention, and providing complex advice to stakeholders.
- leading a small team to deliver business-as-usual WHS activities, programs and services, ensuring work is prioritised and delivered effectively.
- reviewing all aspects of the WH&S function, including policies, procedures, and resources, to ensure continuous improvement and legislative and regulatory compliance.
- supporting the development and implementation of wellbeing strategies, including employee surveys and initiatives which aim to support mental health and wellbeing.
- managing WH&S incident reporting and analysing data to identify, plan, and deliver new initiatives.
- managing or contributing to all WH&S reporting, including Health & Safety Committee, Executive Committee and Board reports, performance reports, and the Annual Report.
- working across the People & Culture Unit with a view to supporting the team through engaging with, and enabling, cross-skilling as required.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

A probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please provide:

1. A summary of your relevant skills and experience and explain how your skills, experience and capabilities make you suitable for the role. Your response should clearly detail which classification you are applying for and align with the position summary and key duties of the position information above, and must be no more than 750 words.
2. Your current CV and the names of two referees and their contact details.

Candidates applying for APS vacancies should follow the principles for candidate use of AI in recruitment.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Katie Martinsen, 02 6244 1013
Agency Recruitment Site	https://aihwcareers.nga.net.au/?jati=04375384-6938-E3D6-A67B-ED7AE

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Health

Vacancy VN-0774645

Australian Institute of Health and Welfare

Closing Date:Monday 30 November 2026

Business, Communications and Publishing Services Group
People and Culture Unit

Job Title	APS6 Senior HR Advisor
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$101,024 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The AIHW has a range of flexible working arrangements available to its employees under the AIHW Enterprise Agreement 2024-27.
Classification	APS Level 6
Position Number	160_11/26
Agency Website	

Job Description

https://aihwcareers.nga.net.au/?jati=EDBB748B-D463-AD86-B548-ED7BD54099E6

The AIHW's APS employee census results reflect the strength of our positive and supportive workplace culture. We continue to foster an inclusive, flexible and high-performing organisation where people are treated with respect and courtesy, and where diversity is recognised, valued, and celebrated.

The results are a testament to the professionalism, commitment, and dedication of our staff, highlighting the strong connection they have to our purpose, our flexible ways of working, and the contribution we make to improving the health and welfare of Australians. We are also proud to be ranked among the top ten APS agencies, out of 112, for employee engagement, enabling innovation and wellbeing, demonstrating our ongoing commitment to creating a workplace where people can thrive and perform at their best.

We offer a range of benefits including:

- access to flexible working arrangements to support your work/life balance
- attractive remuneration packages including generous superannuation and leave provisions
- challenging and fulfilling work where you can use your skills and expertise
- opportunities for professional development.

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people, people with disability, LGBTIQA+, neurodiverse people and people from diverse cultural and linguistic backgrounds.

The AIHW has offices in Canberra and Sydney and offers remote work opportunities for many roles.

For more information, visit the Benefits of working for the AIHW page of our website.

Duties

The People and Culture Unit provides operational and strategic Human Resources (HR) services across the institute. Our functions include Workplace Health and Safety (WHS), Learning and Development, Performance & Conduct, Workforce Planning and Reporting, HR Policy, Reconciliation, and Diversity and Inclusion.

Why you'll want to join our team

In short, we are a great team! We are inclusive and vibrant, and we thrive on collaboration. We work together to get the job done through sharing our knowledge, encouraging new ideas, and celebrating successes. We provide a supportive environment where you can be yourself while working on rewarding challenges and making a meaningful impact at the institute.

About you

We are seeking an experienced HR professional to provide high-quality advice and support to employees and managers. You will have expertise in complex workplace performance and conduct matters.

The role will also lead the implementation of our soon-to-be-published Reconciliation Action Plan (RAP). You will have strong project and time management skills and be able to engage others to deliver reconciliation activities and commitments.

You will have experience providing practical HR advice on complex matters. You will exercise sound judgement, work independently with limited direction and manage competing priorities. You will also enjoy working collaboratively as part of a team.

As many duties involve providing on-site advice and support, the role is based in Canberra.

You will be responsible for:

- providing high-quality, practical advice and support to managers and employees on performance, conduct and other workplace behaviour matters.
- managing complex and sensitive HR matters, including supporting formal and informal processes, identifying risks and advising on options.
- interpreting and applying relevant legislation, the enterprise agreement, policies and procedures to support fair, consistent and defensible outcomes.
- preparing high-quality correspondence, briefs, case documentation and other HR advice for managers and senior stakeholders.
- leading reviews and improvements to HR policies, procedures, guidance and resources to support legislative compliance and consistent people management.
- building effective relationships with managers and employees, including supporting managers to address workplace issues early and appropriately.
- coordinating implementation of the AIHW RAP, including supporting the RAP Working Group, monitoring commitments and coordinating initiatives across the organisation.
- supporting broader diversity and inclusion priorities and initiatives, including staff engagement, communications, events and other activities that foster an inclusive workplace.
- contributing to broader People and Culture priorities and projects, including continuous improvement of HR practices and services.

Eligibility

To be eligible to apply for this vacancy, you must:

- be an Australian citizen
- undergo any required pre-employment checks, including a police records check
- obtain and maintain a valid Security Clearance if required by the institute

A probationary period of six (6) months will apply to any new engagement to the APS.

Notes

Please provide:

1. A summary of your relevant skills and experience and explain how your skills, experience and capabilities make you suitable for the role. Your response should clearly detail which classification you are applying for and align with the position summary and key duties of the position information above, and must be no more than 750 words.
2. Your current CV and the names of two referees and their contact details.

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RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Shanti Galla, 02 6244 1098
Agency Recruitment Site	https://aihwcareers.nga.net.au/?jati=EDBB748B-D463-AD86-B548-ED7B

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Health

Vacancy VN-0774530

Department of Health, Disability and Ageing

Closing Date:Friday 27 November 2026

Older People Communities & Stakeholder Engagement Division
South Australia / Western Australia Branch South Australia/Western Australia Local Network

Job Title	Executive Level 2 - Director - South Australia/Western Australia Local Network
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Perth WA
Salary	$149,077 - $176,499
Future Merit Locations	Canberra, Sydney, Surry Hills, Parramatta, Newcastle, Coffs Harbour, Dubbo, Wollongong, Darwin, Adelaide, Port Augusta, Hobart, Launceston, Melbourne, Bendigo, Brisbane, Cairns, Perth, Bunbury
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	Executive Level 2
Position Number	26-OPCSEDIV-32439
Agency Website	

Job Description

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

The Department of Health, Disability and Ageing is looking for enthusiastic and high-performing leaders to fill EL2 role vacancies in the South Australia/Western Australia (SA/WA) Local Network, based in Adelaide, South Australia and Perth, Western Australia.

As a Director in the Local Network, you will lead and manage regional teams responsible for engaging with older people, communities and stakeholders to ensure effective stewardship of aged care services across Australia. Reporting to the State Manager and serving on the SA/WA Branch executive, you will drive engagement and solution development across the client journey, manage sector issues and risks, and promote best practice and innovation in aged care service delivery. You will also generate local intelligence and insights to inform national policy, operations and strategic-decision making.

The successful candidates will be strong leaders, with demonstrated stakeholder engagement skills and an ability to lead and facilitate collaborative work with system partners to identify issues of concern, address priorities, and design local solutions to improve the aged care system.

Duties

Key responsibilities:

- Lead and manage regional teams to deliver high-quality engagement, stewardship and operational outcomes that support older people, aged care providers and local communities.
- Provide strategic leadership and direction across the Local Network, ensuring activities align with organisational priorities, government objectives and aged care reform initiatives.
- Build and maintain productive relationships with aged care providers, government agencies, community organisations and other key stakeholders to strengthen collaboration and improve outcomes for older Australians.
- With a strong focus on the needs of older people, including those from First Nations and Culturally and Linguistically Diverse communities, understand the needs of stakeholders and issues on the ground, be responsive to cultural requirements and remain open to diverse ways of engaging.
- Identify, monitor and respond to emerging sector issues, risks and service delivery challenges, developing and implementing effective solutions in partnership with stakeholders.
- Generate and communicate local intelligence, insights and evidence to inform policy development, operational decision-making and strategic planning across the department.
- Lead complex projects, programs and initiatives, ensuring the effective allocation of resources, sound risk management and achievement of agreed outcomes.
- Foster an inclusive, high-performing and geographically dispersed workforce by developing capability, promoting collaboration and supporting a culture of continuous improvement and innovation.
- Represent the department in external forums, meetings and engagements, influencing outcomes and promoting confidence in the aged care system.
- Contribute as a member of the SA/WA Branch executive team by supporting organisational leadership, strategic planning, governance and continuous improvement activities.
- Promote best practice approaches to aged care stewardship, community engagement and service improvement, ensuring a strong focus on quality, accessibility and client outcomes.

Key capabilities:

- Demonstrated stakeholder engagement skills, including an ability to drive, manage and coordinate cross-agency collaboration initiatives, activities and relationships.
- Strong leadership and management skills, including the ability to foster trust, collaboration and a culture of innovation and continuous improvement.
- Ability to engage, consult and negotiate with a broad range of diverse stakeholders, including First Nations and Culturally and Linguistically Diverse communities, other governments, industry and community groups, to navigate complex issues, build relationships and broker practical solutions.
- Experience managing complex projects and/or programs, including an ability to set strategic direction, adapt plans and strategies in response to changing circumstances, and lead a team to achieve program objectives.
- Ability to work in a complex policy environment, including undertaking critical analysis and developing solutions.
- Highly developed communication, negotiation and influencing skills to engage and work collaboratively with partners and stakeholders and promote understanding, respect and trust.
- Sound understanding or experience of the health and/or aged care system, legislation and reforms, or ability and willingness to quickly acquire.

Eligibility

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

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

Notes

- Applications close Friday 27 November at 11:30pm AEDT.
- Applicants are asked to quote reference number 26-OPCSEDIV-32439 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Cassie Mason, 0466390749
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

Health

Vacancy VN-0774538

Department of Health, Disability and Ageing

Closing Date:Friday 27 November 2026

Chief Digital Information Officer Division
Digital Business and Adoption Branch Enterprise Testing and Quality Assurance Section

Job Title	APS Level 6 - Functional Test Analyst - Enterprise Testing and Quality Assurance Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Adelaide SA, Sydney NSW, Melbourne VIC, Perth WA, Brisbane QLD
Salary	$101,679 - $114,709
Future Merit Locations	Canberra, Adelaide, Sydney, Melbourne, Perth, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	APS Level 6
Position Number	26-CDIODIV-32366
Agency Website	

Job Description

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

An APS 6 Senior Test Analyst leads and coordinates testing activities across projects and programs, ensuring alignment with enterprise testing frameworks, standards, and best practices. They support Test Managers in test planning, estimation, resource management, and risk mitigation while providing testing advice and quality assurance expertise. They lead and mentor testing teams, manage stakeholder relationships, drive continuous improvement initiatives, and contribute to the successful delivery of project outcomes through effective planning, problem-solving, and quality-focused leadership.

Duties

Key responsibilities:

- Lead and coordinate testing activities, working with Test Managers to improve test processes, frameworks across projects and programs.

- Support the development of test estimates, schedules, impact assessments, resource allocations and forward work plans to meet project priorities.
- Work with Test Managers to implement test strategies and plans in accordance with departmental testing methodologies, standards and governance requirements.
- Analyse complex requirements and develop, review and execute complex test cases and data requirements, identifying and reporting defects using enterprise testing tools.
- Develop testing artefacts, including test documentation and sign-off materials, and provide specialist testing advice to projects and stakeholders.
- Lead small teams of professional testers, coordinating workloads and resources, supporting capability development and addressing performance or skills gaps.
- Identify, manage and escalate testing risks, issues and assumptions, applying sound judgement and developing appropriate mitigation and contingency steps in accordance to test strategies.
- Build effective stakeholder relationships, deliver outcomes within agreed timeframes, promote continuous improvement, transfer knowledge and maintain documentation in accordance with departmental recordkeeping requirements.

Key capabilities:

- Ability to assist Test Managers with implementing best test practices, lead small teams of professional testers and or lead projects, manage work allocation, timesheets, and performance issues.
- Ability to design, review, execute, and report on complex test cases and resulting defect reports, including identifying and creating complex data requirements using an enterprise toolset.
- Ability to assist Test Managers with drafting and reviewing test artefacts and providing testing specific advice to projects as required.
- Ability to take responsibility for achievement of individual, team and customer outcomes, monitor progress, and follow through for successful delivery.
- Ability to build strategic relationships with stakeholders to facilitate cooperation, identify priorities, and achieve outcomes.
- Ability to manage and motivate a small team and/or team member.
- Strong verbal and written communication skills, including the ability to communicate and negotiate across levels and technical backgrounds.
- Upholding APS code of conduct whilst always maintaining a safe and respectful environment.

Desirable qualifications:

- Degree in Information Technology (or equivalent/relevant practical experience).
- ISTQB Advanced Test Analyst.

Eligibility

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

- To be eligible for the role, applicants must hold a formal qualification as a ISTQB Foundation Test Analyst (or equivalent/relevant practical experience).

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 26-CDIODIV-32366 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Zara Khalique, Zara.Khalique@Health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0774566

Department of Health, Disability and Ageing

Closing Date:Friday 27 November 2026

Older People Communities & Stakeholder Engagement Division
South Australia Western Australia Branch Metropolitan South Australia Section

Job Title	APS Level 6 - Senior Project Officer - Metropolitan South Australia Section
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA
Salary	$101,679 - $114,709
Future Merit Locations	Adelaide, Port Augusta
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	APS Level 6
Position Number	26-SDDIV-32274
Agency Website	

Job Description

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

The APS Level 6 Senior Project Officer is a critical role with the South Australia (SA) Local Network. The successful candidate will have the opportunity to engage with peak bodies, aged care providers, aged care consumers and other stakeholders. This is a job for anyone that is tired of sitting behind a computer all the time, likes problem solving and wants to make a difference in access to aged care services.

You will work collaboratively as part of the Metropolitan SA Team that undertakes stewardship of the aged care system within the Adelaide, Barossa, Hills and Fleurieu regions. This will include stakeholder engagement activities to ensure older people and relevant stakeholders understand the aged care system, as well as harnessing feedback from consumers and stakeholders to feed back to policy areas. Some research, analysis, and critical thinking is also required to answer questions and find creative solutions to complex problems.

Duties

Key responsibilities:

- Contribute to the development of SA Metropolitan section planning, managing priorities and workloads.
- Represent the department at engagement activities with community, aged care, and health stakeholders throughout SA.
- Develop and maintain a robust working knowledge of relevant aged care legislation and policy, reform activities, and priorities in aged care.

- Support providers and stakeholders by responding to program and technical queries and connecting to appropriate resources.
- Work in partnership with key stakeholders to support information provision, solution brokerage and delivery of program outcomes.
- Support stewardship activities to help address complex health and aged care interface issues.
- Support emergency response activities where required.

Unique arrangements:

- The role will require some travel within the Adelaide, Barossa, Hills and Fleurieu regions, including visits to residential aged care homes, and also requires regular attendance in the office.

Key capabilities:

- Skills in strategic thinking, problem-solving and the ability to exercise sound judgement in challenging environments.
- Sound representational skills with stakeholders, state governments and other Commonwealth agencies, and the ability to actively listen and synthesise information, to feed into departmental reporting systems.
- Excellent written and verbal communication skills, including the ability to communicate with influence and tailor communication styles to the audience.
- Ability to work independently and exercise sound judgement to deliver quality outcomes with limited direction.
- Strong organisational and prioritisation skills, with the ability to manage multiple complex and competing streams of work and deliver high-quality outcomes within agreed timeframes.
- Strong analytical and problem-solving skills, with the ability to identify and assess risks, and develop practical solutions to complex issues.
- Good organisational skills including the ability to manage multiple streams of work to a high standard.

Desirable qualification:

- A current driver’s licence.

Desirable experience:

- A knowledge of or experience working in aged care and/or health systems.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
    - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
    - Completion of a medical declaration and pre-employment medical (where required),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.

Notes

- Applications close Friday 27 November at 11:30pm AEDT.

- Applicants are asked to quote reference number 26-SDDIV-32274 to assist when making an enquiry.
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To Apply

Position Contact	Annabel Watkinson, 08 7333 5514
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0774570

Department of Health, Disability and Ageing

Closing Date:Friday 27 November 2026

Medicines Regulation Division
Complementary and Over the Counter Medicines Branch Listing Compliance Section

Job Title	APS Level 6 - Compliance Evaluator - Listing Compliance Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Woden ACT, Melbourne VIC, Parramatta NSW, Adelaide SA
Salary	$101,679 - $114,709
Future Merit Locations	Brisbane, Woden, Melbourne, Parramatta, Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	APS Level 6
Position Number	26-MRDIV-32313
Agency Website	

Job Description

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

Investigate emerging safety and compliance issues relating to listed medicines, assess complex scientific and regulatory evidence, and contribute to risk-based compliance and enforcement action.

Duties

Key responsibilities:

- Triaging and risk assessing complaints, referrals, intelligence, safety signals and other potential non-compliance.
- Independently managing moderately complex compliance investigations, including gathering and critically evaluating scientific, clinical and regulatory evidence.
- Interpreting therapeutic goods legislation, standards and guidelines and developing timely, evidence-based recommendations for appropriate compliance or enforcement action.
- Managing competing priorities and engaging with internal and external stakeholders to progress emerging and high-priority matters.

Key capabilities:

- Strong critical thinking, research and analytical skills, with the ability to assess complex information and develop sound, evidence-based recommendations.
- Demonstrated expertise in regulatory compliance and enforcement.
- Comprehensive understanding of therapeutic goods regulation and associated legislative, policy and governance frameworks.

- Extensive experience assessing medicine and therapeutic good safety, quality and efficacy, including the interpretation of clinical and scientific evidence to inform risk-based regulatory decisions.
- Highly developed analytical and investigative skills, with the ability to identify, assess and respond to compliance, safety and regulatory signals.
- Strong written and verbal communication skills, with the ability to clearly communicate complex regulatory, scientific and technical matters.
- Demonstrated ability to exercise sound judgement and problem solve, including making risk-based recommendations in complex or uncertain circumstances.
- Demonstrated ability to work under limited direction, manage competing priorities and collaborate effectively with internal and external stakeholders.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
  - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
  - Completion of a medical declaration and pre-employment medical (where required),
  - Providing evidence of qualifications (where required), and
  - Obtaining and maintaining a security clearance at the required level.
- To be eligible for the role, applicants must hold a formal qualification in health, medicine, science, science/law or any other relevant discipline from an Australian tertiary institution or comparable overseas qualification.

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 26-MRDIV-32313 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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backgrounds and cultures, so we can better represent the community we serve. The department welcomes applications from Aboriginal and Torres Strait Islander people, people with disability, mature age people, people who identify as LGBTI+, and people with parenting and/or caring responsibilities.

To Apply

Position Contact	Christopher Hidayat, (02) 7232 6262
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0774578

Department of Health, Disability and Ageing

Closing Date:Wednesday 25 November 2026

Chief Digital Information Officer Division
Digital Business and Adoption Branch Enterprise and Quality Assurance Section

Job Title	APS Level 5 - Functional Test Analyst - Enterprise and Quality Assurance Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Melbourne VIC, Perth WA, Brisbane QLD
Salary	$90,830 - $98,228
Future Merit Locations	Canberra, Sydney, Adelaide, Melbourne, Perth, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	APS Level 5
Position Number	26-CDIODIV-32364
Agency Website	

Job Description

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

An APS 5 Test Analyst supports the planning, design, execution, and reporting of testing activities to ensure the quality of ICT solutions. They work collaboratively with Test Leads, project teams, and stakeholders to identify risks, manage defects, and deliver testing outcomes. They apply established testing practices, manage priorities effectively, and contribute to the successful delivery of project and business objectives.

Duties

Key responsibilities:

- Work closely with Test Leads to implement departmental approved test processes, and framework across projects and to identify and review requirements for test cases and execute test cases using the enterprise toolset.
- Execute test cases as required within the test suites and record the results of test execution.
- Document test plans in line with the departmental Test Strategy and identify and report defects on the system under test as required.
- Work with Test Leads to identify any gaps in testing and escalate any risks/issues in advance to work out contingency plans to mitigate the risks.
- Meet objectives and progress work focusing on achieving key milestone objectives by being adaptive and thinking laterally to implement and promote improved work practices in a safe a respectful manner.
- Work under limited supervision and apply a quality-focused and solutions-oriented approach to testing, ensuring outcomes are delivered effectively and within agreed project timelines.
- Present information and messages in a clear, concise and articulate manner to a wide range of project stakeholders.

- Transfer skills and knowledge to departmental staff and ensure appropriate documentation is stored in accordance with the Department's recordkeeping policy and practices.

Mandatory qualifications:

- ISTQB Foundation Test Analyst (or equivalent/relevant practical experience).

Key capabilities:

- Ability to design, review, execute, and report on moderately complex test cases, defects, including identifying and creating test data as required.
- Work with Test Leads in drafting and reviewing test artefacts.
- Follow and promote agreed test strategy guidelines and practices while working on the projects.
- Take responsibility for achievement of individual and team outcomes, monitor progress, and follow through for successful delivery.
- Build and maintain key stakeholder relationships to facilitate cooperation, identify priorities, and achieve outcomes.
- Good verbal and written communication skills.
- Ability to tailor communication styles according to the needs of the audience.
- Upholding APS code of conduct whilst always maintaining a safe and respectful environment.

Desirable qualifications:

- Degree in Information Technology (or equivalent/relevant practical experience).

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
  - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
  - Completion of a medical declaration and pre-employment medical (where required),
  - Providing evidence of qualifications (where required), and
  - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.
- To be eligible for the role, applicants must hold a formal qualification in ISTQB Foundation Test Analyst (or equivalent/relevant practical experience).

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 26-CDIODIV-32364 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

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To Apply

Position Contact	Zara Khalique, 02 5132 6197
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0774643

Department of Health, Disability and Ageing

Closing Date:Wednesday 02 December 2026

Information Technology Division
Corporate Systems Branch ServiceNow Operations Section

Job Title	ServiceNow Administration Support Analyst
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$90,830 - $98,228
Future Merit Locations	Woden
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	APS Level 5
Position Number	26-ITDIV-32370
Agency Website	

Job Description

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

The Department of Health, Disability and Ageing is seeking a motivated and detail-oriented APS5 ServiceNow Admin Support Analyst to join the Information Technology Division.

In this role, you will support the day-to-day administration of the ServiceNow platform, assist users, manage incidents and requests, maintain system configurations and access permissions, contribute to platform updates and enhancements, document processes, and support continuous improvement activities.

The ideal candidate will have an interest in IT service management and digital tools, effective communication skills, strong attention to detail, and a willingness to learn. An understanding of ServiceNow and ITIL processes is desirable, with relevant ServiceNow certifications highly regarded.

This is an opportunity to develop your technical capabilities while contributing to meaningful work in a supportive and collaborative team environment.

Duties

Key responsibilities:

- Work with limited direction, you will triage incidents and requests, resolve user enquiries, maintain system access and configurations, and support testing, updates, releases and minor enhancements.
- You will monitor shared mailboxes, document processes, develop knowledge articles, attend technical working groups and collaborate with stakeholders to improve workflows and service delivery.
- This role offers the opportunity to build practical experience in ServiceNow, IT service management, platform governance and continuous improvement.
- You will work alongside experienced technical professionals, receive guidance and development support, and strengthen your analytical, stakeholder engagement and problem-solving capabilities.
- Your contribution will help maintain reliable digital services and improve how the Information Technology Division supports the Department.

Mandatory requirements:

- This position requires attendance in the office a minimum of two days per week, in line with team requirements. Individual arrangements may be considered.

Key capabilities:

- Experience supporting or administering ServiceNow, including incident and request management.
- Knowledge of user access, roles, permissions and basic platform configuration.
- Strong analytical and problem-solving skills, with the ability to investigate and resolve issues.
- Effective written and verbal communication skills for technical and non-technical audiences.
- Good organisational skills and the ability to manage competing priorities with limited direction.
- Strong attention to detail and a commitment to delivering accurate, high-quality work.
- A collaborative, proactive approach, with initiative and a willingness to learn.
- Understanding of IT service management principles and Information Technology Infrastructure Library (ITIL) practices.
- Effective communication and a willingness to learn, with an attention to detail and a proactive mindset.
- Ability to work well in a team and take initiative.

Desirable experience:

- ServiceNow Certified System Administrator and/or ITIL certification is highly desirable.
- Experience with Configuration Management Database (CMDB), Software Asset Management, Platform Analytics, testing or release support would be advantageous.
- Basic understanding of ServiceNow, relevant certifications in ServiceNow highly desirable.
- A strong interest in IT service management and digital tools.
- Familiarity with ITIL processes and best practices.
- Familiarity with CMDB, Software Asset Management or Platform Analytics.

Eligibility

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

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

Notes

- Applications close 11:30pm AEST/AEDT.
- Applicants are asked to quote reference number 26-ITDIV-32370 to assist when making an enquiry.
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To Apply

Position Contact	Reece Boyd, 02 5132 3228
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

Health

Vacancy VN-0774681

Department of Health, Disability and Ageing

Closing Date:Wednesday 02 December 2026

Legal Division
Legal Advice and Legislation Branch Aged Care and Disability Law Section

Job Title	Senior Lawyer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Sydney NSW, Brisbane QLD, Melbourne VIC
Salary	$130,387 - $154,622
Future Merit Locations	Woden, Sydney, Brisbane, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	Executive Level 1
Position Number	26-LDIV-32325
Agency Website	

Job Description

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

Duties

- Provide expert legal advice on complex, sensitive and high-risk administrative law matters and legislation development.
- Manage legal matters from instruction to completion, delivering accurate, timely and practical outcomes aligned with client needs.
- Draft, review and settle legal advice, instruments, briefs, correspondence, submissions and other legal documents.
- Identify, assess and escalate legal, operational and reputational risks, providing options to support lawful and defensible decisions.
- Build effective relationships with clients, portfolio agencies, Commonwealth legal colleagues and other stakeholders to resolve issues and support outcomes.
- Coordinate legal work and external legal services, including procurement, expenditure monitoring and efficient use of resources.
- Supervise, coach and mentor junior lawyers, including work allocation, feedback and professional development.

- Contribute to workload planning, matter management, quality assurance, record keeping and continuous improvement, and represent the work area in relevant forums.

Key capabilities:

- Applies advanced legal judgement to analyse evidence, legislation, policy and case law, and identify sound pathways through complex issues.
- Thinks strategically by linking legal work to departmental objectives, client priorities and broader government context.
- Communicates with influence, adapting complex legal concepts for decision-makers, clients and non-legal audiences.
- Builds productive relationships while maintaining professional independence, ethical standards and appropriate legal boundaries.
- Demonstrates personal drive, resilience and accountability when handling sensitive information, uncertainty and competing pressures.
- Leads inclusively by setting expectations, guiding others and creating a positive, collaborative and learning-focused team culture.
- Uses professional expertise to strengthen practice consistency, quality assurance and knowledge sharing across legal matters.
- Adapts to changing priorities and ambiguity while maintaining focus on lawful, timely and client-centred outcomes.

Desirable experience:

- Legal experience in Commonwealth public law.
- Experience in administrative law or legislative development in aged care law, disability law or comparable context.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
  - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
  - Completion of a medical declaration and pre-employment medical (where required),
  - Providing evidence of qualifications (where required), and
  - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.
- To be eligible for the role, applicants must hold the following requirements:
  - A degree in law from an Australian tertiary institution, or an equivalent overseas qualification.
  - Admission as a lawyer in an Australian jurisdiction.
  - A current practising certificate as an Australian legal practitioner or eligibility to obtain such a certificate.

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 26-LDIV-32325 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to

12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Carmela Tassone and Lyndal Roberts, Carmela.Tassone@health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0774703

Department of Health, Disability and Ageing

Closing Date:Wednesday 25 November 2026

Office of the Chief Health Economist Divison
Office of Chief Health Economist Branch Economic Evaluation and Advice Section, Productivity and Microdata Section

Job Title	Executive Level 1 - Assistant Director - Office of Chief Health Economist Branch
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Dubbo NSW, Canberra ACT, Surry Hills NSW, Parramatta NSW, Newcastle NSW, Coffs Harbour NSW, Wollongong NSW, Darwin NT, Adelaide SA, Port Augusta SA, Hobart TAS, Launceston TAS, Melbourne VIC, Bendigo VIC, Brisbane QLD, Cairns QLD, Perth WA, Bunbury WA
Salary	$124,951 - $142,509
Future Merit Locations	Canberra, Surry Hills, Parramatta, Newcastle, Coffs Harbour, Dubbo, Wollongong, Darwin, Adelaide, Port Augusta, Hobart, Launceston, Melbourne, Bendigo, Brisbane, Cairns, Perth, Bunbury
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements by negotiation
Classification	Executive Level 1
Position Number	26-OCHEDIV-32374
Agency Website	

Job Description

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

The Office of the Chief Health Economist (OCHE) is looking for three experienced Executive Level 1's to join our team. It's a great opportunity to apply your economic and policy skills to some of the most significant challenges facing Australia's health, disability and aged care systems.

Assistant Directors play a key leadership role in shaping economic policy and strategic advice across the health, disability and ageing portfolios. You will lead complex policy analysis, provide influential advice on key issues, and contribute to evidence-based policy that supports better outcomes for Australians. Working closely with senior stakeholders, you will build productive partnerships, communicate complex analysis to diverse audiences, and represent OCHE in high-profile discussions.

This role offers the opportunity to lead complex policy analysis, provide influential advice on significant issues, and contribute to the development of evidence-based policies that support better outcomes for Australians. Working closely with senior stakeholders, the Assistant Director will build productive partnerships, communicate complex analysis to diverse audiences, and represent the Office of the Chief Health Economist in high-profile discussions.

Duties

Key responsibilities:

- Leading policy and economic analysis to address key policy questions and to inform well considered strategic policy advice from a whole of health, disability and ageing perspective.
- Contributing to the development, implementation and evaluation of health, disability and ageing policies by providing policy insights and advice.
- Working collaboratively across the department to help strengthen and embed economic capability.
- Leading and mentoring staff, fostering a collaborative and high-performing team environment.
- Reviewing and synthesising evidence.
- Communicating with influence and representing the Office of the Chief Health Economist, including engaging with key internal and external stakeholders.
- Supporting the preparation of a range of high-quality written material including advice and analysis on key projects and/or policy, briefs, submissions, reports and policy papers.

Key capabilities:

- Strong analytical and problem-solving skills and ability to provide high-level economic advice to inform policy development and decision-making.
- Strong organisational and time management skills, including the ability to plan ahead, prioritise workloads and meet deadlines.
- Ability to work collaboratively across the Division and the department, and lead and manage teams, including providing coaching, guidance and support to staff.
- Well-developed policy knowledge and core APS skills including demonstrated experience preparing high-quality briefings, policy development and/or budget processes.
- Ability to present complex analysis clearly to both technical and non-technical audiences.
- Demonstrated high standard of written and verbal communication skills, including strong interpersonal skills and ability to develop and maintain effective internal and external working relationships.
- A strong drive and commitment to achieving quality outcomes.

Desirable qualifications:

- Qualifications in economics.

Desirable experience:

- Experience applying economic principles, analysis and insights to inform policy development and decision-making.
- Experience undertaking policy analysis, review or evaluation activities.
- Demonstrated ability to use evidence, data and research to inform policy advice and recommendations.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant’s suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
    - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
    - Completion of a medical declaration and pre-employment medical (where required),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.

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

Notes

- Applications close 25 November 2026 at 11:30pm AEDT.
- Applicants are asked to quote reference number 26-OCHEDIV-32374 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Aryah Dunne, 02 5132 1835
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Health

Vacancy VN-0774715

Department of Health, Disability and Ageing

Closing Date:Thursday 03 December 2026

Legal Division
Legal Advice and Legislation Branch Legislation Support Section

Job Title	Legal 1 (APS Level 5 and APS Level 6) - Government Lawyer - Legislation Support Section
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT
Salary	$94,111 - $112,198
Future Merit Locations	Woden
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working conditions by negotiation.
Classification	APS Level 5;APS Level 6
Position Number	26-LDIV-32350
Agency Website	

Job Description

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

We are seeking highly skilled and motivated applicants to fill a vacancy at the Legal 1 (APS 5 or APS 6) level in the Legislation Support Section (LSS).

LSS provides the Legislation Liaison Officer and Executive Council Liaison Officer functions for the department. It also provides legal advice and support to the department on legislation that implements key department and/or government priorities. This includes legislation supporting the Medicare Benefits Scheme, the Pharmaceutical Benefits Scheme, the Dental Benefits Scheme and private health insurance, but does not include legislation relating to aged care or disability.

Duties

Key responsibilities:

- Preparing advice on legal questions relating to legislation administered by the department (other than the Aged Care Group, Disability and Carers Group and some parts of the Health Products Regulation Group), under the supervision of more senior lawyers.
- Preparing advice on legal questions relating to the legislation processes managed by the Executive Council Liaison Officer (ExCoLO) and Legislation Liaison Officer (LLO), under the supervision of more senior lawyers.
- Assisting with the development and delivery of training on key aspects of the legislative development process.
- Drafting simple legislative instruments, under the supervision of more senior lawyers.

- Performing ExCoLO and LLO functions where required, including occasionally delivering explanatory memoranda to Parliament House where the LLO is unavailable or requires assistance to do so, under the supervision of the Senior Legislation Liaison Officer or more senior lawyers,
- Undertaking co-ordination activities, including co-ordinating responses to legislative development proposals from other departments or updates to the department's Legislation Compliance Tool.
- Developing and maintaining relationships with stakeholders and external providers.

Key capabilities:

- Strong organisational and time management skills.
- Strong verbal and written communication skills (including legal advice writing skills).
- Strong statutory interpretation skills.
- An understanding or ability to quickly gain an understanding of the Parliamentary processes, and roles and responsibilities in the development and successful progression of bills into and through Parliament.
- Demonstrated ability to manage competing priorities or changing priorities.
- A proven track record of knowing when to escalate issues.
- Excellent attention to detail, demonstrated ability to meet deadlines and work effectively under pressure.
- Ability to lead (or support the Legislation Liaison Officer to lead) department-wide coordination tasks efficiently, effectively, and appropriately.
- An understanding or ability to quickly gain an understanding of the Parliamentary processes, and roles and responsibilities in the development and successful progression of bills into and through Parliament.

Eligibility

- To be eligible for employment with the Department of Health, Disability and Ageing, applicants must be an Australian citizen at the time an offer of employment is made.
- An applicant's suitability for employment with Health will also be assessed through a variety of pre-employment check processes, such as:
    - Satisfactory completion of a criminal history check, and where relevant, a Working with Children and Vulnerable People Check,
    - Completion of a medical declaration and pre-employment medical (where required),
    - Providing evidence of qualifications (where required), and
    - Obtaining and maintaining a security clearance at the required level.
- For this role applicants must be able to obtain and maintain a Baseline security clearance or hold a current security clearance at an appropriate level.
- To be eligible for the role, applicants must hold the following requirements:
    - Bachelor of Laws degree or equivalent.
    - Admission or eligibility for admission as a legal practitioner in an Australian Court.
    - Eligibility to hold a restricted Government practising certificate.

Notes

- Applications close 11:30pm AEDT.
- Applicants are asked to quote reference number 26-LDIV-32350 to assist when making an enquiry.
- This recruitment process is being used to fill both ongoing and non-ongoing positions. Non-ongoing positions will be offered on a specified term basis for an initial period of up to 12 months with the possibility of being extended (this will not exceed a total of 24 months in the same or similar role).

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Health, Disability and Ageing

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

To Apply

Position Contact	Leonora Tyers, leonora.tyers@health.gov.au
Agency Recruitment Site	https://www.health.gov.au/about-us/work-with-us/current-vacancies

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Home Affairs

Vacancy VN-0774504

National Emergency Management Agency

Closing Date:Thursday 10 December 2026

National Crisis Operations Crisis Intelligence

Job Title	NEMA Senior Crisis Intelligence Analyst
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	JR 142281
Agency Website	https://nema.gov.au/about-us

Job Description

https://jobs.homeaffairs.gov.au/job-invite/142281/

The National Emergency Management Agency's work has a real impact on the lives of Australians, particularly those living in rural and regional areas. The National Emergency Management Agency's guiding principle is “Locally led, locally understood and locally implemented” and we bring together local communities, government, non-government and key industry representatives to support disaster recovery and resilience across the country. Your work will help people who are recovering from natural disasters and prepare them for the future.

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

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

- Fund programs and initiatives, big and small, that help communities in times of emergency, as well as to recover and prepare, including through disaster recovery funding and the Disaster Ready Fund to help reduce the risk and impact of disasters

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

For further information on NEMA's purpose, vision and values, please see the NEMA website.

Overview of the branch and section

The Crisis Intelligence Section (CIS) analyses emerging and ongoing crises affecting Australia and Australian interests. The section provides all-hazards intelligence, with a focus on natural hazards and space weather events, to support evidence-based decision-making across the preparedness and response phases of the emergency management continuum. The section works with national, state, territory and local governments, as well as industry and commercial stakeholders, to deliver evidence-based, data-driven decision support.

The section delivers current operations, futures and strategic intelligence functions. These functions support NEMA and Australian Government analysis and planning in the National Situation Room by informing decision makers, and coordination and planning activities.

About the role

The Senior Crisis Intelligence Analyst leads the development of all-hazards intelligence analysis and products to support effective decision-making and crisis response. The role requires flexibility to lead intelligence analysis during rapidly evolving events and contribute to the analysis of long-term strategic trends. Senior analysts guide and mentor junior analysts while supporting their professional development. The role ensures intelligence products comply with the Crisis Intelligence Section's established procedures and processes.

At times, staff within NEMA may be required to work outside of standard business hours, particularly during the higher risk weather season. This role may also be required to participate in Crisis Coordination Teams to support effective coordination and response. Restriction and overtime arrangements are available as required.

Please note: this recruitment process is intended to create a merit pool to fill future vacancies in the Crisis Intelligence Section.

Our ideal candidate

Successful candidates will demonstrate a strong willingness to learn, sound research and analytical skills, and the ability to work effectively in a fast-paced, rapidly changing environment. We are seeking motivated critical thinkers and problem solvers who can work well under pressure, remain flexible and resilient, and can build knowledge of new subject matter. Candidates will show curiosity, judgement and initiative, with the ability to develop a deeper understanding of diverse topics and contribute effectively both independently and as part of a team.

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

Duties

- Draw on a range of information and intelligence sources to undertake objective, systematic and evidence-based analysis
- Exercise sound judgement in developing intelligence assessments and products that support informed decision-making and crisis response
- Apply qualitative and quantitative analysis methods to identify trends, risk and emerging issues in a multidisciplinary environment
- Maintain strategic awareness of emerging issues, operational requirements and organisational priorities, and align projects to support decision making and situational awareness
- Collaborate with team members including providing guidance and mentorship to junior analysts to strengthen the team’s analytical capability
- Develop and maintain subject-matter expertise and analytical proficiency to support the quality and development of intelligence products.

Role requirements/qualifications

- Strong written and verbal communication skills, with a high level of attention to detail
- Experience conducting research and undertaking analytical tasks
- Demonstrated ability to apply analytical thinking and problem-solving skills to complex issues
- Ability to manage rapidly changing and competing priorities in fast-paced environment
- Ability to adapt positively and flexibly to change and uncertainty
- Commitment to continuous improvement, learning and professional development
- Experience working effectively in collaborative and multidisciplinary team environments
- Strong interpersonal skills, with a demonstrated ability to build and maintain professional relationships
- Experience leading and delivering projects and intelligence products within agreed timeframes.

Eligibility

To be eligible to work with the NEMA you must:

- Be an Australian Citizen
- Fulfil the Agency's minimum requirements by satisfactorily answering all screening questions during the application process and successfully undergo a National Police Check
- Obtain and maintain a Negative Vetting Level 1 (AGSVA) security clearance
- Satisfy a probation period (if applicable)
- Undergo a health assessment (if applicable).

Notes

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

If you have identified as having a disability, please indicate whether you require any support throughout the selection process. For further information please contact recruitment@homeaffairs.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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Emergency Management Agency

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

To Apply

Position Contact	Eleanor Hewitt, 0407 704 999
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/142281/

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Industry, Science, Energy and Resources

Vacancy VN-0774606

Australian Nuclear Science and Technology Organisation

Closing Date:Monday 23 November 2026

Finance and Business Support
Sourcing Procurement Logistics Warehousing

Job Title	Inventory Control Officer
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$75,000 - $97,000
Future Merit Locations	Lucas Heights
Office Arrangement	On Site
Office Arrangement Details	TBC with hiring manager
Classification	
Position Number	PD-2395
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Position Overview

- Ongoing| Full Time | $75k - $97k +15.4% super
- Sutherland Shire location I Flexible Work practices I Health & Wellbeing Programs
- Support safe, efficient and compliant inventory operations across ANSTO

About the Opportunity

ANSTO is seeking an organised and safety-focused Inventory Control Officer to join the Warehouse, Logistics and Fleet team.

In this position, you will help deliver an efficient, effective and compliant inventory management service that supports operational requirements across the organisation. You will coordinate the receipt, storage and internal distribution of goods while ensuring work is undertaken safely and in accordance with relevant GMP, ARPANSA, ISO and ASNO requirements.

This is a linked Band 3 to Band 4 opportunity, providing the successful candidate with the potential to develop their capability and progress as they demonstrate the required experience, competencies and accountabilities. Progression is subject to meeting the formal transition requirements and receiving the necessary approvals.

Duties

Your Duties and Responsibilities

Key Accountabilities – BAND 3

- Ensure compliant storage of material in order to meet GMP, WH&S and other regulatory requirements that may pertain to the material and storage location.
- Ensure all inbound materials are receipted as per ANSTO standards for the specific work centre.
- Ensure all materials are distributed accurately as requested to meet operational needs, just in time and cost effective to support production requirements.
- Ensure all Safety documentation either printed or electronic relating to stored goods is current and pertinent

In addition to performing all BAND 3 accountabilities, the BAND 4 includes;

- Maintain and create accurate SAP master data.
- Ensure any GMP stock or storage deviations are corrected and recorded in the Quality system.
- Manage intra and inter plant movements, up to 5 geographically located material stores to support operations.

Please click here to view the Position Description.

Eligibility

About Us

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Working with us you will enjoy

ANSTO offers training and development, performance base salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- Support flexible working where possible
- 18 days personal/carers leave annually
- 3 days paid leave (Christmas to New Year)
- Parental leave: 18 weeks (primary), 8 weeks (secondary, increasing to 18 weeks by 2027)
- Annual flu vaccinations
- Cultural, NAIDOC, and First Nations ceremonial leave
- Fitness Passport
- Salary packaging options via superannuation contributions or a novated vehicle lease

If you want to join a world class organisation that's making a difference in the lives of Australians, apply now!

How to Apply

For further technical information relating to this position please refer to the Position Description or contact Taylor Hankins on +61 2 9717 7454. For all other queries please contact Talent Acquisition on +61 (02) 9717 9361.

To be eligible for appointment, applicants will require a security and pre-employment medical assessment.

Application closing date: 23rd November 2026 at 11:59pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Taylor Hankins, +61 2 9717 7454
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0774625

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 22 November 2026

Assurance, Risk and Compliance
Executive Office

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$86,000 - $97,000
Future Merit Locations	Lucas Heights
Office Arrangement	On Site
Office Arrangement Details	TBC with hiring manager
Classification	
Position Number	PD-2680
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Position Overview

- Ongoing I Full Time | $86k - $97k +15.4% super |
- Sutherland Shire | | Flexible work practices | Onsite childcare | Fitness passport
- Free onsite parking | pool, soccer field & café | ANSTO bus service available
- Play a key role supporting senior leadership in a trusted, fast-paced and highly organised Executive Office.

About the Opportunity

The Executive Assistant provides highly organised and confidential administrative and secretarial support to the Group Executive. The main functions of the role are to: manage the Group Executive’s diary and correspondence (primarily MS Outlook); assist the Group Executive’s preparation for meetings; coordinate and support meetings and events; manage Executive Office staff travel arrangements; and support minor internal finance and acquittals fu

Duties

Your Duties and Responsibilities

- Provide confidential secretarial and administrative support to the Group Executive ARC. By extension support the Group Executive Officer and Senior Leadership Team.
- Manage the Group Executive's diary and correspondence (primarily MS Outlook). Negotiate timelines and appointments in consultation with the Group Executive Officer and Senior Leadership Team, and with Executive Assistants / Executive Offers across ANSTO and externally.
- Coordinate and support meetings convened and chaired by the Group Executive.
- Coordinate internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment and catering.
- Screen and prioritise incoming and outgoing communication for the Group Executive. With clear direction, draft routine responses and correspondence, and monitor follow-up actions.

Please view the full Position Description for further details or click Apply to view.

Eligibility

About Us

ANSTO is a leading global nuclear science and technology organisation delivering world-class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce.

Working with us you will enjoy

ANSTO offers training and development, performance base salary increases and an extensive range of leave provisions to help employees balance work and personal commitments.

- Support flexible working where possible
- 18 days personal/carers leave annually
- 3 days paid leave (Christmas to New Year)
- Parental leave: 18 weeks (primary), 14 weeks (secondary, increasing to 18 weeks by 2027)
- Annual flu vaccinations
- Cultural, NAIDOC, and First Nations ceremonial leave
- Fitness Passport
- Salary packaging options via superannuation contributions or a novated vehicle lease

How to Apply

If you're excited about this opportunity and believe you would be a great fit for the role, please click Apply now. We can't wait to hear from you!

For further information relating to this position please refer to the Position Description For all other queries please contact Talent Acquisition on (02) 9717 9361.

We are committed to providing reasonable adjustments during the recruitment process to ensure all candidates have equal access and opportunity. Please let us know if you require any support or accommodations for your interview.

To be eligible for appointment, applicants will require an ANSTO Suitability Assessment and a pre-employment medical assessment.

Application closing date: 22 November 2026 at 11.59pm

All applicants must be Australian citizens.

In order to solve great challenges, we need great minds and great teams. At ANSTO, we understand that diverse teams produce better outcomes and we value the merit that a diverse perspective can bring to our team. We encourage people from diverse backgrounds to apply for our roles including Aboriginal and Torres Strait Islander people, primary carers, those with a disability, and women in STEM. ANSTO is a charter member of the Science in Australia Gender Equity (SAGE) initiative and is proudly taking action to create a gender-inclusive workforce.

Notes

About the Australian Nuclear Science and Technology Organisation

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To Apply

Position Contact	Mark Ashford, 9717 3740
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0774642

Australian Nuclear Science and Technology Organisation

Closing Date:Wednesday 25 November 2026

Infrastructure Engineering
Project Delivery NST/Enablers/Site Development

Job Title	Senior Project Manager
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$138,000 - $154,000
Future Merit Locations	Lucas Heights
Office Arrangement	Work From Home
Office Arrangement Details	TBC with hiring manager
Classification	
Position Number	PD-1604
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/

Position Overview

- Ongoing I Full Time | $138k - $154k +15.4% super | Salary sacrificing available
- Sutherland Shire | Flexible work practices | Onsite childcare | Fitness passport
- Free onsite parking | pool, soccer field & café | ANSTO bus service available
- Cafe on site | Swimming pool | free parking | campus-based environment
- Deliver large, complex projects endtoend and drive highimpact outcomes in a senior leadership role

About the Opportunity

The primary objective of the Senior Project Manager is to provide a high standard of project management for a variety of infrastructure projects, including the design and delivery of new facilities, refurbishments, and multi-disciplinary projects from concept to completion

About You

"We are looking for an experienced client side Senior Project Manager to deliver on an exciting range of infrastructure projects and provide leadership within the team" - **Matthew Hunt - Portfolio and Program Manager**

Duties

Your Duties and Responsibilities

Key accountabilities for the role include:

- Provide quality project management and technically sound engineering services to ensure the proper definition and then achievement of the stakeholder requirements. These requirements will include technical, budgetary, safety, commercial, regulatory and quality assurance requirements.
- Manage large multi-disciplinary, high profile and complex projects from conception to finalisation, including scope management, supervision, cost control, time management, quality control, and contract managementensuring work is delivered on time and budget.
- Implement sound contract administration including negotiating with contractors to ensure appropriate application of the contract conditions.
- Manage project risk by proactively tracking cost forecasting, task scheduling, contract administration and resolving critical issues.
- Deliver client focused solutions with the ability to influence, negotiate and liaise with senior staff including developing reports and presenting to the Board and CEO.
- Review of engineering works including proposals, concepts, detailed designs, manufacturing, and installation and commissioning.

Please view the full Position Description for further details or click Apply to view.

Eligibility

About Us

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Working with us you will enjoy

ANSTO offers training, development, and an extensive range of leave provisions to help employees balance work and personal commitments.

- Support flexible working where possible
- 18 days personal/carers leave annually

- 3 days paid leave (Christmas to New Year)
- Parental leave: 18 weeks (primary), 14 weeks (secondary, increasing to 18 weeks by 2027)
- Annual flu vaccinations
- Cultural, NAIDOC, and First Nations ceremonial leave
- Fitness Passport
- Salary packaging options via superannuation contributions or a novated vehicle lease

How to Apply

If you’re excited about this opportunity and believe you would be a great fit for the role, please click Apply now. We can’t wait to hear from you!

For further information relating to this position please refer to the Position Description or contact Matthew Hunt on (02) 9717 3241. For all other queries please contact Talent Acquisition on (02) 9717 3740.

We are committed to providing reasonable adjustments during the recruitment process to ensure all candidates have equal access and opportunity. Please let us know if you require any support or accommodations for your interview.

To be eligible for appointment, applicants will require an ANSTO Suitability Assessment and a pre-employment medical assessment.

Application closing date: 25 November 2026 at 11.59pm

All applicants must be Australian citizens.

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To Apply

Position Contact	Matthew Hunt, (02) 9717 3241
Agency Recruitment Site	https://careers.ansto.gov.au/

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Industry, Science, Energy and Resources

Vacancy VN-0774735

Australian Nuclear Science and Technology Organisation

Closing Date:Sunday 29 November 2026

Assurance Risk and Compliance
Nuclear Office

Job Title	Nuclear Safety Review Officer
Job Type	Full-Time, Ongoing
Location	Lucas Heights NSW
Salary	$138,455 - $154,976
Future Merit Locations	Lucas Heights
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	
Position Number	PD-2294
Agency Website	https://www.ansto.gov.au/about/what-we-do

Job Description

https://careers.ansto.gov.au/job/Sydney-Safety-Review-Officer-NSW/1370510666/

Position Overview

- Ongoing I Full Time | $138k - $154k +15.4% super | Salary sacrificing available
- Multiple Positions Available | Sutherland Shire location | | Flexible work practices | Onsite childcare
- Inclusive and Diverse Organisation | Health & Well-being Programs | Flexible Work Practices
- Opportunity to apply your expertise in Systems Engineering, Work Health and Safety, or Radiation Protection to help ensure a safe workplace

About the Opportunity

This is an exciting opportunity to join the Nuclear Assurance Group, a dedicated independent safety review team and a key element in ANSTO’s safety systems to protect workers, the community and environment. The position requires a strong System Engineering , Work Health and Safety or Radiation Protection background, an eye for detail and ability to understand and evaluate complex hazardous work environments, systems and processes. Ability to think outside the box to identify potential deficiencies and determine the adequacy of safety cases is required.

About You

"The ideal candidate will take initiative and work independently to complete tasks with minimum guidance. Someone who has a strong motivation to deliver safety outcomes for their colleagues, the organisation, and the public". – **Mark Alexander, Senior Manager, Nuclear Assurance**

About Us

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- Parental leave: 18 weeks (primary), 8 weeks (secondary, increasing to 18 weeks by 2027)
- Annual flu vaccinations
- Cultural, NAIDOC, and First Nations ceremonial leave
- Fitness Passport
- Salary packaging options via superannuation contributions or a novated vehicle lease

Duties

Your Duties and Responsibilities

- Provide authoritative and expert independent review of nuclear safety cases, risk assessments, change requests and licence applications for submission to ARPANSA
- Provide frank and fearless advice and recommendations to the Chief Nuclear Officer as to whether safety cases are justified in terms of the overall net benefit

- Support the operational integration of nuclear and radiological assurance initiatives across ANSTO
- Ensure conformance to regulations, standards and codes set by external authorities, reviews and quality audits.
- Provide expert and specialist advice on complex matters to assure a focus on appropriate control of hazardous activities.

Please view the full Position Description for further details or click Apply to view.

Eligibility

How to Apply

If you’re excited about this opportunity and believe you would be a great fit for the role, please click Apply now. We can’t wait to hear from you!

For further information relating to this position please refer to the Position Description or contact Mark Alexander on (02) 9717 9077. For all other queries please contact Talent Acquisition on (02) 9717 9361.

We are committed to providing reasonable adjustments during the recruitment process to ensure all candidates have equal access and opportunity. Please let us know if you require any support or accommodations for your interview.

To be eligible for appointment, applicants will require an ANSTO Suitability Assessment and a pre-employment medical assessment.

Application closing date: Sunday 29 November 2026 at 11.59pm

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To Apply

Position Contact	Donna Mansfield, (02) 9717-9361
Agency Recruitment Site	https://careers.ansto.gov.au/job/Sydney-Safety-Review-Officer-NSW/137

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Industry, Science, Energy and Resources

Vacancy VN-0774653

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Monday 30 November 2026

Information Technology & Management
Cyber Security

Job Title	Security Architect
Job Type	Full-Time, Non-Ongoing
Location	Hobart TAS, Brisbane QLD, Perth WA, Sydney NSW, Melbourne VIC, Canberra ACT, Adelaide SA
Salary	$135,571 - $158,863
Future Merit Locations	Hobart, Brisbane, Perth, Sydney, Melbourne, Canberra, Adelaide
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible
Classification	
Position Number	103890
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/

Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our vision towards reconciliation.

Role highlights

- **Shape CSIRO’s cyber security for major transformation programs**
- **Drive secure-by-design technology outcomes**
- **Influence security architecture and cyber resilience**

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

Visit CSIRO.au for more information.

The opportunity

Join CSIRO as a Cyber Security Architect and play a key role in securing two of our largest technology transformation programs. Working closely with program teams, delivery partners, architects and technology specialists, you'll provide expert security architecture advice and hands-on guidance to ensure solutions are secure by design.

You'll translate complex cyber security requirements into practical controls, risk treatments and assurance activities, while helping strengthen CSIRO's broader cyber resilience capability through security standards, architecture patterns and best-practice ways of working across the organisation.

Duties

High-level duties include

- Provide hands-on cyber security architecture and secure-by-design delivery support for the Cyber for CSIRO and Enterprise Service Transformation programmes.
- Act as the primary cyber security architecture and advisory contact for the two programmes, providing timely, practical and risk-based advice to programme teams, delivery partners, enterprise architects and platform owners.
- Review solution designs, architecture artefacts, technology proposals, procurement inputs and implementation approaches to identify security risks, control gaps and improvement opportunities.
- Develop and document security architecture guidance, design decisions, control requirements, threat models, risk assessments, assurance activities and recommended treatments to support programme delivery.
- Translate cyber security requirements, standards and better practice guidance into practical delivery actions that can be implemented by project and technical teams.
- Embed security controls and assurance requirements across design, procurement, build, implementation, transition and operational handover activities.
- Support cyber security governance, architecture review and delivery checkpoint forums by providing clear advice on security risks, architecture decisions, exceptions, treatment plans and residual risk.

Role particulars

Location and office arrangements: Sydney (Lindfield), Melbourne (Clayton), Canberra (Black Mountain), Hobart (Sandy Bay), Adelaide (Waite), Brisbane – preferred location (St Lucia).

Salary: AU$135,571 – AU$158,863 per annum, plus 15.4% superannuation

Tenure & work schedule: Specified Term until 30/06/2027

Reference: 103890

Eligibility

As the successful candidate, you will bring:

Essential criteria

- Tertiary qualifications in cyber security, information technology, computer science, engineering or a related discipline, or equivalent professional experience.

- Extensive experience as a cyber security architect or senior security consultant delivering hands-on security architecture outcomes in complex technology environments.
- Current Australian Government NV1 security clearance.
- Demonstrated experience providing secure-by-design advice across major transformation programmes, including solution design review, control definition, risk assessment, threat modelling, assurance planning and security architecture documentation.
- Strong working knowledge of relevant cyber security frameworks and better practice guidance, such as the Australian Government Information Security Manual, Essential Eight, NIST Cybersecurity Framework, ISO/IEC 27001 and PSPF.
- Demonstrated ability to engage effectively with programme teams, enterprise architects, vendors, platform owners, cyber specialists and senior stakeholders to influence secure outcomes in a complex delivery environment.
- Strong written and verbal communication skills, including the ability to explain cyber security risks, design implications and recommended treatments clearly to technical and non-technical audiences.
- Ability to work with autonomy, manage competing priorities and deliver quality architecture artefacts and advice within programme timelines.
- Demonstrated commitment to respectful collaboration, safety, inclusion and CSIRO’s values.

Desirable

- Relevant professional certifications such as CISSP, CISM, SABSA, TOGAF, CCSP, CRISC or equivalent.
- Experience working within Australian Government, research, higher education or other complex federated environments.
- Experience applying Zero Trust architecture and principles, and embedding DevSecOps practices and tools into secure design, delivery, automation and assurance activities.
- Experience supporting cyber security architecture for identity, cloud, network, endpoint, data protection, service management, operational technology or enterprise platform transformation initiatives.
- Experience developing reusable security architecture patterns, guardrails, standards, templates or assurance processes.

For full details about this role, and other criteria, please review the Position Description.

Notes

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact Careers.online@csiro.au and let us know how we can support you.

Life at CSIRO and flexible work arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To find out more, visit Careers at CSIRO.

Inclusion and belonging

Solving Australia's greatest challenges takes a diversity of minds and lived experiences. We know diverse teams are more effective and deliver more innovative outcomes. As an equal employment opportunity organisation, we are committed to creating diverse and inclusive teams where people feel they belong. We recognise true diversity encompasses all ages, abilities, cultures, faiths, levels of education, genders, sexualities, diversity of thought and much more. We focus on hiring people who share our values of People First, Further Together, Making it Real and Trusted.

CSIRO holds Platinum Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Eligibility

This is a security assessed position, applications for this position are open to Australian Citizens only with the successful candidate being required to be able to obtain and maintain a security clearance at the Negative Vetting 1 level. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online and submit a cover letter (maximum 2 pages) and CV that demonstrate your motivation and ability to meet the essential requirements of this role.

Applications close

Monday 30th of November, 11pm 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	Careers Online, 1300 984 220
Agency Recruitment Site	https://jobs.csiro.au/

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Industry, Science, Energy and Resources

Vacancy VN-0774671

Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Closing Date:Sunday 29 November 2026

SKA-Low Telescope
CSIRO Space and Astronomy

Job Title	Health, Safety and Environment (HSE) Coordinator - SKA-Low Telescope
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Geraldton WA
Salary	$76,000 - $96,000
Future Merit Locations	Geraldton
Office Arrangement	Hybrid
Office Arrangement Details	Full-time, Part-time or Job-share
Classification	APS Level 3;APS Level 4;APS Level 5
Position Number	TBC
Agency Website	http://www.csiro.au

Job Description

https://jobs.csiro.au/job/Geraldton%2C-WA-Health%2C-Safety-and-Environment-%28HSE%29-Coordinator-SKA-L

Acknowledgement of Country

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Role highlights

- **Great 12-month opportunity to build your career in Health, Safety and Environment**
- **Apply your coordination skills to support a major infrastructure project**
- **Join the SKA-Low team and gain practical, site-based HSE experience**

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Visit CSIRO.au for more information.

The opportunity

The SKA-Low Telescope is an international science and engineering project that will form part of the SKA Observatory, a global next-generation radio astronomy facility. Located in remote Western Australia on Wajarri Yamaji Country, SKA-Low will be one of two SKA telescopes and will provide new capabilities for exploring the Universe. In Australia, CSIRO is collaborating with the SKA Observatory to support the construction and operation of the telescope, with teams working across Geraldton, Perth and the telescope site.

The HSE team supports this work by coordinating Health, Safety and Environment activities across the project's operational and site-based environments, helping teams work safely and meet HSE requirements.

Reporting to the Senior HSE Advisor, you will support the team with training and compliance activities, HSE records and systems, risk assessments and investigations, and the follow-up of actions. You will gain practical experience across both the Engineering Operations Centre in Geraldton and the SKA-Low telescope site.

You will bring good organisation, communication and time-management skills, ideally with some experience in administration, training, compliance or Health and Safety. Formal HSE qualifications or extensive experience are not essential. You will receive on-the-job mentoring and support to build your HSE knowledge and practical experience.

Based in Geraldton, you will regularly travel to the SKA-Low telescope site, generally every second week, with occasional travel to Perth.

If you're interested in Health and Safety and keen to learn, develop and gain hands-on experience while contributing to a major international project, this could be a great next step in your career, and we'd love to hear from you!

Duties

Your high-level duties will include:

- Supporting the implementation and ongoing review and improvement of SKAO project HSE plans, procedures and the HSE Management System.
- Supporting SKA-Low teams' training requirements by coordinating training bookings, qualifications and certificates, maintaining training registers, and coordinating integrated team training exercises to test site Emergency Response Plans.
- Supporting teams to complete risk assessments and making recommendations to reduce risk exposure, and assisting with the timely close-out of investigations and corrective actions.
- Supporting the SKA-Low HSE Committee by maintaining the action register and working with action owners to close out agreed tasks.

- Supporting HSE compliance, document and records management across online systems, including SharePoint, Confluence and Rapid Global, and accurately maintaining records of inspections, assurance, training and other HSE activities.

Role particulars

Location and office arrangements: Geraldton, WA

Salary: AU$76K – AU$96K per annum (pro-rata for part-time) plus 15.4% superannuation + opportunity for overtime when on site

Tenure & work schedule: Specified Term of 12 months (leave cover) – Full-time, Part-time or Job-share

Reference: 104216

Eligibility

As the successful candidate, you will bring:

Essential

- A background in Health and Safety administration, training, compliance, or other project administration.
- Valid C Class Driver’s Licence.
- Skills in Microsoft Office and Microsoft 365 platforms (e.g. SharePoint, Teams, Outlook).
- Experience in records management and compliance processes.

Desirable

- Certification in Occupational Health and Safety, or practical site-based experience in a Health and Safety role.
- Willingness to undertake higher training in Occupational Health and Safety as part of ongoing professional development.
- Experience working in remote or regional locations.
- Experience collaborating with construction teams or working in a construction environment.

For full details about this role, please review the **Position Description**.

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact person in the Position Description.

Setting you up for success

We are committed to providing a recruitment process that is fair, equitable and accessible to everyone. We recognise that it may be helpful for us to adjust our process to make it equitable for your individual situation. Please contact the Talent Acquisition Partner via email (see details in the Position Description) and let us know how we can support you.

Eligibility

Applications for this position are open to **Australian Citizens, New Zealand Citizens, and Australian Permanent Residents**.

Appointment to this role is subject to provision of a **national police check** and may be subject to other security/medical/character requirements.

Due to the specific duties and/or conditions associated with this role, the successful candidate will be required to undergo a **pre-employment medical examination**, and will also be required to provide evidence that they have a **C Class driver's licence**. They will also be required to provide a **Construction Card (WHITE CARD) (or be willing to obtain** it upon appointment to the role).

Notes

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Inclusion and belonging

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CSIRO holds Platinum Status for the Australian Workplace Equality Index for LGBTQIA+ inclusion, and a Science in Australia Gender Equity Bronze Award.

Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our Child Safe Policy.

How to apply

Please apply online, and provide a CV and a detailed cover letter, **responding to each of the selection criteria in detail**, that best demonstrate your motivation and ability to meet the requirements of this role. Please attach your selection criteria responses to your cover letter as one document.

Applications close

29 November 2026, 11:00pm AEDT

We strongly encourage early applications as we will be reviewing applications as they come through. CSIRO reserves the right to close the advertising early if we find our desired candidate.

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To Apply

Position Contact	Brendon Pham, Brendon.Pham@skao.int
Agency Recruitment Site	https://jobs.csiro.au/job/Geraldton%2C-WA-Health%2C-Safety-and-Envir

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Industry, Science, Energy and Resources

Vacancy VN-0774484

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 27 November 2026

Multiple Divisions

Job Title	Policy Officer (Multiple Opportunities)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,391 - $134,225
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1565_10/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=578E09A7-4DE0-EB41-B854-ED7A728212BC

About the Department

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

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

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

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

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

About the team

The Industry and Commercialisation Group (ICG) is central to the Government's vision for a Future Made in Australia, the implementation of Ambitious Australia and the department’s response to the Middle East conflict. It brings together whole of industry, priority sectors, and supply chain policy and regulation to secure vital capabilities and build Australian industries. The Group delivers through policy divisions and regulators that sit in the department, the Australian Trade Remedies Commission and the Australian Industry Participation Authority. It collaborates with the Net Zero Economy Authority and the National Reconstruction Fund Corporation and recently welcomed the Investor Front Door from the Treasury.

The opportunity

We are seeking motivated and capable EL1 policy professionals for roles across the Group, leading complex policy development and providing high-quality strategic advice on industry, innovation, manufacturing, commercialisation, supply chains and economic policy.

EL1 Policy Officers undertake work that is complex or sensitive, operate under broad direction and exercise a considerable degree of independence. They provide leadership, make sound decisions in areas of professional expertise and understand how their work may affect strategic, political and organisational outcomes.

What’s in it for you?

You will contribute to policy that matters for Australia's future and work alongside experts across government and industry sector. The department offers meaningful work, flexible working arrangements, professional development opportunities and a supportive workplace culture.

Our ideal candidate

We are looking for candidates who can demonstrate:

- Experience leading policy development, strategic analysis or public policy advice on complex issues.

- Expertise and experience developing and/or analysing commercial investment proposals, e.g ability to analyse a project business case for commercial viability and alignment with Government priorities.
- Strong analytical and critical-thinking skills, including the ability to identify key issues, assess evidence and develop sound policy options.
- Excellent written and verbal communication skills, with the ability to tailor influential advice to ministers, senior executives and specialist or non-specialist audiences.
- Sound judgement and the ability to operate with independence in a complex, sensitive and politically aware environment.
- Strong stakeholder management, consultation, negotiation and influencing skills.
- The ability to lead through ambiguity, manage competing priorities and deliver quality outcomes under pressure.
- Leadership capability, including the ability to set direction, support staff development and build an inclusive team culture.
- Behaviours consistent with the APS Values, APS Employment Principles and APS Code of Conduct.

Experience in industry, economic, innovation, manufacturing, commercialisation, supply chain or related policy is desirable but not essential. Transferable policy experience from other subject areas will be considered.

Duties

Depending on the position, you will:

- Lead the development, implementation and review of strategic policy, reform proposals and policy frameworks.
- Provide clear, concise and evidence-based advice to ministers, senior executives and other decision-makers on complex or sensitive issues.
- Prepare high-quality ministerial briefs, Cabinet submissions, policy papers, correspondence and presentations.
- Undertake research and analysis, assess policy implications and translate evidence into practical policy options and recommendations.
- Identify and manage policy risks, opportunities, interdependencies and emerging issues in a fast-changing environment.
- Lead consultation and build productive relationships across government, industry, the research sector and other stakeholders to inform policy advice.
- Represent the department in cross-government forums, consultations and policy discussions, including negotiating and influencing outcomes.
- Set priorities, manage competing demands and deliver high-quality work within tight timeframes.
- Lead, coach and mentor staff, provide constructive feedback and support an inclusive and high-performing workplace.
- Contribute to strategic direction, policy capability and continuous improvement across the Group.

Eligibility

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

Positions require a Baseline security clearance and successful candidates will be required to obtain and maintain a clearance at this level. Some roles may require candidates to have, or the ability to obtain, NV1 security clearance or higher.

Notes

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

The department does currently offer flexible work opportunities for many roles. Canberra is the preferred location for this vacancy; however, other locations may be considered. Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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

To Apply

Position Contact	Emma Cully, +61 2 6213 6000
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=578E09A7-4DE0-EB41-B854-ED

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Industry, Science, Energy and Resources

Vacancy VN-0774524

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 27 November 2026

Chief Counsel and Integrity
Corporate & Information Law Practice Management Unit

Job Title	Senior Legal Support Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Sydney NSW, Canberra ACT, Melbourne VIC
Salary	$102,072 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1556_10/26
Agency Website	https://www.industry.gov.au/

Job Description

https://industrycareers.nga.net.au/?jati=AE48E265-D624-8DF7-1828-ED7AAD10D5A4

About the Department

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

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- Investing in science and technology
- Strengthening the resources sector.

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

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Practice Management Unit section sits within the Corporate and Information Law Branch in the Chief Counsel and Integrity Division (CCID). CCID supports the Department of Industry, Science and Resources to achieve its objective of a productive economy lawfully and with integrity. Lawyers in CCID provide strategic, practical legal advice on high-profile, cutting-edge public policy issues including artificial intelligence, energy supply and security, science and manufacturing initiatives, space activities and technologies, and trade remedies.

The Practice Management Unit (PMU) delivers high quality strategic and operational support through a range of non-legal and administrative functions. As a client focused team, the PMU contributes to efficient service delivery and effective practice operations.

CCID offers a fast paced, intellectually challenging and rewarding environment. The team is made up of warm, collegiate, talented, legal professionals who are passionate about their role in government decision making and committed to providing high-quality legal advice in a highly supportive culture.

The opportunity

Within the Practice Management Unit (PMU), the APS6 Senior Legal Support Officer provides specialised legal matter, research, procurement, administrative, and operational support to lawyers across the Legal Practice. As a shared practice-wide resource, the role supports the efficient, accurate and compliant delivery of legal services through high-level legal matter and document support, sourcing and managing legal services, research and analytical assistance, guidance on practice processes, management of practice resources and systems, and finance and operational support.

The Senior Legal Support Officer works to the PMU Practice Manager and performs complex support work with limited direction and requires sound judgment, professional expertise, initiative

and effective stakeholder engagement. It contributes to the quality, consistency and continuous improvement of legal service delivery through document preparation and quality assurance, research and analysis, administration of legal matter systems and records, maintenance of practice resources, support for onboarding and operational processes, and finance and procurement support.

Our ideal candidate

Our ideal candidate will be able to demonstrate:

- Sound judgment, initiative and professional expertise to manage complex legal support work and deliver high-quality outcomes with limited direction.
- Ability to understand and support how legal work is sourced and managed, with clear scope, deliverables and engagement requirements
- High-level administrative and operational support experience in a legal practice, with sound knowledge of legal work, legal processes, and the systems, records and resources that support legal service delivery.
- Strong written and verbal communication skills, including the ability to provide accurate written material, sound advice, reporting and professional stakeholder engagement.
- Ability to build and sustain productive working relationships with internal and external stakeholders, and respond effectively to client, business and practice support needs.
- Ability to plan, prioritise and monitor work effectively, manage competing priorities, and contribute to continuous improvement in systems, processes and service delivery.
- Capability to manage procurement, finance, invoicing and costings processes with attention to detail and in accordance with relevant Commonwealth and departmental requirements.
- Professionalism, discretion and probity, with the ability to operate within legal and organisational frameworks.

Duties

- Provide legal matter and administrative and support to lawyers, including coordinating document management, supporting file and record management, collating material, and preparing, formatting and quality assuring complex legal documents and related materials.
- Provide support and guidance to lawyers on administrative, procedural and operational matters, and promote consistent and efficient ways of working across the Legal Practice.
- Provide procurement, finance and compliance support for legal services, including preparing documentation, maintaining records, and assisting lawyers in their duties as contract managers in accordance with relevant Commonwealth and departmental requirements.
- Supporting the scoping and sourcing of legal work by helping lawyers clarify requirements, identify the appropriate delivery approach, and assist in the preparation of engagement documentation for external legal service providers
- Manage invoicing, finance-related processes and the NPP costing spreadsheet, and work with lawyers to develop costings and related documentation, applying judgment, attention to detail and an understanding of relevant financial and administrative frameworks.
- Maintain and update Stratus pages and other practice resources, and contribute to improvements in systems, processes and guidance material to support efficient and consistent legal service delivery.
- Provide research and analytical support by undertaking research and contributing to analysis to support legal service delivery, applying judgment to identify and present relevant information.

- Provide administrative, operational and reporting support across the Legal Practice, including support for onboarding, recruitment and other people-related processes, and contribute to broader practice support activities as required.

Eligibility

A legal qualification or legal background is not essential. Relevant legal qualifications or legal experience will be considered where they support the capabilities required for the role.

Candidates may instead demonstrate the required capability through experience in legal operations, legal practice or administrative support, procurement or contract management of professional services, or another relevant service-delivery environment.

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

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

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is based in Brisbane, Sydney, Canberra or Melbourne, although flexible or remote work arrangements may be considered for the right candidate. Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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

Inclusion team at inclusion@industry.gov.au for a confidential discussion if you identify from any of these diverse backgrounds and would like to discuss how we can support you.

To Apply

Position Contact	Christine Phoenix, 0477-417-281
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=AE48E265-D624-8DF7-1828-ED

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Industry, Science, Energy and Resources

Vacancy VN-0774545

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 27 November 2026

Chief Finance Officer
Financial Management

Job Title	Finance Business Partner & Internal Budget Officers
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$102,072 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1627_11/26
Agency Website	https://www.industry.gov.au/

Job Description *https://industrycareers.nga.net.au/?jati=123BF164-E485-A42C-E874-ED7AE5824C5B*

About the Department

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Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Chief Finance Officer Division provides strategic financial management, procurement, assurance and operational finance services that support the department's objectives, financial sustainability and compliance obligations.

The division comprises four branches:

- Financial Management
- Financial Applications and External Budgets
- Financial and Shared Services
- Strategy, Performance, Program Delivery and Procurement

Finance Business Partner and Internal Budget teams sit within the Financial Management Branch and work closely with assigned divisions and the Department to provide budgeting, forecasting, reporting, financial analysis and strategic advice. The teams also collaborate across the Chief Finance Officer Division to deliver integrated financial services and strengthen financial management capability across the department.

Our ideal candidate

- A highly motivated team player who supervises and supports team members to achieve agreed goals.
- A clear and effective communicator, both verbally and in writing.
- Detail-oriented, with strong critical-thinking and problem-solving skills.
- Confident using complex financial management information systems.
- Committed to continuous business improvement.
- Experienced in management accounting within a government or commercial environment.
- Skilled at building and maintaining strong stakeholder relationships.
- Proficient in the Microsoft Office suite, including Excel and Word.

A diploma or bachelor's degree in commerce, accounting, finance, business or a related field will be highly regarded.

We are committed to inclusion and diversity and to creating a workplace where everyone is valued and respected for their contribution. Our ideal candidate will strengthen this culture through their individual experience and perspective.

Duties

Finance Business Partners and Internal Budget Officers deliver professional, reliable and high-quality financial management services across the department. The roles work closely with divisions and senior management to support effective budgeting, financial management, reporting and decision-making.

Depending on the role, responsibilities may include:

- Prepare, monitor and manage internal budgets and forecasts in consultation with divisions, including analysis of financial performance, risks and emerging pressures.
- Deliver accurate and timely month-end reporting, including variance analysis, reconciliations, accruals, commitment reporting, transaction reviews and clear, audience-appropriate commentary.
- Provide high-quality financial and strategic advice to departmental stakeholders on budgets, forecasts, business plans, New Policy Proposals, compliance requirements and other financial matters.
- Prepare financial reports and analysis to support internal and external reporting requirements and senior management decision-making.
- Provide advice and support to divisions on financial queries and work collaboratively to resolve financial management issues.
- Support asset management activities, including accurate recording, monitoring and reporting of departmental assets, where applicable.
- Build and maintain effective relationships with stakeholders across the department, developing an understanding of divisional business priorities and financial requirements.
- Lead and participate in meetings with stakeholders to communicate financial results, risks and insights and support informed decision-making.
- Contribute to improvements in financial processes, systems and practices to strengthen the consistency, efficiency and quality of finance services.
- Lead, coach, mentor and develop staff members.
- Undertake other financial management responsibilities as required.

Eligibility

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

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

Notes

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

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To Apply

Position Contact	Luigi Principe, 02 9226 6053
Agency Recruitment Site	https://industrycareers.nga.net.au/?jati=123BF164-E485-A42C-E874-ED7

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Industry, Science, Energy and Resources

Vacancy VN-0774593

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 30 November 2026

Job Title	Manager - Specialist Facilities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Lindfield NSW, North Ryde NSW, Sydney NSW
Salary	$152,420 - $164,106
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	Please reach out to the contact officer to discuss this further.
Classification	Executive Level 2
Position Number	1606_11/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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About the team

The Property and Place Branch supports the department by providing safe, inclusive, functional and reliable workplaces across Australia. We partner with business areas to ensure facilities meet operational, safety and security requirements while supporting the department's science, research and corporate functions.

The Specialist Facilities Management team predominantly manages facilities for the National Measurement Institute (NMI), a division of the department and Australia's national measurement authority. NMI develops and maintains Australia's measurement system and delivers trusted measurement, testing, calibration and regulatory services that underpin trade, innovation, safety and productivity across the economy. Maintaining these capabilities is critical to Australia's sovereign measurement and testing capability and supports national priorities including advanced manufacturing, energy transition, health, agriculture, defence and forensic drug testing.

The team manages complex scientific, laboratory and technical facilities at Lindfield and North Ryde, include laboratory, technical and storage areas, offices, shared-use environments in specialised infrastructure and critical building services.

The facilities team works closely with NMI's scientific, quality, safety and operational specialists, as well as our security, work health and safety, property and ICT teams. Together, these areas ensure the facilities and site operations remain safe, compliant, resilient and suitable for NMI's scientific and regulatory work.

The opportunity

This is a unique Executive Level 2 opportunity to shape the operation, renewal and long-term resilience of some of Australia's most specialised scientific facilities.

As Manager, Specialist Facilities, you will oversee complex laboratory and technical environments that underpin Australia's measurement testing and regulatory capabilities. You will lead facilities operations, asset performance, maintenance programs, contractor delivery and infrastructure projects across our specialised sites.

This role combines leadership and technical expertise. You will lead a facilities team, oversee significant maintenance and capital works programs, and provide authoritative advice on complex building services, including mechanical, electrical, hydraulic, HVAC and specialist laboratory systems.

You will work closely with scientific, quality, safety, engineering, security and other technical specialists to ensure the facilities that support Australia's national measurement standards, sovereign testing capability and critical scientific infrastructure continue to operate safely, reliably and effectively.

You will also contribute to long-term asset planning and infrastructure investment decisions to improve the performance, sustainability and resilience of highly specialised facilities. You will build the capability of the facilities team, strengthen knowledge management practices and help retain critical organisational knowledge.

Our ideal candidate

We are seeking an experienced facilities leader with deep practical knowledge of complex, highly serviced buildings. You will combine strong technical judgement with the ability to work collaboratively with specialist stakeholders to deliver safe, reliable and compliant operational outcomes.

You will be able to demonstrate:

- practical technical expertise developed through a trade, engineering, building services or comparable facilities background, including the ability to diagnose complex plant, equipment, mechanical or building-services issues
- substantial experience managing complex facilities, building services or physical infrastructure
- an understanding of the facilities requirements associated with laboratories, research environments, critical infrastructure or other highly serviced facilities
- the ability to work effectively with technical specialists, including safety, quality, engineering, security and laboratory personnel, to ensure facilities operate safely, compliantly and efficiently
- strong technical and commercial judgement, including the ability to assess technical information, challenge recommendations constructively, and manage contracts, budgets and service provider performance
- experience overseeing planned, reactive and critical maintenance programs
- experience delivering infrastructure renewal, refurbishment, fit-out or laboratory projects
- experience managing operational, safety, compliance and business continuity risks

- the ability to set direction, balance competing priorities and make sound decisions under pressure
- experience leading operational teams and developing staff capability
- strong stakeholder skills and the ability to communicate complex technical issues clearly
- a systematic approach to documenting infrastructure knowledge, decisions and maintenance requirements.

Experience in managing laboratory, research, scientific, health, industrial or similarly highly serviced facilities would be highly regarded.

Essential

- A current Australian driver licence.
- Capacity to work regularly at both Lindfield and North Ryde.
- Capacity to undertake site inspections and access operational plant areas.
- A relevant trade qualification or equivalent demonstrated technical capability in facilities, plant, building services or engineering systems.

Desirable

- Qualifications in facilities management, engineering, building services, construction, property or a related discipline.
- Experience managing laboratory, research, scientific, industrial or other highly serviced facilities.
- Experience with building management systems and the interpretation of plant and system performance information.
- Membership of a relevant professional or technical association.
- Formal training or experience in project, contract, asset or risk management.

Duties

As the **Manager - Specialist Facilities**, you will:

- Lead facilities management across the Lindfield and North Ryde sites.
- Set priorities for operations, maintenance, asset renewal and site projects.
- Provide authoritative advice on plant, equipment and building-services issues.
- Direct responses to faults, incidents and critical service interruptions.
- Oversee contractors, consultants and service providers across both sites.
- Champion and oversee the delivery of renewal and refurbishment projects.
- Manage facilities budgets, contracts, risks and forward investment priorities.
- Lead and develop the facilities management team, building its capability and resilience.
- Manage and participate in a 24/7 on call roster to support site operations.

Eligibility

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

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

Notes

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

- This position must be based in Sydney. It is a predominantly site-based role covering Lindfield and North Ryde. Daily attendance at either or both sites is an inherent requirement of the position.
- Limited working from home may be available where operational requirements permit.
- Occasional work outside standard hours may be required to oversee critical works or respond to operational issues.
- Participation in an after-hours emergency response arrangement may be required and will be managed in accordance with the DISR Enterprise Agreement 2024-2027.
- The role requires access to operational, laboratory and plant areas.
- The role involves some safe manual handling tasks (e.g. furniture moves).

Please reach out to the contact officer to discuss this further.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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

To Apply

Position Contact	Frances McNamara, 02 6213 7503
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0774630

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 16 December 2026

Job Title	Humidity Standards Scientist
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW
Salary	$102,072 - $112,084
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements may be considered where they are compatible with operational and laboratory requirements.
Classification	APS Level 6
Position Number	1618_11/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Temperature and Humidity Team maintains and disseminates Australia's primary standards for temperature, humidity and trace moisture measurement. We deliver high-accuracy calibration and measurement services to Australian industry, government and research organisations in sectors including advanced manufacturing, semiconductor processing, pharmaceuticals, defence and aerospace, clean energy including hydrogen. The team operates specialised humidity generation and measurement facilities covering relative humidity, dew-point and frost-point temperature, and trace moisture in gases. We work within an ISO/IEC 17025-accredited quality system and undertake research and capability development to improve Australia's national measurement infrastructure.

The opportunity

Start or build your scientific or engineering career at Australia's national measurement authority. With structured training and support from experienced scientists and engineers, you will develop specialist capability in precision temperature and humidity measurement while contributing to nationally significant calibration services and Australia's primary measurement standards.

What’s in it for you?

Join a community of professionals committed to technical measurement excellence and cutting-edge research. We invest in advanced facilities, foster collaboration with leading institutions and support innovation. You will work with people who have diverse skill sets including scientists, engineers, policy specialists and regulatory professionals.

This role provides an excellent opportunity to develop specialist expertise in humidity metrology while working with advanced humidity generation and high-accuracy reference measurement systems. You will build strong capabilities in measurement uncertainty, metrological traceability and laboratory quality systems within an ISO/IEC 17025-accredited environment, while contributing to the design, automation, validation and commissioning of new national measurement capabilities. Working alongside experienced scientists, engineers and metrologists, you will apply your technical skills to solve real-world measurement challenges for Australian industry and research organisations, participate in applied research projects, and progress towards becoming an authorised signatory and recognised technical specialist in humidity measurement.

As part of the Department of Industry, Science and Resources, employees at NMI are covered by an enterprise agreement and benefits include:

- Parental leave.
- A vacation care subsidy.
- $235 annual healthy lifestyle subsidy.
- Access to study assistance.
- Access to Employee Assistance Program - health, wellbeing, counselling and support when needed.

Our ideal candidate

We are seeking an early career scientist or engineer keen to apply their skills to generate practical impact for Australian community.

Our ideal candidate will:

- Hold a tertiary qualification in physics, chemistry, engineering or a related discipline.

- Demonstrate ability to apply your scientific and analytical expertise to solve practical problems.
- Have a curious mindset and ability to acquire and apply knowledge and skills.
- Have experience with identifying and resolving problems with equipment and instrumentation.
- Demonstrate sound judgement, initiative and a commitment to delivering high-quality outcomes.
- Be organised, adaptable and able to manage competing priorities.
- Communicate effectively and work collaboratively with colleagues, clients and stakeholders.

We are looking for individuals who bring personal integrity and a sense of purpose, and who embody NMI's values of being Inclusive, Innovative, Accountable, Adaptable, Influential and Strategic.

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

Duties

Following structured training and working under the guidance of experienced measurement scientists, you will progressively develop the technical competence, judgement and independence required to become a recognised specialist in humidity measurement. You will:

- Take responsibility for planning, managing and delivering accurate, high-quality calibration and measurement services within agreed timeframes.
- Maintain and improve the laboratory quality system, including validation, verification and quality assurance activities.
- Support research by working with experienced scientists to develop and validate new primary measurement standards, for example trace moisture standards for the semiconductor and hydrogen economy.
- Use engineering, software and data analysis skills to enhance automation of complex bespoke measurement apparatus.
- Investigate technical issues, analyse measurement results and assist with troubleshooting laboratory equipment and systems.
- Build productive working relationships and communicate effectively with clients, colleagues, technical experts and other stakeholders regarding technical requirements, work progress, results and emerging issues.
- Contribute to a safe, respectful and collaborative team environment and support the effective operation of the laboratory.

Eligibility

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

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

Notes

This is a Sydney-based laboratory role. Flexible work arrangements may be considered where they are compatible with operational and laboratory requirements. Please contact the contact officer to discuss this further.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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To Apply

Position Contact	Wenwen Lei, 02 8467 3436
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0774631

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 02 December 2026

Job Title	Assistant Manager, Media and Speechwriting
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$126,391 - $134,225
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1510_10/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Media and Speechwriting team plays a critical role in the Communications Branch providing media support to four portfolio Ministers and Assistant Ministers and their offices, the department's Executive and departmental staff. The department covers a broad range of policy and program responsibilities as well as portfolio agencies. The Media and Speechwriting team produces high quality media products such as media releases, speeches, talking points and media enquiry responses.

Our ideal candidate

We're looking for an experienced media professional who can also write speeches.

We want someone with sound judgement and strong writing skills, to help uphold the reputation of the department and provide high-quality products for our ministerial offices.

Our ideal candidate will also have:

- A passion for writing.
- Be organised and have a strong attention to detail.
- Have demonstrated experience developing high-quality written products, including speeches and media releases.
- Have a history of building strong working relationships with a wide range of stakeholders.
- Have a demonstrated ability to think strategically and use problem-solving skills.
- Have the ability to work in a fast-paced environment and meet tight deadlines.
- Be calm, positive, and a team-player.

Communications qualification and/or equivalent experience working as a journalist, speechwriter, or communications professional, are highly desirable.

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

Duties

As an Assistant Manager, you will be required to:

- Research and prepare high-quality written products for ministers and senior executives.
- Manage media queries in a timely manner and monitor a busy email inbox.
- Research and write speeches with colour and impact.
- Develop strong relationships with policy experts, senior executives and ministerial advisers.
- Tailor written products to a range of different audiences.
- Work independently and use sound judgement.

Eligibility

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

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

Notes

This vacancy is a full time, Canberra based position, although flexible or remote work arrangements may be considered. Please reach out to the contact officer to discuss this further.

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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To Apply

Position Contact	Jennifer Jennings/ David Betros-Matthews, 02 6102 8122/02 6276 1164
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0774639

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 02 December 2026

Job Title	Shared Services Payroll Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$81,448 - $87,918
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 4
Position Number	1653_11/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Shared Services Hub (the Hub) provides payroll services to a number of Australian Government agencies.

The Payroll team plays a critical role in delivering accurate and timely payroll services to thousands of employees across multiple Commonwealth agencies. The team is responsible for a broad range of payroll activities, including employee commencements and separations, leave and allowance administration, payroll processing, payroll enquiries, quality assurance activities and compliance with relevant legislation, policies and enterprise agreements. The team works closely with client agencies to resolve complex payroll matters, provide advice and support positive employee outcomes.

Working in the Payroll team provides an opportunity to contribute to an essential government service, work across a diverse client base and build expertise in payroll operations, service delivery, customer engagement and continuous improvement within a dynamic shared services environment.

The opportunity

Reporting to the Payroll Team Leader, the Payroll Officer helps deliver accurate and efficient payroll services based on service level agreements negotiated with each client agency. The role includes a variety of tasks related to payroll and employment conditions.

This position requires strong attention to detail, good judgement, and the ability to manage multiple tasks in a changing environment. The Payroll Officer will work as part of a team to ensure payroll is processed correctly, following all relevant laws, policies, and procedures.

The role offers the opportunity to work closely with a diverse range of stakeholders, contribute to continuous improvement activities and play a direct role in supporting the delivery of critical government services.

We are committed to the APS Values and creating a workplace where people can thrive. You will have access to a range of learning and development opportunities, leadership experiences and professional growth pathways to support your ongoing career development.

Flexible working arrangements are available, subject to operational requirements, and we actively support a healthy and balanced approach to work.

What’s in it for you?

As a Shared Services Payroll Officer, you will benefit from:

- Opportunities to build expertise across a range of payroll disciplines.
- Exposure to a diverse range of projects and initiatives.
- A clear pathway for professional growth.
- The opportunity to work closely with client agencies.
- A collaborative, professional and forward-looking team culture.
- Experience working in a fast-paced and dynamic environment.
- Flexible working arrangements.
- Access to learning and development opportunities.

Our ideal candidate

Our ideal candidate will have:

- **Accuracy and attention to detail:** Demonstrate accuracy of work by having strong attention to detail and completing set tasks with minimal errors.
- **Problem solving:** Ability to think laterally, identify and implement improved work practices.
- **Communication:** Confidently present messages in a clear and concise manner when communicating with stakeholders.
- **Customer service:** Build and sustain positive relationships with clients and understand, respond and resolve customer enquiries in an accurate and timely manner.
- **Teamwork:** Work collaboratively and actively support the team to achieve results and operate as an effective team member whilst recognising how own work contributes to the achievement of organisational goals.
- **Planning and organising:** Demonstrate ability to plan, organise and prioritise work to achieve required deadlines.
- **Ethics and integrity:** Adopt a principled approach and adheres to the APS Values and Code of Conduct while operating as an effective representative of the Department in internal forums.

Duties

As an APS 4 Payroll Officer, you will play a key role in providing accurate and timely work across the Shared Services Hub. You will:

- Process a range of tasks related to the delivery of payroll and conditions of service including commencements, salary variations, calculation of allowances and final entitlements for cessations.
- Complete payroll transactions and related correspondence in accordance with the fortnightly payroll cycle.
- Understand and apply relevant APS legislations when processing payroll.
- Implement Enterprise Agreement policy and procedures to apply relevant terms and conditions of employment in payroll processing.
- Adhere to established Standard Operating Procedures (SOPs) and actively contribute to their review and updates as needed to ensure continued relevance and effectiveness.
- Maintain data in the Aurion payroll system, ServiceNow, Content Manager and other platforms as required, in accordance with the department's record management and privacy policies.
- Provide clear, comprehensive, and accurate verbal and/or written advice to stakeholders within appropriate timeframes regarding payroll matters.
- Support other Payroll officers, including across teams during busy periods.
- Understands the work environment and contributes to the development and continuous improvement of the payroll team plans, strategies and team goals.

Eligibility

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

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

Notes

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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To Apply

Position Contact	Bec Kelly, 02 6102 9995
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0774640

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 02 December 2026

Job Title	Senior Shared Services Hub Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,576 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 5
Position Number	1652_11/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The Shared Services Hub (the Hub) provides payroll services to a number of Australian Government agencies.

As an APS 5 Hub Officer, you may work in one or more of our teams, depending on business needs, your skills and experience and opportunities available across the Hub.

Our teams provide a diverse range of work, including:

- Payroll – deliver end-to-end payroll services, investigate and resolve pay and entitlement matters, undertake payroll processing and checking activities and provide advice and support to client agencies and employees.
- Aurion Systems – support the operation and ongoing improvement of the Aurion HR and payroll system, including system configuration, testing, issue investigation, data integrity and implementation of system changes.
- Assurance and Capability – support assurance activities across Hub services, review processes and controls, identify opportunities for improvement, and contribute to guidance, procedures, training and capability development.
- Project Management – contribute to projects and improvement initiatives across the Hub, including planning, analysis, testing, implementation, stakeholder engagement and supporting changes to systems, processes and services.
- Onboarding – support the transition and onboarding of new client agencies and employees into Hub services, coordinating activities, information and requirements to support accurate and effective service commencement.
- Client Engagement – build productive relationships with client agencies, coordinate and respond to enquiries, assist with reporting collation and advice, support the resolution of issues and work collaboratively with stakeholders to understand requirements and improve the client experience.

Working in the Hub means being part of a collaborative and supportive environment where you will work with colleagues and client agencies to deliver reliable, responsive and high-quality services. Our work is varied and provides opportunities to build your skills, develop specialist knowledge and contribute to improvements that make services simpler and more effective.

We value teamwork, professionalism, continuous improvement and a strong focus on our clients and their people.

The opportunity

We are looking for motivated and capable people to join the Hub at the APS 5 level and contribute to the delivery of high-quality corporate services to our client agencies.

As an APS 5 in the Hub, you will have the opportunity to contribute ideas, solve problems and make a practical difference to the services we deliver. You will work collaboratively with colleagues, stakeholders and client agencies, applying your skills and judgement to support effective service delivery and positive outcomes.

Our APS 5 roles offer varied and meaningful work, with opportunities to develop professional and technical capability and gain experience across different areas of shared services. Depending on the role, you may be responsible for managing priorities, resolving complex matters, supporting projects and initiatives, improving processes and providing guidance and support to others.

We are looking for people who are proactive, adaptable and committed to delivering quality outcomes. If you enjoy working collaboratively, taking responsibility and looking for better ways of doing things, the Hub provides an opportunity to develop your career while contributing to services that make a difference across government.

The role offers the opportunity to contribute to continuous improvement activities and play a direct role in supporting the delivery of critical government services.

We are committed to the APS Values and creating a workplace where people can thrive. You will have access to a range of learning and development opportunities, leadership experiences and professional growth pathways to support your ongoing career development.

Flexible working arrangements are available, subject to operational requirements, and we actively support a healthy and balanced approach to work.

What’s in it for you?

As a Shared Services Hub Officer, you will benefit from:

- Opportunities to build expertise across a range of payroll disciplines.
- Exposure to a diverse range of projects and initiatives.
- A clear pathway for professional growth.
- The opportunity to work closely with client agencies.
- A collaborative, professional and forward-looking team culture.
- Experience working in a fast-paced and dynamic environment.
- Flexible working arrangements.
- Access to learning and development opportunities.

Our ideal candidate

Our ideal candidate will demonstrate:

- Accuracy and attention to detail: Demonstrate accuracy of work by having strong attention to detail and completing tasks with minimal errors.
- Data Analysis and Reporting: Understand and analyse data to prepare reports for compliance and business purposes.
- Problem Solving: Ability to identify problems, risks or gaps related to work and think laterally to identify and implement improved work practices with limited supervision.
- Communication: Understand the audience and tailor the communication style accordingly. Confidently present messages in a clear, concise and articulate manner.
- Customer Service: Build and sustain positive relationships with team members, stakeholders and clients while proactively providing timely and accurate responses to client queries.
- Flexibility and adaptability: Work collaboratively across teams and respond to change in a positive and flexible manner.
- Planning and organising: Demonstrate ability to plan, organise and prioritise work to achieve required deadlines.
- Ethics and integrity: Adopt a principled approach and adheres to the APS Values and Code of Conduct while operating as an effective representative of the organisation in internal forums.

Desirable

- Experience working in a Payroll, Payroll Systems, Communication, Project Management, Assurance and/or Service Delivery environment.
- Familiarity with Microsoft Office applications and reporting tools.
- An understanding of APS employment conditions, Enterprise Agreements, payroll legislation and public sector operating environments.

Duties

As an APS 5 Shared Services Hub Officer, you will play a key role in supporting the delivery of high-quality services to our client agencies. Depending on your experience and preferred function (Payroll, Payroll Systems, Client Engagement, Project Management, Assurance and/or Service Delivery), your responsibilities may include:

- Deliver accurate, timely and high-quality services in accordance with relevant legislation, policies, procedures and requirements.
- Research, analyse and resolve moderately complex matters, using sound judgement and escalating issues where appropriate.
- Draft, review and update a range of documents, correspondence, guidance and other business materials to ensure they are clear, accurate and fit for purpose.
- Provide clear and practical advice and support to colleagues, stakeholders and client agencies.
- Use initiative to progress work, identify issues and opportunities, and take appropriate action to achieve positive outcomes.
- Build positive working relationships and collaborate with others to achieve shared outcomes.
- Identify and contribute to improvements to processes, services and the client experience.
- Support projects, change activities and other initiatives across the Hub.
- Maintain accurate records and contribute to reporting, quality assurance and other business activities.
- Manage your own workload and priorities to meet agreed outcomes and timeframes.
- Share knowledge and support capability across the team.

Eligibility

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

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

Notes

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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

To Apply

Position Contact	Tonia Handcock, 0423 942 898
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0774648

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 02 December 2026

Job Title	Assistant Program Manager (Multiple Opportunities)
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Hobart TAS, Perth WA, Darwin NT, Melbourne VIC, Adelaide SA
Salary	$126,391 - $134,225
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 1
Position Number	1657_11/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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

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

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

Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

In support of the Government's productivity and Future Made in Australia agenda, the Commercialisation Division develops policy and delivers programs that support the commercialisation and translation of research, development and innovation (RD&I) in Australia.

The **Venture Capital Incentives Branch (VCIB)** is a new and evolving branch. It administers programs that support commercialisation, entrepreneurs and innovative businesses, including the Early Stage Venture Capital Limited Partnerships (ESVCLP) and Venture Capital Limited Partnerships (VCLP), and a number of government-backed co-investment funds. The branch is also preparing for the implementation of the proposed Innovative Business CGT Concession (IBCC) program, which is intended to encourage investment in innovative start-ups and expanded venture capital tax incentives announced in the May 2026 Budget.

This is an exciting time to join the branch to contribute to major reforms that support investment, innovation and business growth across Australia, and to do high-value, outcome-focussed work.

The **Research and Development Tax Incentive (RDTI) Branch** is a dynamic, multidisciplinary team based around Australia. The Branch delivers the RDTI program, the Government's primary initiative that encourages companies to invest in research and development. On behalf of Industry Innovation and Science Australia, the Branch co-administers the RDTI program with the Australian Taxation Office. The branch is highly collaborative, with teams working closely together and where members can gain a wide variety of skills and experience, as well as work in partnership with the Australian Taxation Office and businesses, ranging from start-ups right through to large

Our ideal candidate

What we are looking for

Successful candidates will demonstrate the skills, experience and capabilities required at the EL1 level.

We're seeking proactive and adaptable people who:

- Think critically and solve complex problems.
- Communicate clearly and build productive stakeholder relationships.
- Manage competing priorities and deliver results.
- Identify opportunities for improvement and innovation.

Experience in one or more of the following areas would be highly regarded:

- Program delivery and administration.
- Compliance, governance, assurance or risk management.
- Policy development and implementation.
- Stakeholder engagement.
- Project or program management.
- Data analysis, reporting and digital systems.
- Legal or regulatory experience in statutory interpretation, administrative decisions, complex assessments or reviews.
- Law, finance, accounting, economics or commerce.

Duties

At the **EL1 level**, you will undertake very complex or sensitive work under broad direction, exercising a considerable degree of independence and judgement. You will provide high-level advice, contribute to strategic planning and make decisions based on sound analysis of issues and risks. You will provide leadership within your area of responsibility and be accountable for delivering quality outcomes, setting priorities and building productive stakeholder relationships. Depending on the role, you may lead a team or workstream, manage resources, and support the development of staff.

Depending on your skills and experience, you may:

- Deliver and administer venture capital and industry R&D programs
- Assess applications, compliance matters and complex requests
- Develop policy, procedures, guidance and operational frameworks
- Support implementation of new programs and reforms
- Prepare briefs, governance papers, reports and advice
- Engage with industry, partner agencies and other stakeholders
- Work with the Australian Taxation Office (ATO) to test program design, resolve implementation issues and support coordinated delivery

- Support private ruling and finding processes, including complex eligibility assessments, evidence analysis and prepare advice
- Develop decision-making frameworks, review processes and guidance for consistent, defensible administration
- Analyse data and identify risks, trends and opportunities
- Contribute to systems improvements, automation and digital innovation
- Support governance, assurance, compliance and continuous improvement activities.

Opportunities may be available in:

- Program delivery
- VC reform, implementation and modernisation
- IBCC establishment and implementation
- Compliance, education and assurance
- Data, reporting and digital systems.

Eligibility

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

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

Notes

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

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

Questions regarding positions in VCIB should be directed to jane.anderson@industry.gov.au / 0404148801.

Questions regarding positions in RDTI should be directed to trish.ivar@industry.gov.au / 0429 155 604.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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To Apply

Position Contact	Refer to position notes, n/a
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0774649

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 02 December 2026

Job Title	Program Officers
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Brisbane QLD, Perth WA, Hobart TAS, Adelaide SA, Darwin NT, Melbourne VIC
Salary	$89,576 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 5;APS Level 6
Position Number	1656_11/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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

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- Investing in science and technology
- Strengthening the resources sector.

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Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

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This is an exciting time to join the branch to contribute to major reforms that support investment, innovation and business growth across Australia, and to do high-value, outcome-focussed work.

The **Research and Development Tax Incentive (RDTI) Branch** is a dynamic, multidisciplinary team based around Australia. The Branch delivers the RDTI program, the Government's primary initiative that encourages companies to invest in research and development. On behalf of Industry Innovation and Science Australia, the Branch co-administers the RDTI program with the Australian Taxation Office. The branch is highly collaborative, with teams working closely together and where members can gain a wide variety of skills and experience, as well as work in partnership with the Australian Taxation Office and businesses, ranging from start-ups right through to large corporations.

Our ideal candidate

What we are looking for

Successful candidates will be assessed and placed at a level (APS Level 5 or APS Level 6) commensurate with their skills, experience and demonstrated capabilities. Information on APS classification expectations can be found in the APS Work Level Standards.

We're seeking proactive and adaptable people who:

- Think critically and solve complex problems.
- Communicate clearly and build productive stakeholder relationships.
- Manage competing priorities and deliver results.
- Identify opportunities for improvement and innovation.

Experience in one or more of the following areas would be highly regarded:

- Program delivery and administration.
- Compliance, governance, assurance or risk management.
- Policy development and implementation.
- Stakeholder engagement.
- Project or program management.
- Data analysis, reporting and digital systems.
- Legal or regulatory experience in statutory interpretation, administrative decisions, complex assessments or reviews.
- Law, finance, accounting, economics or commerce.

Duties

At the **APS5 level,** you will undertake moderately complex to complex work under general direction, exercising initiative and judgement within established policies and procedures. You will plan and deliver your work, provide advice within your area of responsibility, and seek guidance on matters outside your expertise or authority.

At the **APS6 level,** you will undertake complex work under limited direction, exercising greater autonomy and judgement in interpreting and applying policies and procedures. You will take responsibility for planning and delivering work, providing detailed advice and recommendations on complex or sensitive matters, and guiding colleagues where required.

Depending on your skills and experience, you may:

- Deliver and administer venture capital and industry R&D programs.
- Assess applications, compliance matters and complex requests.
- Develop policy, procedures, guidance and operational frameworks.
- Support implementation of new programs and reforms.

- Prepare briefs, governance papers, reports and advice.
- Engage with industry, partner agencies and other stakeholders.
- Work with the Australian Taxation Office (ATO) to test program design, resolve implementation issues and support coordinated delivery.
- Support private ruling and finding processes, including complex eligibility assessments, evidence analysis and prepare advice.
- Develop decision-making frameworks, review processes and guidance for consistent, defensible administration.
- Analyse data and identify risks, trends and opportunities.
- Contribute to systems improvements, automation and digital innovation.
- Support governance, assurance, compliance and continuous improvement activities.

Opportunities may be available in:

- Program delivery.
- VC reform, implementation and modernisation.
- IBCC establishment and implementation.
- Compliance, education and assurance.
- Data, reporting and digital systems.

Eligibility

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

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

Notes

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

Questions regarding positions in VCIB should be directed to jane.anderson@industry.gov.au / 0404 148 801.

Questions regarding positions in RDTI should be directed to trish.ivar@industry.gov.au / 0429 155 604.

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

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To Apply

Position Contact	Refer to position notes, n/a
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0774655

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 03 December 2026

Job Title	Executive Assistant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$89,576 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 4;APS Level 5
Position Number	1646_11/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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Please see the APSC's APS Employee Value Proposition for more information on the benefits and value of employment within the APS.

About the team

The **Analysis, Insights and Strategy Division (AISD)** provides evidence, analysis and strategic advice to support the Department's most critical policies and programs and their evaluation. Its core functions span economic and data analysis, strategic policy and advice, evaluation, and enabling policy and systems. This includes analysis of resources, energy, critical minerals, industry, technology, innovation and R&D; advice on productivity, investment and broader economic and social issues; and strategic leadership on Budget and MYEFO processes, corporate planning, performance reporting, data and digital strategy, First Nations priorities and whole-of-government initiatives.

Through these functions, AISD helps ensure the Department's policy and program decisions are evidence-based, strategically aligned and connected to broader Australian Government priorities. The Division supports Ministers and departmental decision-makers with timely analysis, modelling, evaluation, data and briefings, while also strengthening departmental capability and coordinating input into cross-cutting government processes and priorities.

The opportunity

This is an excellent opportunity to work closely with senior leaders and gain exposure to strategic priorities, decision-making processes and organisational operations. You will develop your executive support, coordination and stakeholder management skills while building a broad understanding of Analysis, Insights & Strategy Division work and expanding your professional network across multiple business areas.

Our ideal candidate

Our ideal candidate will be a highly organised and adaptable professional with strong executive support experience. You will have excellent communication and stakeholder engagement skills, strong attention to detail, and the ability to effectively manage competing priorities in a fast-paced environment. You will demonstrate high standards of professionalism and the ability to build strong relationships with Agency staff and internal and external stakeholders.

Duties

The Executive Assistant is responsible for the provision of proactive administrative support, including advice and recommendations, contributing to the resolution of complex and sensitive issues, providing a contact point for internal and external stakeholders.

Key duties of the Executive Assistant APS Level 4:

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

Key duties of the Executive Assistant APS Level 5:

- Managing inboxes, calendars and meetings for the Head of Division and a General Manager.
- Managing workflows for the Head of Division and ensuring priorities and timeframes are met.
- Maintaining processes and systems for the division, such as PDMS, Expense8, CTM and HR monitoring or similar.
- Preparing, collating, and quality assuring a range of written content such as emails, meeting briefs, presentations and co-ordination requests.
- Providing general administrative support for the division including distributing information, drafting meeting agendas and record-keeping.
- Working closely with the Executive Officers and other Executive Support staff to respond to tasking from various senior officers, as required.

Eligibility

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

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

Notes

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To Apply

Position Contact	Alison Cropley, +612 6102 8881
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0774678

Department of Industry, Science and Resources (DISR)

Closing Date:Thursday 03 December 2026

Job Title	Geoscience Technical Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Canberra ACT
Salary	$102,072 - $112,084
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA, Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 6
Position Number	1630_11/26
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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About the team

About ARWA

The Australian Radioactive Waste Agency (ARWA) is leading the responsible management and safe storage and disposal of Australia's radioactive waste. A key element of ARWA's program is the delivery of disposal pathways for Australia's radioactive waste which will provide purpose-built, highly engineered solutions to manage radioactive waste from sources such as nuclear medicine production.

At ARWA, our dynamic, multi-disciplinary team has a unique opportunity to drive the future of Australia's expertise in safe and secure radioactive waste management, to protect people and the environment for generations to come. Our people have the experience and skills to put ARWA at the forefront of the global nuclear waste management field as we deliver world class facilities for Australia.

About the Geoscience and Environment Team

The Geoscience and Environment Team provides technical advice on research and development aspects of geological disposal concepts that includes site screening and characterisation in addition to contributing towards ARWA's broader objective of the responsible management and disposal of Australia's radioactive waste.

Our ideal candidate

The Geoscience Technical Officer will contribute to identifying future research and development in geological disposal related radioactive waste handling, processing and disposal.

The successful candidate will communicate scientific aspects of geological disposal to technical and non-technical internal and external stakeholders. This will support stakeholder engagement, increased nuclear literacy and social acceptance, as well as the development of related visualisation materials.

Our ideal candidate will have geoscience experience relevant to siting activities, such as screening unsuitable geological conditions. You will be a lateral thinker and capable of providing subject matter expert input into the evaluation of disposal concepts.

Key requirements

Our ideal candidate will have:

- Geoscience experience relevant to siting activities.
- Strong written and verbal communication skills, including the ability to draft, review and edit documents, distil complex information, and produce high-quality written products with strong attention to detail.
- Well-developed interpersonal skills that foster trust and cooperation, with a demonstrated ability to work effectively and with integrity in a politically sensitive environment.
- The ability to work in a fluid environment and remain flexible, agile and adaptable when supporting colleagues at short notice.
- A tertiary qualification in Geoscience or a relevant Science, Technology, Engineering or Mathematics (STEM) discipline, or equivalent skills, knowledge and experience.
- Experience conducting site characterisation activities, including geophysical surveys, drilling and surface sampling. This is not essential but will be highly regarded.

Duties

As a Geoscience Technical Officer your responsibilities may include but are not limited to:

- Providing high-quality advice to support the agency's strategic objectives for the safe management and disposal of radioactive waste, in particular geological disposal.
- Input and review contract requirements to ensure scientifically robust outputs and outcomes.
- Provide input into procurement planning for research contracts, with subsequent technical leadership and contractor management of resultant contracts.
- Review, verify and evaluate information and reports provided under the contracts.
- Provide input to the disposal-related activities in other teams.
- Delivers high-quality, timely geoscience advice inputs that support program outcomes and align with legislative and policy requirements.
- Participate in national research activities into geological research for possible waste solutions.
- Provide strategic advice regarding options assessment methodologies.
- Provide strategic advice regarding the development of area screening visualisation tools.

- Influences decision-making by presenting evidence-based arguments, clearly outlining options, risks and recommendations.

Eligibility

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

Positions require a Negative Vetting 1 security clearance and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

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

The department does currently offer flexible work opportunities for many roles. This vacancy is Canberra or Adelaide based, noting that the team are currently all located in Adelaide.

Interstate travel may be required. In the near to medium term, however, the role will primarily be office-based, with no expectation to undertake field-based geoscience work.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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

To Apply

Position Contact	Matthew Boxall, 08 7002 1164
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774598

Civil Aviation Safety Authority

Closing Date:Sunday 29 November 2026

Corporate Services
Information Technology

Job Title	IT Team Leader - Aurion
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Cairns QLD, Brisbane QLD, Melbourne VIC, Adelaide SA, Darwin NT, Perth WA
Salary	$124,061 - $145,060
Future Merit Locations	Sydney, Canberra, Cairns, Brisbane, Melbourne, Adelaide, Darwin, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	3850
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

The IT Team Leader - Aurion is responsible for the administration, support, enhancement and strategic management of CASA's Aurion HR and payroll platform. Reporting to the Manager, Business Systems, the role leads a small team responsible for ensuring the ongoing availability, security, performance and continuous improvement of CASA's enterprise HR and payroll services. Working closely with People and Culture, vendors, technical specialists and business stakeholders, the position provides leadership and advice on system enhancements, integrations, upgrades, governance and support activities that enable CASA's workforce management and payroll functions.

Duties

In this role, you will:

- Lead the administration, support and continuous improvement of CASA's Aurion HR and payroll system and associated integrations.
- Manage system upgrades, enhancements, testing activities and vendor-delivered changes to ensure service reliability and business continuity.
- Provide technical leadership and expert advice on Aurion-related matters, including system governance, risk management, compliance and operational support.
- Lead and develop a small team, providing coaching, mentoring and performance management while fostering a positive and collaborative team culture.
- Work closely with internal stakeholders, vendors and service providers to identify opportunities for system optimisation and improved business outcomes.
- Oversee troubleshooting and resolution of complex technical issues, ensuring timely and effective support for business users.
- Develop and maintain system documentation, procedures and operational practices to support service delivery and continuous improvement.
- Contribute to strategic planning and future roadmap activities for CASA's HR and payroll technology services.

Experience, skills and capabilities

This position requires the following experience, skills, and capabilities:

- Expert knowledge and hands-on experience supporting Aurion HR and Payroll, including system administration, configuration, integrations, reporting, upgrades and vendor management.
- Ability to provide technical leadership and trusted advice on complex HR/payroll system issues while driving continuous improvement and service excellence.
- Strong stakeholder engagement skills, with experience working collaboratively across business, technical and vendor teams to deliver successful outcomes.

Qualifications, licences and experience

Mandatory

- Demonstrated experience administering and supporting enterprise HR/payroll systems (preferably Aurion), with strong technical expertise in system integrations, application support, vendor and stakeholder management, and the ability to lead system enhancements, upgrades, and operational support activities within a complex business environment.

Desirable

- Relevant subject matter expertise in an area relevant to the position’s core focus.
- People leadership/management/coaching/mentoring experience.

Eligibility

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

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance.

Notes

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

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

About the Civil Aviation Safety Authority

"Safe skies for all" CASA is established by and operates under the Civil Aviation Act 1988 and the Airspace Act 2007. CASA's primary function is to conduct the safety regulation of civil air operations in Australia and the operation of Australian aircraft overseas. We license pilots, register aircraft, oversee aviation safety and promote safety awareness. We are also responsible for making sure that Australian airspace is administered and used safely. CASA is a Corporate Commonwealth entity and is subject to the Public Governance, Performance and Accountability Act 2013 which deals with a range of matters, including reporting and the

use of and management of public resources. We employ over 800 people working across Australia. We are an engaged team and proud to work for CASA. We strongly believe in the vision, mission and goals of our agency. We are highly connected to CASA's Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Peter Thomson, 0439 302 963
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774599

Civil Aviation Safety Authority

Closing Date:Sunday 29 November 2026

Corporate Services
Information Technology

Job Title	IT Team Leader - Aurion - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Canberra ACT, Cairns QLD, Brisbane QLD, Melbourne VIC, Adelaide SA, Darwin NT, Perth WA
Salary	$124,061 - $145,060
Future Merit Locations	Sydney, Canberra, Cairns, Brisbane, Melbourne, Adelaide, Darwin, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	Executive Level 1
Position Number	3850
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

The IT Team Leader - Aurion is responsible for the administration, support, enhancement and strategic management of CASA's Aurion HR and payroll platform. Reporting to the Manager, Business Systems, the role leads a small team responsible for ensuring the ongoing availability, security, performance and continuous improvement of CASA's enterprise HR and payroll services. Working closely with People and Culture, vendors, technical specialists and business stakeholders, the position provides leadership and advice on system enhancements, integrations, upgrades, governance and support activities that enable CASA's workforce management and payroll functions.

Duties

In this role, you will:

- Lead the administration, support and continuous improvement of CASA's Aurion HR and payroll system and associated integrations.
- Manage system upgrades, enhancements, testing activities and vendor-delivered changes to ensure service reliability and business continuity.

- Provide technical leadership and expert advice on Aurion-related matters, including system governance, risk management, compliance and operational support.
- Lead and develop a small team, providing coaching, mentoring and performance management while fostering a positive and collaborative team culture.
- Work closely with internal stakeholders, vendors and service providers to identify opportunities for system optimisation and improved business outcomes.
- Oversee troubleshooting and resolution of complex technical issues, ensuring timely and effective support for business users.
- Develop and maintain system documentation, procedures and operational practices to support service delivery and continuous improvement.
- Contribute to strategic planning and future roadmap activities for CASA's HR and payroll technology services.

Experience, skills and capabilities

This position requires the following experience, skills, and capabilities:

- Expert knowledge and hands-on experience supporting Aurion HR and Payroll, including system administration, configuration, integrations, reporting, upgrades and vendor management.
- Ability to provide technical leadership and trusted advice on complex HR/payroll system issues while driving continuous improvement and service excellence.
- Strong stakeholder engagement skills, with experience working collaboratively across business, technical and vendor teams to deliver successful outcomes.

Qualifications, licences and experience

Mandatory

- Demonstrated experience administering and supporting enterprise HR/payroll systems (preferably Aurion), with strong technical expertise in system integrations, application support, vendor and stakeholder management, and the ability to lead system enhancements, upgrades, and operational support activities within a complex business environment.

Desirable

- Relevant subject matter expertise in an area relevant to the position’s core focus.

- People leadership/management/coaching/mentoring experience.

Eligibility

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

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position's occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance.

Notes

About the Civil Aviation Safety Authority

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To Apply

Position Contact	Peter Thomson, 0439 302 963
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774676

Civil Aviation Safety Authority

Closing Date:Tuesday 01 December 2026

Corporate Services
Information Technology Business Systems

Job Title	IT Advisor - Desktop Support Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,714 - $102,789
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 5
Position Number	4607
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

The Desktop Support Officer is responsible for providing technical support and expertise across CASA's ICT environment. Working collaboratively with the Service and Support, Network and Solutions Capability teams, the role supports the configuration, deployment and maintenance of CASA's standard operating environment, hardware, software and mobile devices to meet organisational requirements and deliver high-quality customer service outcomes.

Duties

In this role, you will:

- Assist in the delivery of ICT strategy through the provision of operational support and assistance.
- Provide root cause analysis, troubleshooting technical issues and managing workloads within a prioritized environment.

- Support and lead Projects, business as usual activities and process improvement.
- Contribute to the implementation of change and promote continuous improvement activities within the team/Branch and across the organisation as appropriate.
- Model and promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.
- Contribute to the development and maintenance of technical and operational documentation to capture information, reporting, analysis and policies relevant to the ICT environment with little or no revision.
- Provide professional and technical advice, information, support, assistance, and feedback to stakeholders relevant to the operating environment.
- Contribute to the development and maintenance of technical operational documentation and policies and ensuring compliance with governance and controls relevant to the ICT environment.
- Use your extensive experience and knowledge, be the escalation point for all Desktop Support tickets prior to escalation to other Resolver Teams.
- Be willing to be part of an on-call roster for 24/7 VIP support.
- Be willing and able to travel interstate, to our interstate offices to provide onsite IT support.

Experience, skills and capabilities

This position requires the following experience, skills, and capabilities:

- Demonstrated experience in ICT service delivery, desktop support, troubleshooting, root cause analysis, and supporting hardware, software, mobile devices, and end-user technologies.
- Ability to exercise sound judgement, work independently, manage competing priorities, support change and
- Continuous improvement initiatives and adapt to evolving technologies and business requirements.
- Ability to apply technical knowledge where standards, policies, and procedures are well-defined and require minimal interpretation, to a range of tasks and resolve issues using problem-solving skills within defined guidelines, including the ability to make decisions within established procedures.
- Strong ability to communicate technical and non-technical information, provide customer-focused support, build trusted relationships with stakeholders, and work effectively with internal clients, external vendors and service providers.
- Experience in developing and maintaining internal and external relationships and operational networks.
- Liaising with internal and external stakeholders on policy, project or operational issues.
- Experience in valuing and seeking input from people with different backgrounds and experiences.
- Anticipating the impact of own behaviour

Qualifications, licences and experience

Mandatory

- 18 months of current experience, or significant relevant experience in tasks applicable to this position, including the provision of ICT service delivery of desktop support in an enterprise environment.
- Demonstrated knowledge and experience in the use of Microsoft Intune and Azure Administration.
- Demonstrated technical expertise, knowledge and understanding of current and emerging technologies, technology directions and CASA’s strategic ICT priorities.

Desirable

- Relevant ICT qualifications or certifications.
- Experience supporting modern workplace technologies and mobile devices.
- Knowledge of emerging technologies and ICT operational processes.
- Experience with building and maintaining documentation, continuous improvement, and on-call support environments.

Eligibility

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

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance.

Notes

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

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

About the Civil Aviation Safety Authority

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To Apply

Position Contact	Michael Gazzard, 0431303465
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774677

Civil Aviation Safety Authority

Closing Date:Tuesday 01 December 2026

Corporate Services
Information Technology Business Systems

Job Title	IT Advisor - Desktop Support Officer - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours
Classification	APS Level 5
Position Number	4607
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The role

The Desktop Support Officer is responsible for providing technical support and expertise across CASA's ICT environment. Working collaboratively with the Service and Support, Network and Solutions Capability teams, the role supports the configuration, deployment and maintenance of CASA's standard operating environment, hardware, software and mobile devices to meet organisational requirements and deliver high-quality customer service outcomes.

Duties

In this role, you will:

- Assist in the delivery of ICT strategy through the provision of operational support and assistance.
- Provide root cause analysis, troubleshooting technical issues and managing workloads within a prioritized environment.
- Support and lead Projects, business as usual activities and process improvement.
- Contribute to the implementation of change and promote continuous improvement activities within the team/Branch and across the organisation as appropriate.

- Model and promote workplace safety, equity and diversity, participative management and environmental management in the workplace and act in accordance with CASA's Values and Behaviours.
- Contribute to the development and maintenance of technical and operational documentation to capture information, reporting, analysis and policies relevant to the ICT environment with little or no revision.
- Provide professional and technical advice, information, support, assistance, and feedback to stakeholders relevant to the operating environment.
- Contribute to the development and maintenance of technical operational documentation and policies and ensuring compliance with governance and controls relevant to the ICT environment.
- Use your extensive experience and knowledge, be the escalation point for all Desktop Support tickets prior to escalation to other Resolver Teams.
- Be willing to be part of an on-call roster for 24/7 VIP support.
- Be willing and able to travel interstate, to our interstate offices to provide onsite IT support.

Experience, skills and capabilities

This position requires the following experience, skills, and capabilities:

- Demonstrated experience in ICT service delivery, desktop support, troubleshooting, root cause analysis, and supporting hardware, software, mobile devices, and end-user technologies.
- Ability to exercise sound judgement, work independently, manage competing priorities, support change and
- Continuous improvement initiatives and adapt to evolving technologies and business requirements.
- Ability to apply technical knowledge where standards, policies, and procedures are well-defined and require minimal interpretation, to a range of tasks and resolve issues using problem-solving skills within defined guidelines, including the ability to make decisions within established procedures.
- Strong ability to communicate technical and non-technical information, provide customer-focused support, build trusted relationships with stakeholders, and work effectively with internal clients, external vendors and service providers.
- Experience in developing and maintaining internal and external relationships and operational networks.
- Liaising with internal and external stakeholders on policy, project or operational issues.
- Experience in valuing and seeking input from people with different backgrounds and experiences.
- Anticipating the impact of own behaviour

Qualifications, licences and experience

Mandatory

- 18 months of current experience, or significant relevant experience in tasks applicable to this position, including the provision of ICT service delivery of desktop support in an enterprise environment.
- Demonstrated knowledge and experience in the use of Microsoft Intune and Azure Administration.
- Demonstrated technical expertise, knowledge and understanding of current and emerging technologies, technology directions and CASA’s strategic ICT priorities.

Desirable

- Relevant ICT qualifications or certifications.
- Experience supporting modern workplace technologies and mobile devices.
- Knowledge of emerging technologies and ICT operational processes.
- Experience with building and maintaining documentation, continuous improvement, and on-call support environments.

Eligibility

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

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Civil Aviation Safety Authority

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Values and Regulatory Philosophy that underpin all we do. We understand how our roles directly contribute to aviation safety. We are a relationship-based organisation and value the unput and ideas of others.

To Apply

Position Contact	Michael Gazzard, 0431303465
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774718

Civil Aviation Safety Authority

Closing Date:Wednesday 02 December 2026

Stakeholder Engagement Division (SED)
Office of the Principal Medical Officer

Job Title	Examiner Coordinator
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Brisbane QLD, Darwin NT, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA
Salary	$110,698 - $121,451
Future Merit Locations	Cairns, Brisbane, Darwin, Canberra, Sydney, Melbourne, Adelaide, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours.
Classification	APS Level 6
Position Number	4532
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The Aviation Medicine Examiner Coordinator supports CASA's aviation medical services by coordinating approvals, providing guidance on aviation medical processes, maintaining records and documentation, and managing enquiries. Working within the Office of the Principal Medical Officer, you will be a key contact for Designated Aviation Medical Examiners (DAMEs), applicants and internal specialists.

This role combines customer service, stakeholder engagement and administration. It requires strong attention to detail, sound judgement and the ability to manage multiple priorities in a fast-paced environment.

About the team

The Office of the Principal Medical Officer is part of CASA's Stakeholder Engagement Division and supports the delivery of aviation medical services across Australia.

The team works closely with DAMEs, pilots, aviation operators and CASA specialists to ensure aviation medical requirements are administered consistently, efficiently and safely. We offer a collaborative and supportive work environment focused on service excellence, continuous improvement and aviation safety.

Duties

- Acting as a key contact for DAMEs, pilots and other aviation stakeholders.
- Coordinating aviation medical approvals and respond to enquiries.
- Maintaining accurate records, documentation and regulatory information.
- Providing advice on aviation medical processes and requirements.
- Liaising with internal technical specialists to resolve complex matters.
- Monitoring applications and workflows to ensure timely processing.
- Ensuring compliance with CASA policies, procedures and regulatory requirements.
- Identifying opportunities to improve processes and service delivery.
- Building and maintain positive relationships with internal and external stakeholders.
- Delivering high-quality customer service in a dynamic environment.

Experience, skills and capabilities

This position requires the following experience, skills, and capabilities:

- Client service experience and technical coordination expertise across a broad range of
- Ability to apply technical/specialist knowledge, exercise initiative and use analysis and problem-solving skills to address moderately complex matters. Experience in applying judgement when making decisions within established standards, policies, and procedures.
- Significant experience in communicating complex information with clarity and Building rapport and using negotiation and persuasion skills to resolve moderately complex issues, and tailoring messages and message delivery to achieve desired outcomes with varied stakeholders.
- Significant experience in managing relationships with stakeholders to achieve work area Anticipating and responding to stakeholder needs and expectations. Developing and supporting complex relationships with internal and external stakeholders.
- Demonstratable abilities in inclusion and collaboration by drawing on diverse perspectives to improve outcomes. Experience working with emotional intelligence to build positive relationships and resolve moderately complex interpersonal issues.

Qualifications, licences and experience

Mandatory

- Extensive experience providing administrative support in a complex service-focused environment.

Desirable

- Intermediate to advanced proficiency in using Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Expertise using online document management systems to store and retrieve official documents.
- Understanding of financial management (forecasting and budget monitoring).
- Employee supervision experience.

Eligibility

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

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance.

Notes

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

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

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To Apply

Position Contact	Amy Adamson, +61 2 6217 1469
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

This notice is part of the electronic Public Service Gazette PS46 Weekly Gazette Thursday (Vacancy Notices) - 19 November 2026.pdf Published by Australian Public Service Commission.

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774719

Civil Aviation Safety Authority

Closing Date:Wednesday 02 December 2026

Stakeholder Engagement Division (SED)
Office of the Principal Medical Officer

Job Title	Examiner Coordinator - Affirmative Measures - Aboriginal and/or Torres Strait Islander and/or Disability
Job Type	Full-Time, Ongoing
Location	Cairns QLD, Brisbane QLD, Darwin NT, Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA
Salary	$110,698 - $121,451
Future Merit Locations	Cairns, Brisbane, Darwin, Canberra, Sydney, Melbourne, Adelaide, Perth
Office Arrangement	Hybrid
Office Arrangement Details	Candidate may work from home averaging up to 50% of their working hours’
Classification	APS Level 6
Position Number	4532
Agency Website	https://www.casa.gov.au/about-us/careers-casa

Job Description

https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

The Aviation Medicine Examiner Coordinator supports CASA's aviation medical services by coordinating approvals, providing guidance on aviation medical processes, maintaining records and documentation, and managing enquiries. Working within the Office of the Principal Medical Officer, you will be a key contact for Designated Aviation Medical Examiners (DAMEs), applicants and internal specialists.

This role combines customer service, stakeholder engagement and administration. It requires strong attention to detail, sound judgement and the ability to manage multiple priorities in a fast-paced environment.

About the team

The Office of the Principal Medical Officer is part of CASA's Stakeholder Engagement Division and supports the delivery of aviation medical services across Australia.

The team works closely with DAMEs, pilots, aviation operators and CASA specialists to ensure aviation medical requirements are administered consistently, efficiently and safely. We offer a collaborative and supportive work environment focused on service excellence, continuous improvement and aviation safety.

Duties

- Acting as a key contact for DAMEs, pilots and other aviation stakeholders.
- Coordinating aviation medical approvals and respond to enquiries.
- Maintaining accurate records, documentation and regulatory information.
- Providing advice on aviation medical processes and requirements.
- Liaising with internal technical specialists to resolve complex matters.
- Monitoring applications and workflows to ensure timely processing.
- Ensuring compliance with CASA policies, procedures and regulatory requirements.
- Identifying opportunities to improve processes and service delivery.
- Building and maintain positive relationships with internal and external stakeholders.
- Delivering high-quality customer service in a dynamic environment.

Experience, skills and capabilities

This position requires the following experience, skills, and capabilities:

- Client service experience and technical coordination expertise across a broad range of

- Ability to apply technical/specialist knowledge, exercise initiative and use analysis and problem-solving skills to address moderately complex matters. Experience in applying judgement when making decisions within established standards, policies, and procedures.
- Significant experience in communicating complex information with clarity and Building rapport and using negotiation and persuasion skills to resolve moderately complex issues, and tailoring messages and message delivery to achieve desired outcomes with varied stakeholders.
- Significant experience in managing relationships with stakeholders to achieve work area Anticipating and responding to stakeholder needs and expectations. Developing and supporting complex relationships with internal and external stakeholders.
- Demonstratable abilities in inclusion and collaboration by drawing on diverse perspectives to improve outcomes. Experience working with emotional intelligence to build positive relationships and resolve moderately complex interpersonal issues.

Qualifications, licences and experience

Mandatory

- Extensive experience providing administrative support in a complex service-focused environment.

Desirable

- Intermediate to advanced proficiency in using Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Expertise using online document management systems to store and retrieve official documents.
- Understanding of financial management (forecasting and budget monitoring).
- Employee supervision experience.

Eligibility

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

- At a minimum, prospective CASA employees must undergo pre-employment screening and must be willing to provide the required information to successfully undergo a police record check.
- The position’s occupant must be an Australian citizen with the ability to obtain and maintain the required level of security clearance.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Civil Aviation Safety Authority

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

To Apply

Position Contact	Amy Adamson, +61 2 6217 1469
Agency Recruitment Site	https://casajobs.nga.net.au/cp/?audiencetypecode=EXT

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774508

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

Closing Date:Sunday 29 November 2026

Finance, Strategy, Budget & Research
Financial Management Financial Accounting

Job Title	APS5 - Asset Accountant, Financial Management
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA
Salary	$89,225 - $96,829
Future Merit Locations	Canberra, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 5
Position Number	48309
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Finance, Strategy, Budget & Research Division is seeking to fill an Asset Accountant (APS 5) position in the Financial Accounting Team.

The Financial Accounting Team supports the department to meet its statutory financial reporting obligations, including monthly reporting to the Department of Finance and preparation of the department's annual financial statements. The team is also responsible for the department's asset accounting function, including maintaining the asset register, coordinating asset stocktakes, valuations and impairment assessments, and providing technical accounting advice on asset-related matters.

This is a varied role providing exposure to a diverse and complex asset portfolio, including property, infrastructure, plant and equipment, artwork, heritage and cultural assets, intangible assets and assets supporting the delivery of essential services in Australia's non-self-governing territories.

The role provides an opportunity to develop strong technical financial accounting capability while working closely with business areas, external valuation specialists, the Department of Finance and the Australian National Audit Office. You will also have opportunities to contribute to improvements in asset accounting processes, controls, systems and reporting.

Duties

What you will do

As the Asset Accountant, you will undertake a broad range of financial and asset accounting activities. The work is varied and includes both business-as-usual financial accounting activities and annual reporting deliverables.

Typical duties include:

- managing and maintaining the department’s asset register, including asset additions, disposals, transfers, adjustments, and other asset movements
- contributing to month-end and year-end financial close processes, including preparing reconciliations and high-quality workpapers
- contributing to the preparation of the department’s annual financial statements and associated audit requirements
- coordinating the department’s asset stocktake program and working with business areas to investigate and resolve stocktake outcomes
- coordinating independent asset valuations and supporting the assessment and accounting treatment of revaluation outcomes
- coordinating impairment reviews and working with stakeholders to identify and assess potential indicators of impairment
- supporting accounting assessments for complex asset matters, including asset recognition, capitalisation, useful lives, impairment, revaluation, write-downs and disposals
- preparing clear, evidence-based accounting position papers, file notes and other technical accounting documentation
- providing practical financial and accounting advice to business areas on the management and accounting treatment of non-financial assets
- maintaining effective working relationships with internal and external stakeholders, including business areas, external valuation specialists, the Department of Finance and the Australian National Audit Office
- supporting continuous improvement of asset accounting processes, guidance, controls and reporting, including opportunities arising from changes to finance systems and business processes.

The role offers an opportunity to work across the full asset accounting lifecycle, from initial recognition and capitalisation through to depreciation, stocktake, valuation, impairment and eventual disposal. It also provides exposure to complex accounting matters and a broad range of stakeholders across the department.

Inherent requirements for the role

The successful candidate will be able to demonstrate capability consistent with the APS5 Work Level Standards, including the ability to exercise sound judgement, work with a degree of independence and contribute effectively to a professional financial environment.

The core capabilities for this role are:

- **Financial and asset accounting capability** – experience in financial accounting and a sound understanding of accounting for non-financial assets
- **Financial reporting knowledge** – knowledge of, or the ability to quickly develop knowledge of, Australian Government financial reporting requirements and relevant accounting standards
- **Analytical skills and judgement** – ability to analyse complex accounting issues, identify relevant information and develop practical and well-supported solutions
- **Communication skills** – well-developed written and verbal communication skills
- **Stakeholder engagement** – ability to build productive working relationships and collaborate effectively with finance and non-finance stakeholders
- **Delivery and attention to detail** – ability to manage competing priorities and deadlines while maintaining the quality and accuracy expected in financial reporting.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS5 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Sarah Xiao, 02 6136 7598
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies

Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774569

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

Closing Date:Sunday 29 November 2026

Finance, Strategy, Budget & Research
Financial Management Financial Accounting

Job Title	APS5 - Asset Accountant, Financial Management, Affirmative Measures, Disability
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA
Salary	$89,225 - $96,829
Future Merit Locations	Canberra, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 5
Position Number	48352
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Finance, Strategy, Budget & Research Division is seeking to fill an Asset Accountant (APS 5) position in the Financial Accounting Team.

The Financial Accounting Team supports the department to meet its statutory financial reporting obligations, including monthly reporting to the Department of Finance and preparation of the department's annual financial statements. The team is also responsible for the department's asset accounting function, including maintaining the asset register, coordinating asset stocktakes,

valuations and impairment assessments, and providing technical accounting advice on asset-related matters.

This is a varied role providing exposure to a diverse and complex asset portfolio, including property, infrastructure, plant and equipment, artwork, heritage and cultural assets, intangible assets and assets supporting the delivery of essential services in Australia's non-self-governing territories.

The role provides an opportunity to develop strong technical financial accounting capability while working closely with business areas, external valuation specialists, the Department of Finance and the Australian National Audit Office. You will also have opportunities to contribute to improvements in asset accounting processes, controls, systems and reporting.

Duties

What you will do

As the Asset Accountant, you will undertake a broad range of financial and asset accounting activities. The work is varied and includes both business-as-usual financial accounting activities and annual reporting deliverables.

Typical duties include:

- managing and maintaining the department's asset register, including asset additions, disposals, transfers, adjustments, and other asset movements
- contributing to month-end and year-end financial close processes, including preparing reconciliations and high-quality workpapers
- contributing to the preparation of the department's annual financial statements and associated audit requirements
- coordinating the department's asset stocktake program and working with business areas to investigate and resolve stocktake outcomes
- coordinating independent asset valuations and supporting the assessment and accounting treatment of revaluation outcomes
- coordinating impairment reviews and working with stakeholders to identify and assess potential indicators of impairment
- supporting accounting assessments for complex asset matters, including asset recognition, capitalisation, useful lives, impairment, revaluation, write-downs and disposals
- preparing clear, evidence-based accounting position papers, file notes and other technical accounting documentation
- providing practical financial and accounting advice to business areas on the management and accounting treatment of non-financial assets
- maintaining effective working relationships with internal and external stakeholders, including business areas, external valuation specialists, the Department of Finance and the Australian National Audit Office
- supporting continuous improvement of asset accounting processes, guidance, controls and reporting, including opportunities arising from changes to finance systems and business processes.

The role offers an opportunity to work across the full asset accounting lifecycle, from initial recognition and capitalisation through to depreciation, stocktake, valuation, impairment and eventual disposal. It also provides exposure to complex accounting matters and a broad range of stakeholders across the department.

Inherent requirements for the role

The successful candidate will be able to demonstrate capability consistent with the APS5 Work Level Standards, including the ability to exercise sound judgement, work with a degree of independence and contribute effectively to a professional financial environment.

The core capabilities for this role are:

- **Financial and asset accounting capability** – experience in financial accounting and a sound understanding of accounting for non-financial assets
- **Financial reporting knowledge** – knowledge of, or the ability to quickly develop knowledge of, Australian Government financial reporting requirements and relevant accounting standards
- **Analytical skills and judgement** – ability to analyse complex accounting issues, identify relevant information and develop practical and well-supported solutions
- **Communication skills** – well-developed written and verbal communication skills
- **Stakeholder engagement** – ability to build productive working relationships and collaborate effectively with finance and non-finance stakeholders
- **Delivery and attention to detail** – ability to manage competing priorities and deadlines while maintaining the quality and accuracy expected in financial reporting.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS5 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.

- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to people with disability.

For more information on Affirmative Measures - Disability, please visit - Affirmative measure for recruiting people with disability:guide for applicants | Australian Public Service Commission (apsc.gov.au).

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

The filling of this vacancy is intended to constitute an affirmative measure under Section 33 of the Australian Public Service Commissioner's Direction 2022. This vacancy is open only to people with disability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

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look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Sarah Xiao, 02 6136 7598
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774573

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

Closing Date:Sunday 29 November 2026

Finance, Strategy, Budget & Research
Financial Management Financial Accounting

Job Title	APS5 - Asset Accountant, Financial Management, Affirmative Measures, First Nations
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA
Salary	$89,225 - $96,829
Future Merit Locations	Canberra, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 5
Position Number	48353
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

The Finance, Strategy, Budget & Research Division is seeking to fill an Asset Accountant (APS 5) position in the Financial Accounting Team.

The Financial Accounting Team supports the department to meet its statutory financial reporting obligations, including monthly reporting to the Department of Finance and preparation of the department's annual financial statements. The team is also responsible for the department's asset accounting function, including maintaining the asset register, coordinating asset stocktakes, valuations and impairment assessments, and providing technical accounting advice on asset-related matters.

This is a varied role providing exposure to a diverse and complex asset portfolio, including property, infrastructure, plant and equipment, artwork, heritage and cultural assets, intangible assets and assets supporting the delivery of essential services in Australia's non-self-governing territories.

The role provides an opportunity to develop strong technical financial accounting capability while working closely with business areas, external valuation specialists, the Department of Finance and the Australian National Audit Office. You will also have opportunities to contribute to improvements in asset accounting processes, controls, systems and reporting.

Duties

What you will do

As the Asset Accountant, you will undertake a broad range of financial and asset accounting activities. The work is varied and includes both business-as-usual financial accounting activities and annual reporting deliverables.

Typical duties include:

- managing and maintaining the department’s asset register, including asset additions, disposals, transfers, adjustments, and other asset movements
- contributing to month-end and year-end financial close processes, including preparing reconciliations and high-quality workpapers
- contributing to the preparation of the department’s annual financial statements and associated audit requirements
- coordinating the department’s asset stocktake program and working with business areas to investigate and resolve stocktake outcomes
- coordinating independent asset valuations and supporting the assessment and accounting treatment of revaluation outcomes
- coordinating impairment reviews and working with stakeholders to identify and assess potential indicators of impairment
- supporting accounting assessments for complex asset matters, including asset recognition, capitalisation, useful lives, impairment, revaluation, write-downs and disposals
- preparing clear, evidence-based accounting position papers, file notes and other technical accounting documentation
- providing practical financial and accounting advice to business areas on the management and accounting treatment of non-financial assets
- maintaining effective working relationships with internal and external stakeholders, including business areas, external valuation specialists, the Department of Finance and the Australian National Audit Office
- supporting continuous improvement of asset accounting processes, guidance, controls and reporting, including opportunities arising from changes to finance systems and business processes.

The role offers an opportunity to work across the full asset accounting lifecycle, from initial recognition and capitalisation through to depreciation, stocktake, valuation, impairment and eventual disposal. It also provides exposure to complex accounting matters and a broad range of stakeholders across the department.

Inherent requirements for the role

The successful candidate will be able to demonstrate capability consistent with the APS5 Work Level Standards, including the ability to exercise sound judgement, work with a degree of independence and contribute effectively to a professional financial environment.

The core capabilities for this role are:

- **Financial and asset accounting capability** – experience in financial accounting and a sound understanding of accounting for non-financial assets
- **Financial reporting knowledge** – knowledge of, or the ability to quickly develop knowledge of, Australian Government financial reporting requirements and relevant accounting standards
- **Analytical skills and judgement** – ability to analyse complex accounting issues, identify relevant information and develop practical and well-supported solutions
- **Communication skills** – well-developed written and verbal communication skills
- **Stakeholder engagement** – ability to build productive working relationships and collaborate effectively with finance and non-finance stakeholders
- **Delivery and attention to detail** – ability to manage competing priorities and deadlines while maintaining the quality and accuracy expected in financial reporting.

Cultural capability requirement

The department believes every role contributes to cultural safety and that building staff cultural capability helps us deliver better policies, programs and services for First Nations people and the broader Australian community. Candidates will be required to demonstrate their willingness to develop their cultural capability as part of the assessment process. In making it a requirement across all roles in our department, we are taking a practical step in delivering our commitments under the Our Stories on Country Agreement and the Diversity, Equity and Inclusion Strategy 2025–28.

As an APS5 you will be expected to:

- Consider the cultural context and implications of work area outcomes.
- Engage respectfully with Aboriginal and/or Torres Strait Islander stakeholders, building trusted relationships.
- Communicate respectfully and seeks appropriate cultural input to inform decisions.

Eligibility

Eligibility requirements

This is an Affirmative measure vacancy – This vacancy is open only to Aboriginal and/or Torres Strait Islander people.

The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975. To be eligible to apply under the Affirmative Measures initiative, applicants must:

- be an Aboriginal person and/or a Torres Strait Islander person
- identify as an Aboriginal person and/or a Torres Strait Islander person, and
- be accepted by their community as being an Aboriginal person and/or a Torres Strait Islander person

For more information please visit - Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants.

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

- **Citizenship:** candidates must be an Australian citizen at the time of submitting your application.
- **Health Assessment:** The preferred candidate may be required to undergo a medical examination conducted by the department's preferred medical provider.
- **Security Clearance:** The successful candidate must be able to obtain and/or maintain a security clearance at Baseline Level. You must be willing to disclose all relevant and required information. You must have lived in Australia, or have a checkable background, for at least the preceding five years for Baseline Vetting clearances. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.
- **Police check:** The successful candidate must complete an Australian Federal Police criminal history check.
- **Integrity and Performance check:** The successful candidate must satisfy the requirements in an Integrity and Performance check which is completed by your most recent employer.

Notes

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

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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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications, sport and arts sectors, supporting our regions, cities and territories. Our staff have the opportunity to work on high profile and diverse national projects that have a meaningful impact on the lives of all Australians. We seek people with a wide range of skills and competencies. Whether you write policy, deliver programs, projects or corporate services, or have experience in research, data or technology, we look for employees who are innovative, respectful and professional. We are an inclusive employer and promote, value and support diversity among our employees with the aim of ensuring our workforce reflects, respects and benefits from diverse communities including Aboriginal and/or Torres Strait Islander peoples, people with cultural and linguistic diversity, people with disability and LGBTQI+ people. We are committed to achieving gender equality and, in particular, supporting women's progression into senior leadership.

To Apply

Position Contact	Sarah Xiao, 02 6136 7598
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774546

Museum of Australian Democracy - Old Parliament House

Closing Date:Thursday 26 November 2026

Development, Marketing, Communications & Commercial Development and Events

Job Title	Development and Events Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$121,756 - $132,713
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site;Hybrid
Office Arrangement Details	On-Site or Hybrid with work from home considered
Classification	Executive Level 1
Position Number	34301
Agency Website	

Job Description

https://www.moadoph.gov.au/about/careers

The Development, Marketing, Communication and Commercial team is seeking an experienced Development and Events Manager to assist in building and delivering an ambitious fundraising program (which includes Philanthropy, Corporate Partnerships and Bequests) with a particular focus on the Centenary of Old Parliament House in 2027. This position also oversees a range of partnership events.

The Events and Development Manager is responsible for leading the planning, delivery and evaluation of fundraising, stakeholder engagement and partnership events that advance MoAD's strategic objectives, build community support and generate philanthropic, sponsorship and commercial outcomes. The role combines fundraising expertise, relationship management and event management expertise to strengthen the MoAD's profile, partnerships and financial sustainability.

This role reports to the Head Development, Marketing, Communication and Commercial and supervises two staff members, the Development Coordinator and the Events Coordinator. This role works across the organisation and works closely with team members within the section.

Duties

Under the direction of the Head of Development, Marketing, Communication and Commercial the Development and Events manager will be required to:

1. Develop and deliver strategic events and development initiatives that support the institution's fundraising, engagement and organisational objectives.
2. Lead the planning and delivery of high-quality events that enhance audience engagement, stakeholder relationships and the institution's reputation.
3. Build and manage donor relationships to increase philanthropic support and contribute to fundraising targets.
4. Develop and maintain sponsorships and partnerships that generate revenue and support organisational priorities.
5. Foster strong relationships with donors, sponsors, government, community and cultural sector stakeholders.
6. Manage budgets, resources and projects to ensure activities are delivered efficiently and achieve agreed outcomes.
7. Lead and collaborate with staff and stakeholders to deliver integrated, high-quality events and development programs.

Eligibility

To be eligible for this position at MoAD, applicants must:

• be an Australian Citizen; and

• have a security clearance or be willing to undertake the process to obtain a baseline clearance (after commencement).

• be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service, if you are deemed to be the successful candidate.

Notes

This is an ongoing opportunity.

Suitable candidates may be placed in a merit pool from this selection process and the pool may be used to fill similar ongoing or non-ongoing roles. Non-ongoing vacancies filled from a merit pool may be offered as a specified term

About the Museum of Australian Democracy - Old Parliament House

To Apply

Position Contact	Annalisa Millar, 0417 239 826
Agency Recruitment Site	https://www.moadoph.gov.au/about/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774663

National Archives of Australia

Closing Date:Sunday 29 November 2026

-
Strategy, Governance and Capability Communications and Marketing

Job Title	Graphic Designer
Job Type	Full-Time, Non-Ongoing
Location	Parkes ACT
Salary	$88,834 - $96,829
Future Merit Locations	Canberra, Parkes
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Due to the nature of the role, you will be required to work on site at our National Office located in Parkes ACT.
Classification	APS Level 5
Position Number	32169
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

Join our in-house marketing team and develop exciting content to support the promotion of National Archives' exhibitions, events and services.

The Communications and Marketing Section strengthens National Archives’ visibility, reputation and impact by connecting people with our collections, programs and services and helping staff communicate effectively and access information.

The role suits a highly motivated and creative design professional who can produce high quality materials for NAA. You'll create a wide range of visual assets and have the chance to expand your skills across brand campaigns and exhibitions design - creative exposure seldom found in APS roles.

Duties

The main duties of the role are to:

1. Deliver graphic design and production services across print and digital formats, including publications, promotional materials and digital content.
2. Apply the National Archives' brand and visual identity consistently across all designed materials.
3. Manage design projects from concept to completion, providing specialist advice to internal and external clients.
4. Create engaging digital content, including animations, motion graphics and video edits, to support National Archives' communications and marketing activities.
5. Build and maintain effective relationships with stakeholders to deliver high-quality design outcomes.

Eligibility

Applicants must be Australian citizens and be able to obtain and maintain a security clearance at a Baseline Level.

Notes

Non-ongoing up to 18 months with a possibility of Ongoing

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Archives of Australia

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

To Apply

Position Contact	Jonathon Fogarty, -
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0774611

National Film and Sound Archive of Australia

Closing Date:Sunday 29 November 2026

Collection Preservation Collection Digitisation

Job Title	Film Services Technical Lead
Job Type	Full-Time, Ongoing
Location	Acton ACT
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - QLD, Various locations - TAS
Office Arrangement	On Site
Office Arrangement Details	You may apply for flexible working arrangements.
Classification	APS Level 6
Position Number	89708
Agency Website	https://www.nfsa.gov.au/

Job Description

https://candidate.aurion.cloud/nfsa/production/

About the National Film and Sound Archive

The National Film and Sound Archive of Australia (NFSA) is Australia's audiovisual archive, telling the national story by collecting, preserving and sharing audiovisual media, the cultural experience platforms of our time. The collection itself dates back to 1935, making it one of the world's oldest audiovisual collections. It is also one of the country's most used cultural collections, with around 125 million views of collection content each year. The NFSA is in a period of significant change. Following increased Government investment, the institution is in a process of digital transformation, establishing the NFSA as Australia's most dynamic and valued cultural organisation. We are rebuilding our curatorial workforce and developing the NFSA's capacity to digitise our collection at scale – to preserve it for the future, to make sure it can be discovered, and to share it with all Australians.

We continue to work on developing a stable, secure and future-proof workforce across our four physical sites based in Canberra and Mitchell in the ACT, as well as in Sydney and Melbourne.

We are also undergoing a program of business improvement for many of our corporate systems to improve efficiency and reduce manual handling.

We are an ambitious organisation, and we aim to be an employer of choice within the Galleries, Libraries, Archives and Museums (GLAM) sector, providing exciting and challenging work, as well as favourable employment conditions and unique development opportunities for our staff.

Cultural Values

We are an equal opportunity employer, embracing a diverse range of applicants such as veterans, people who identify as Aboriginal and/or Torres Strait Islander, LGBTQIA community members, individuals with disabilities and/or health conditions, as well as those from varied faith and cultural backgrounds. At the NFSA, we prioritise the development of a safe, inclusive, and high-performance culture through shared actions and behaviours that align with our strategy and direction. This empowers our employees to effectively contribute to our goals.

The National Film and Sound Archive of Australia is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to and support for these principles in both theory and practice.

About the Team

Film Services is within the Digitisation section of the Collection Preservation branch. The team is responsible for the preservation and digitisation of historical analogue film from across the collection.

The Opportunity

The Film Services Technical Lead will work within the Film Services team of Collection Digitisation. This position supports the Film Services Team Lead, and the broader Collection Digitisation section, by coordinating and supporting technical systems, staff and software associated with analogue film digitisation and digital media delivery, including digital mastering and delivery of content to meet current stakeholder requirements.

The role will work closely with the Audiovisual Technical Lead, Curatorial and Accessioning, Enterprises, Conservation and Collection Management and ICT teams to test, maintain and improve workflows, processes and outcomes.

Duties

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

- Contribute to the development and ongoing delivery of the NFSA’s digital moving image preservation and post-production objectives.
- Provide leadership and end to end support through applied moving image operational expertise and technical knowledge, particularly related to digital file delivery, data management, file transcode for digital access and mastering from film-based preservation items.
- Research and deliver enhanced technical workflows for moving image content including digital file delivery, access ready edited content and DCPs.
- Provide operational and administrative support to a wide range of professional moving image equipment, systems and facilities to a professional standard.
- Develop training opportunities and assist in the sharing of expertise and knowledge of film digitisation and high-end post-production work and workflows across the NFSA stakeholders and clients.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated knowledge of film preservation practices and systems, including implementation and management of technical equipment and infrastructure, expertise in delivering digital access outcomes to clients within a creative brief and agreed time frames, and managing delivery workflows in an archival or production environment.
2. Demonstrated archival or industry knowledge in the operation and support of post-production systems, including editing, graphics, file and clip delivery and packaging of presentations, as requested by stakeholders.

3. Proven ability in developing technical workflows, providing training and preparing guidelines/documentation and supervising operators in a production environment.
4. Demonstrated experience delivering editing, post-production services and technical selection of film components to meet project briefs ensuring system and key data management decisions are planned and projects delivered within agreed timeframes.
5. Well-developed communication skills and the ability to liaise effectively with internal and external stakeholders-with the skills to provide complex technical information to people with varying technical knowledge, and the ability to work individually -and as part a team.

Eligibility

Qualifications and/or relevant experience required

Desirable:

- Relevant tertiary qualifications or archival experience with film materials, analogue capture equipment and post-production systems or experience in a professional laboratory, film production or preservation environment.

Eligibility

To be eligible for this position you must:

- Be an Australian Citizen.
- Satisfactorily complete an Australian Federal Police National Police Check.

How to Apply

When applying via our online e-recruitment system, please provide a written application of no more than 1,000 words addressing each Selection Criteria. Your current resume is also to be included in your application.

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

We welcome and encourage applications from people with disability, the LGBTIQ+ communities, from Aboriginal and/or Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds.

What we offer you

We provide a diverse, inclusive, and supportive work environment with access to:

- Great training and development opportunities.
- Generous leave and flexible working arrangements.
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- A competitive salary, plus 15.4% superannuation.
- Rewards and recognition initiatives.

Notes

RecuitAbility

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 see: RecruitAbility | Australian Public Service Commission (https://apsc.gov.au).

About the National Film and Sound Archive of Australia

The National Film and Sound Archive of Australia (NFSA) is the national agency concerned with the visibility, usability and sustainability of Australia's audio-visual heritage. The NFSA's mission is to collect, preserve, and share the national audio-visual collection for others to learn, experience and create with it.

To Apply

Position Contact	Neil Richards, 02 6248 2251
Agency Recruitment Site	https://candidate.aurion.cloud/nfsa/production/

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Prime Minister and Cabinet

Vacancy VN-0774731

Aboriginal Hostels Limited

Closing Date:Sunday 06 December 2026

NSW
Frontline Services

Job Title	Night Attendant
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Sydney NSW, Newcastle NSW, Tamworth NSW, Dubbo NSW
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0774731
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Night Attendant to join our team to create a safe, clean and welcoming environment in our hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service.

Duties

Key Responsibilities

In line with APS2 work level standards, this role will:

- Maintain the safety of residents and the security of the premises.
- Monitor and authorise entrance and departure of residents, staff and visitors.
- Respond to emergencies
- Maintain data on AHL's online reservation management system
- Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.
- Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents.

Key Capabilities

In line with APS2 work level standards, this role will demonstrate:

- Capability to make appropriate decisions in managing threats to hostel security and resident safety and manage emergency situations effectively.
- Well-developed communication skills, including report writing
- Effective time management and organisational skills
- Ability to work independently and in accordance with policies and procedures.
- Ability to work at night. Night Attendants will work overnight, generally 7pm to 7am.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

- Prior to engagement, the successful applicant will be required to:
- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- meet the fitness for duty requirements; and
- hold and maintain, working with children check in NSW.

For new APS employees, a six-month probationary period will apply.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Athena Magoufakis, 0450637074
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0774739

Aboriginal Hostels Limited

Closing Date:Sunday 06 December 2026

NSW
Frontline Services

Job Title	Residential Youth Worker - Affirmative Measures | First Nations
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Allambie Heights NSW, Sylvania NSW
Salary	$70,477 - $76,820
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 3
Position Number	VN-0774739
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

This is an Affirmative Measure vacancy which means that Aboriginal and Torres Strait Islander applicants only. The filling of this vacancy is intended to constitute an affirmative measure under Section 26 of the Australian Public Service Commissioner's Directions 2016. The filling of this vacancy is intended to constitute an Affirmative Measure under section 8(1) of the Racial Discrimination Act 1975.

Aboriginal Hostels Limited (AHL) is looking for reliable and motivated Residential Youth Workers to join our team to help create a safe and welcoming environment at “Biala” our student hostel for girls in Allambie Heights, NSW and “Kirinari” our student hostel for boys in Sylvania, NSW.

Our secondary education hostels provide a home away from home for First Nations students (aged 12-18 years) attending partner schools (grades 7 - 12). Our commitment in our student hostels is to ensure that we provide a fair, honest and culturally respectful environment that values each student and their connection to country.

Duties

Key Responsibilities

In line with APS work level standards, this role will:

- Provide high-quality support for school students including class preparation, transport and study
- Engage with students through culturally appropriate activities to build rapport and encourage positive behaviors
- Contribute to student's individual care plans ensuring they are culturally appropriate including identifying personal development areas
- Assist with administrative tasks such as the completion of risk assessments, newsletter creation, permission notes and activity reports
- Promote and safeguard the safety and welfare of students in line with AHL's Child Safeguarding Framework.
- Build relationships with internal and external stakeholders such as, teachers, parents, community members and colleagues, ensuring a positive, culturally appropriate experience and quality of stay
- Assist with hostel operations including ensuring a clean environment is provided, input in long-term strategic planning and when required assist with housekeeping and food preparation duties.
- Adhere to and promote work health and safety principles that are outlined by AHL

Key Capabilities

In line with APS work level standards, this role will:

- Strong communication skills that are versatile, with the ability to adapt in different professional and cultural environments.
- Can create individual care and study plans that look at both the short and long term goals of the students.
- Complete risk assessments, activity reports and other administrative tasks with a strong attention to detail.
- Be adaptable and flexible in what is required on a day-to-day basis.
- Uphold AHL's Child Safeguarding Framework and Work Health and Safety Principles.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Prior to engagement, the successful applicant will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- meet the fitness for duty requirements;
- hold and maintain, working with children check in NSW; and

- Satisfy the requirements of submission for an Affirmative Measures - First Nations position. For further information, please follow the link: Affirmative measure for recruiting Aboriginal and Torres Strait Islander Australians: A guide for applicants | Australian Public Service Commission

Qualifications and Experience

Essential: requirements the candidate MUST have to perform the role

- Certificate 4 in Community Services, Youth Work or equivalent training or experience, or an equivalent/higher qualification (or ability to obtain in the first 12 months of employment)
- Current First Aid Certificate (or ability to obtain in the first six months of employment)
- Mental Health First Aid Certificate (or ability to obtain in the first six months of employment)
- Current Driver's Licence

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Tayla Smith, 0447230109
Agency Recruitment Site	https://www.ahl.gov.au/work

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Prime Minister and Cabinet

Vacancy VN-0774740

Aboriginal Hostels Limited

Closing Date:Sunday 06 December 2026

NSW & VIC region
Frontline Services

Job Title	Cook, Housekeeper, Night Attendant
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Northcote VIC
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0774740
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Hostel Workers with experience in housekeeping, safety/security and food service to join our team and help create a safe, clean, and welcoming environment at our facilities and hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you’re looking for a stable job in a supportive team where your efforts truly matter, we’d love to hear from you.

Duties

Key Responsibilities

In line with APS2 work level standards, this role will:

Cook:

- Prepare and deliver high-quality meal services aligned with AHL set menus and national Food Safety Standards.
- Manage kitchen inventory and maintain a high standard of presentation and hygienic practices in the dining spaces.
- Ensure the kitchen’s standard of clean is maintained to an appropriate standard
- Perform duties in a manner which upholds AHL’s commitment to safety for staff and residents and adhere to Work Health and Safety (WHS) practices as all times.
- Assisting the hostel team with general duties as required.

Housekeeper:

- Ensure the hostel including both communal and resident rooms are serviced and cleaned to a safe and hygienic standard for residents and staff.
- Ensure the adequate supply of cleaning products, linen and other relevant items are available and stored appropriately.
- Ensure all rooms are checked regularly for repair and maintenance requirements, and that appropriate notifications are reported to the Hostel Manager or Assistant Hostel Manager.

Night Attendant:

- Maintain the safety of residents and the security of the premises.
- Monitor and authorise entrance and departure of residents, staff and visitors.
- Respond to emergencies
- Maintain data on AHL’s online reservation management system
- Write reports on daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences.
- Perform other general cleaning duties to ensure hostel grounds, gardens, windows, and the property are kept clean, tidy and clear for residents.

Key Capabilities

In line with APS work level standards, this role will:

Cook:

- Ability to communicate sensitively and effectively with keeping culture at the front of mind.
- Customer service focus, with the ability to communicate effectively, and work in a team.
- Knowledge and/or the ability to learn the Work Health and Safety (WHS) standards within a hospitality and accommodation environment.
- Prepare meals and maintain safe food practices.

Housekeeper:

- The ability to undertake daily cleaning tasks throughout the hostel, including resident rooms, common areas and amenities.
- Ability to ensure cleaning is of a high standard and maintaining hygiene requirements.
- Monitoring and maintaining an adequate supply of cleaning products and equipment.
- Inspecting rooms and facilities regularly for maintenance requirements and reporting issues to the Hostel Manager or Assistant Hostel Manager.
- Supporting the hostel team with general housekeeping and ad hoc cleaning tasks as required.

Night Attendant:

- Capability to make appropriate decisions in managing threats to hostel security and resident safety and manage emergency situations effectively.
- Well-developed communication skills, including report writing
- Effective time management and organisational skills
- Ability to work independently and in accordance with policies and procedures.
- Ability to work at night. Night Attendants will work overnight, generally 7pm to 7am.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

Prior to engagement, the successful applicant will be required to:

- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- meet the fitness for duty requirements; and
- hold and maintain, working with children check in Vic.

For new APS employees, a six-month probationary period will apply.

Qualifications and Experience

Essential: requirements the candidate MUST have to perform the role

- Certificate II Food Safety Handling (Cook)

- Chemical Handling Training (Housekeeper)
- First Aid Certificate (Night Attendant)
- Emergency Warden Training (Night Attendant)

Desirable: requirements that would be beneficial but are not essential

- Certificate III or Certificate IV in Commercial Cookery (Cook)
- Food Safety Supervisor Certificate (Cook)
- Certificate II in Hospitality (Cook)
- Other relevant qualifications or work experience in a similar role.

Notes

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Nitin Verma, 0429587945
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0774748

Aboriginal Hostels Limited

Closing Date:Sunday 06 December 2026

NSW
Frontline Services

Job Title	Cook
Job Type	Full-Time;Part-Time;Casual, Ongoing;Non-Ongoing
Location	Leichhardt NSW, Sylvania NSW
Salary	$62,775 - $68,425
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 2
Position Number	VN-0774748
Agency Website	https://www.ahl.gov.au/work

Job Description

https://www.ahl.gov.au/work

Aboriginal Hostels Limited (AHL) is looking for a reliable and motivated Cook to join our team and help create a safe, clean, and welcoming environment in our Sydney hostels. This is a great opportunity to be part of important work that supports First Nations peoples across Australia. If you're looking for a stable job in a supportive team where your efforts truly matter, we'd love to hear from you.

AHL also supports the Australian Government's efforts to improve economic outcomes for First Nations people. By purchasing goods and services from First Nations businesses at every opportunity, we help support a more inclusive economy. We are proud to be one of the largest employers of First Nations people in the Australian Public Service.

Duties

Key Responsibilities

In line with APS 2 work level standards, you will be responsible for:

- Prepare and deliver high-quality meal services aligned with AHL set menus and national Food Safety Standards.
- Manage kitchen inventory and maintain a high standard of presentation and hygienic practices in the dining spaces.

- Ensure the kitchen’s standard of clean is maintained to an appropriate standard
- Perform duties in a manner which upholds AHL’s commitment to safety for staff and residents and adhere to Work Health and Safety (WHS) practices as all times.
- Assisting the hostel team with general duties as required.

Key Capabilities

- Ability to communicate sensitively and effectively with keeping culture at the front of mind.
- Customer service focus, with the ability to communicate effectively, and work in a team.
- Knowledge and/or the ability to learn the Work Health and Safety (WHS) standards within a hospitality and accommodation environment.
- Prepare meals and maintain safe food practices.

Eligibility

Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the APS unless the Agency Head has agreed otherwise, in writing. At AHL to be eligible for this position you should be an Australian Citizen at the closing date of application, unless exceptional circumstances apply.

To be eligible to apply, applicants must be Australian Citizens or have already lodged an application for Australian Citizenship.

- Prior to engagement, the successful applicant will be required to:
- provide an Australian Citizenship document (e.g. birth certificate or passport);
- undergo a satisfactory National Criminal History Check;
- meet the fitness for duty requirements; and
- hold and maintain, working with children check in NSW.
- For new APS employees, a six-month probationary period will apply.

Qualifications and Experience

Desirable Qualifications/Experiences

- Certificate III or Certificate IV in Commercial Cookery.
- Certificate II in Hospitality.
- Other relevant qualifications or work experience in a similar role.

Notes

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

About the Aboriginal Hostels Limited

Our purpose is to provide culturally safe and affordable accommodation for First Nations people who need to be away from home to access services and economic opportunities. Across our network of hostels, dedicated AHL staff provide accommodation and meals for residents in a culturally safe and supportive environment. We have a strong network of relationships with other organisations, including First Nations organisations. This network both refers residents to AHL and works alongside AHL to support residents to meet their needs. We are proud to be one of the largest employers of First Nations people in the Australian Public Service, First Nations employees make up over 40% of our workforce. Working with us will provide you with a chance to contribute to improving the quality of life and economic opportunities for First Nations people.

To Apply

Position Contact	Athena Magoufakis, 0450637074
Agency Recruitment Site	https://www.ahl.gov.au/work

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Prime Minister and Cabinet

Vacancy VN-0774554

National Indigenous Australians Agency

Closing Date:Sunday 29 November 2026

Corporate
ICT Cyber Security and Systems

Job Title	Enterprise Strategy, Architecture and Investment, ICT Cyber Security and Systems (Various Roles)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Tasmania TAS
Salary	$91,909 - $148,889
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 5;APS Level 6;Executive Level 1
Position Number	NIAA/2026/068
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/cp

Join the ICT Cyber Security and Systems Branch and help shape the future of technology at the agency The ICT, Cyber Security and Systems Branch is at the heart of delivering secure, reliable and modern technology services that enable the agency to achieve its outcomes.

As part of the ICT, Cyber Security and Systems Branch, you'll have the opportunity to contribute to a modern, customer-focused ICT environment and help drive the agency's digital transformation journey. We foster a culture of collaboration, innovation and continuous improvement, where expertise is valued, diverse perspectives are welcomed, and people are encouraged to grow and develop their careers.

We are looking for people who want to combine their technology expertise with meaningful public sector impact and looking to fill the below roles:

- EL1 Business Architect
- EL1 Senior Cyber / GRC Officer
- EL1 Information Management Lead
- APS6 Cyber / GRC Analyst
- APS5 Information Management Officer

Duties

Further information about each opportunity, including the relevant duty statement and details on our ideal candidate, can be found in the Candidate Pack.

Eligibility

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

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

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

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

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

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Indigenous Australians Agency

The National Indigenous Australians Agency (NIAA) works directly to, and supports the Minister for Indigenous Australians, to implement whole-of-government policies and programs to improve the lives of all Aboriginal and Torres Strait Islander peoples. This includes liaising closely with State and Territory governments, Indigenous peak bodies, stakeholders, and service providers to ensure that Indigenous programs and services are delivering for Aboriginal and Torres Strait Islander peoples as intended. The NIAA team includes people across Australia who work closely with communities to address their unique needs.

To Apply

Position Contact	NIAA Recruitment Team, Recruitment@niaa.gov.au
Agency Recruitment Site	https://niaa.nga.net.au/cp

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Prime Minister and Cabinet

Vacancy VN-0774558

National Indigenous Australians Agency

Closing Date:Sunday 29 November 2026

Corporate
ICT Cyber Security and Systems

Job Title	Product Design and Development, ICT Cyber Security and Systems (Various Roles)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Woden ACT, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Tasmania TAS
Salary	$101,657 - $148,889
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 6;Executive Level 1
Position Number	NIAA/2026/066
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/cp

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As part of the ICT, Cyber Security and Systems Branch, you'll have the opportunity to contribute to a modern, customer-focused ICT environment and help drive the agency's digital transformation journey. We foster a culture of collaboration, innovation and continuous improvement, where expertise is valued, diverse perspectives are welcomed, and people are encouraged to grow and develop their careers.

We are looking for people who want to combine their technology expertise with meaningful public sector impact and looking to fill the below roles:

- EL1 Development Tech Lead
- EL1 Solution Architect
- EL1 Senior Business Analyst
- EL1 Data Engineer
- EL1 Business Intelligence Administrator (Qlik)
- APS6 Application Developer (Dynamics)
- APS6 Senior Test Analyst

Duties

Further information about each opportunity, including the relevant duty statement and details on our ideal candidate, can be found in the Candidate Pack.

Eligibility

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

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

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

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

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

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About the National Indigenous Australians Agency

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To Apply

Position Contact	NIAA Recruitment Team, Recruitment@niaa.gov.au
Agency Recruitment Site	https://niaa.nga.net.au/cp

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Prime Minister and Cabinet

Vacancy VN-0774561

National Indigenous Australians Agency

Closing Date:Sunday 29 November 2026

Corporate
ICT Cyber Security and Systems

Job Title	Business Engagement & Partnerships, ICT Cyber Security and Systems (Various Roles)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Tasmania TAS
Salary	$130,638 - $148,889
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	Executive Level 1
Position Number	NIAA/2026/069
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/cp

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As part of the ICT, Cyber Security and Systems Branch, you'll have the opportunity to contribute to a modern, customer-focused ICT environment and help drive the agency's digital transformation journey. We foster a culture of collaboration, innovation and continuous improvement, where expertise is valued, diverse perspectives are welcomed, and people are encouraged to grow and develop their careers.

We are looking for people who want to combine their technology expertise with meaningful public sector impact and looking to fill the below roles:

- EL1 Product Manager, Service Portal
- EL1 Service Portal Developer

Duties

Further information about each opportunity, including the relevant duty statement and details on our ideal candidate, can be found in the Candidate Pack.

Eligibility

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

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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.

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About the National Indigenous Australians Agency

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To Apply

Position Contact	NIAA Recruitment Team, Recruitment@niaa.gov.au
Agency Recruitment Site	https://niaa.nga.net.au/cp

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Prime Minister and Cabinet

Vacancy VN-0774564

National Indigenous Australians Agency

Closing Date:Sunday 29 November 2026

Corporate
ICT Cyber Security and Systems

Job Title	Asset Management Officer, ICT Cyber Security and Systems
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Tasmania TAS
Salary	$91,909 - $98,259
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 5
Position Number	NIAA/2026/065
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/cp

Join the ICT Cyber Security and Systems Branch and help shape the future of technology at the agency The ICT, Cyber Security and Systems Branch is at the heart of delivering secure, reliable and modern technology services that enable the agency to achieve its outcomes.

As part of the ICT, Cyber Security and Systems Branch, you'll have the opportunity to contribute to a modern, customer-focused ICT environment and help drive the agency's digital transformation journey. We foster a culture of collaboration, innovation and continuous improvement, where expertise is valued, diverse perspectives are welcomed, and people are encouraged to grow and develop their careers.

The Asset Management Officer is responsible for ICT asset lifecycle management, stock control, logistics coordination and hardware deployments across the Agency, mobile device fleet management, telecommunication services and associated logistics activities.

Duties

- maintain ICT asset registers
- coordinate device deployments and returns
- manage warehouse and stock activities
- manage asset logistics and shipping, coordinate freight and courier services
- support stocktakes and audits
- assist hardware refresh programs
- develop asset management lifecycle procedures
- manage mobile phone and data services
- coordinate SIM provisioning and changes.

Eligibility

To be eligible for this position you must be an Australian Citizen.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

This role is being advertised as both ongoing and non-ongoing, with the employment type to be determined in negotiation with the preferred candidate and the NIAA delegate.

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basis, taking into consideration the operational requirements of the role and the individual's personal circumstances and preferences.

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

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To Apply

Position Contact	NIAA Recruitment Team, Recruitment@niaa.gov.au
Agency Recruitment Site	https://niaa.nga.net.au/cp

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Prime Minister and Cabinet

Vacancy VN-0774565

National Indigenous Australians Agency

Closing Date:Sunday 29 November 2026

Corporate
ICT Cyber Security and Systems

Job Title	Infrastructure and Cloud, ICT Cyber Security and Systems (Various Roles)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Woden ACT, Parramatta NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Melbourne VIC, Tasmania TAS
Salary	$101,657 - $114,239
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	The NIAA has a range of flexible working arrangements available to its employees under the Enterprise Agreement
Classification	APS Level 6
Position Number	NIAA/2026/067
Agency Website	https://www.niaa.gov.au/

Job Description

https://niaa.nga.net.au/cp

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As part of the ICT, Cyber Security and Systems Branch, you'll have the opportunity to contribute to a modern, customer-focused ICT environment and help drive the agency's digital transformation journey. We foster a culture of collaboration, innovation and continuous improvement, where expertise is valued, diverse perspectives are welcomed, and people are encouraged to grow and develop their careers.

We are looking for people who want to combine their technology expertise with meaningful public sector impact and looking to fill the below roles:

- APS6 Network Engineer
- APS6 SharePoint/Share+ System Administrator

Duties

Further information about each opportunity, including the relevant duty statement and details on our ideal candidate, can be found in the Candidate Pack.

Eligibility

To be eligible for these positions you must be an Australian Citizen.

The successful candidate will be required to be assessed through our pre-employment screening checks, such as an Australian Criminal History Check.

Notes

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

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To Apply

Position Contact	NIAA Recruitment Team, Recruitment@niaa.gov.au
Agency Recruitment Site	https://niaa.nga.net.au/cp

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Prime Minister and Cabinet

Vacancy VN-0774590

Workplace Gender Equality Agency

Closing Date:Monday 30 November 2026

Workplace Gender Equality Agency
Research, Evidence, Analytics and Data Team

Job Title	Policy & Insights Officers
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW
Salary	$90,943 - $96,829
Future Merit Locations	Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements available
Classification	APS Level 5
Position Number	23866 & 23842
Agency Website	https://www.wgea.gov.au

Job Description

https://www.wgea.gov.au/about/our-team/current-vacancies

The team

The Research, Evidence, Analytics, and Data (READ) team sits at the heart of WGEA’s ambition to turn Australia’s world-leading workplace gender equality data into action. The team brings

together WGEA reporting data, academic research, stakeholder insights and emerging evidence to identify what is changing, where barriers remain and what can help accelerate progress. We translate complex information into accessible, practical and evidence-based insights that support better decisions by employers, policymakers and other stakeholders.

The role

As a Policy and Insights Officer, you will help the READ team deliver clear, evidence-informed advice, publications and communication products. You will quickly absorb information from different sources, identify key themes and trends, and translate complex material into practical and accessible content for a range of audiences. This role would suit an early-career professional, recent graduate or APS employee with strong writing, analytical and stakeholder engagement skills.

Duties

The key duties of the position include:

- Synthesising information from WGEA data, stakeholder feedback, government publications and publicly available research.
- Identifying key themes, emerging issues and trends relevant to workplace gender equality.
- Drafting briefing materials, reports, correspondence, publications, presentations and web content.
- Supporting the development of policy, strategic and operational advice through evidence gathering and analysis.
- Translating complex information into clear, practical and audience-focused written products.
- Contributing to stakeholder engagement, consultations, workshops and collaborative projects.
- Supporting project delivery and team priorities in a fast-paced environment.

Eligibility

Capabilities

We are seeking an individual who meets the following **essential**/minimum requirements and experience:

- Demonstrated ability to quickly review, analyse and synthesise information from multiple sources and identify key themes, issues and insights.
- Strong written communication skills, including the ability to prepare clear, concise and audience-focused briefs, reports, correspondence, articles or other written products.
- Sound analytical skills and the ability to exercise judgement when interpreting information and developing recommendations.
- Ability to communicate complex information in plain English for a range of audiences.
- Strong organisational skills, attention to detail and the ability to manage competing priorities.
- Demonstrated ability to work collaboratively with colleagues and stakeholders to achieve outcomes.
- Qualifications in public policy, communications, social sciences, economics, business, law, public administration or a related discipline, or equivalent demonstrated experience.
- Baseline Security Clearance or the ability to obtain clearance (this includes being an Australian Citizen).

Notes

WGEA is seeking two APS5 Non-ongoing Policy & Insights Officers to join the team.

Eligibility

To be eligible for this position, you must:

- be an Australian citizen
- be able to obtain and maintain a Baseline Security Clearance
- successfully complete a National Criminal History Check.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Workplace Gender Equality Agency

Created by the Workplace Gender Equality Act 2012, the Workplace Gender Equality Agency (WGEA) is charged with promoting and improving gender equality in Australian workplaces through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. As a driver of change our Agency seeks to motivate, educate, and influence improved gender equality in Australian workplaces by promoting informed, evidence-based public discussion and understanding of gender equality, collaborating strategically to build strong relationships and support between the Agency and employers, and using the Agency's data-rich research to position it as the leading source of information and advice on workplace gender equality issues. We work collaboratively with employers providing advice, practical tools and education to help them improve their gender equality 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 developed to address the most pressing contemporary challenges to gender equality in Australian workplaces. At WGEA, we understand what working flexibly means and pride ourselves on being a respectful, diverse, and inclusive community. We encourage equal representation and welcome applications from people of all genders, Indigenous Australians, people with disability, people from culturally and linguistically diverse backgrounds and mature-age people. Further information about our Agency is available at www.wgea.gov.au

To Apply

Position Contact	Joel Holwerda - Executive Manager (READ team), (02) 9432 7067
Agency Recruitment Site	https://www.wgea.gov.au/about/our-team/current-vacancies

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0774463

Services Australia

Closing Date:Tuesday 01 December 2026

Various

Job Title	Leadership - Service Delivery
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - QLD QLD, Various locations in WA WA, Various locations - SA SA, Various locations - NT NT, Various locations - TAS TAS
Salary	$99,734 - $113,242
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	It is expected that this role will be performed in an office located in the advertised location/s. The agency supports flexible working arrangements
Classification	APS Level 6
Position Number	EXT-APSL-2026-1800
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/(

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=1800&company=depthsP5

Lead people. Deliver outcome. Make a difference where it matters most

At Services Australia, our APS6 leaders play a critical role in delivering services that support millions of Australians. Whether leading frontline teams, managing staff in service delivery programs or overseeing complex operational environments, APS6 leaders help ensure the Agency delivers high-quality, accessible and trusted services to the community.

Our APS6 leaders provide leadership in a dynamic and evolving environment where no two days are the same. You will lead people, drive performance, solve complex operational challenges and build productive relationships with a diverse range of stakeholders. Your decisions will directly influence customer outcomes, workforce capability and the Agency's ability to respond to changing business and community needs.

You will be responsible for creating an inclusive and high-performing culture where people feel supported, empowered and accountable. Through coaching, mentoring and leadership, you will develop capability, build engagement and help teams achieve meaningful results. At the same time, you will contribute to strategic priorities by identifying opportunities for improvement, implementing change and ensuring operational activities align with organisational objectives.

Duties

- Lead and manage staff, provide clear direction and priorities, promote a positive and psychologically safe workplace, and build capability through coaching, mentoring, training and on-the-job support.
- Manage performance, attendance and wellbeing in line with agency requirements, while recognising contribution and supporting development.
- Plan and prioritise workloads and resources to deliver operational, service, performance or assurance outcomes in a changing environment.
- Monitor performance, use information and data to identify issues, manage risk, provide assurance and support timely corrective action.
- Exercise sound judgement and lawful delegations in accordance with legislation, policy, guidelines, APS Values and the APS Code of Conduct.
- Build respectful relationships with internal and external stakeholders, including staff, customers, providers and partner organisations, to support customer and business outcomes.
- Lead change, encourage innovation and continuous improvement, and help staff adopt new processes, systems and ways of working.
- Prepare clear written material, which may include correspondence, reports, briefs, presentations, business plans and operational advice.
- Escalate emerging, systemic or complex issues that may affect service delivery, performance, risk or customer outcomes.

Eligibility

Essential Requirements:

Some positions may require a security clearance. These are identified on an individual basis. Security Clearance level required: Baseline (or the ability to obtain and maintain).

Desirable Requirements:

Some positions may require:

- Working with Children or Vulnerable Persons Check: The role may require direct/indirect contact with children/vulnerable groups without supervision.
- Some positions may require a current driver's licence and/or the ability to travel to the workplace, or to community areas.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant's suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption

Notes

Services Australia's workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency's surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

This vacancy has been identified to participate in VetPaths. The Australian Public Service (APS) values the unique skills, perspectives, and experiences that veterans gain during their Australian Defence Force (ADF) employment and encourage veterans to apply. Support may be available to veterans transitioning to meaningful APS careers through participation in VetPaths, which offers veterans an opportunity to participate in a six month program offering formal learning and development, career mentoring and activities for wellness and peer supports. For more visit: https://www.dva.gov.au/vetpaths This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Services Australia

We touch the lives of nearly every Australian. We're responsible for helping people meet life's challenges, but we don't just serve the community we work with, we're part of it. As one of Australia's largest public sector employers, we offer meaningful work in every corner of the country. We're one agency with many possibilities. When you work with us, you'll be doing something that matters, and you'll be valued for the unique views and skills you bring to the agency. We embrace and celebrate our diversity, and we're proud to be a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. Are you interested in being part of a large organisation with a strong future? We're looking for people who want to work with us to deliver our vision of making government services simple so people can get on with their lives. - https://www.servicesaustralia.gov.au/why-you-should-work-with-us?context=22

To Apply

Position Contact	Chandler Macleod, 1800 242 560
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=1800

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0774665

Services Australia

Closing Date:Wednesday 02 December 2026

Fraud Control and Investigations Division
Fraud Investigation Branch

Job Title	Director – Forensic Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Greenway ACT, Melbourne VIC, Parramatta NSW
Salary	$141,751 - $168,571
Future Merit Locations	Brisbane, Greenway, Melbourne, Parramatta
Office Arrangement	On Site
Office Arrangement Details	This role is expected to be performed on site in the advertised locations
Classification	Executive Level 2
Position Number	EXT-EL-2026-1764
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=1764&company=depthsP5

The Digital Forensics Director leads the delivery of forensic capabilities to support investigations and protect program integrity. They identify, preserve, and analyse digital evidence.

Working with investigators and law enforcement partners, they assist with warrants and operational activities.

They operate within legislation, policy and evidentiary standards, ensuring privacy, security and ethical practice.

Duties

- Oversee and lead the operations of digital forensics team to deliver business and strategic outcomes by establishing priorities, driving performance, and ensuring workforce capability, compliance, and wellbeing.
- Oversee the execution of large complex operations involving multiple simultaneous search warrants and support to investigation teams and the Australian Federal Police.
- Work collaboratively in a multi-agency environment by negotiating, engaging and managing relationships to achieve and improve outcomes, provide strategic leadership and advice on digital forensics to stakeholders.
- Oversee, review and advise on highly complex and sensitive written material including business cases, ministerial correspondence, briefs, and reports.
- Represent the agency and give evidence as an expert witness in court.
- Set policies, standards and guidelines for how digital forensic investigations are conducted.
- Lead and manage staff capability development through coaching, and succession planning to increase performance, engagement and retention for digital forensics.
- Lead and oversee the professional development of a team to ensure they remain current with emerging technologies and practices in the digital forensic industry.

Eligibility

Essential Requirements:

- Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).
- A current driver’s licence is required.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

An applicant’s suitability for employment with the agency will be assessed through a pre-employment screening process. This process includes but is not limited to a national police history check, referee checks, code of conduct check and an employment history integrity check.

Some positions within Services Australia may be required to work in settings where mandatory vaccinations are required. Staff in such positions will need to demonstrate that they meet the vaccination requirements or have a relevant exemption.

Notes

Services Australia’s workforce operates using an agile approach, and all staff should be prepared to redeploy to critical frontline functions as required. Should you need to redeploy as part of the agency’s surge workforce, all learning and development and technical/pastoral support will be provided to you to enable you to undertake that work.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Barb Smith, 0448 498 422
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=1764

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Services Australia (part of the Social Services Portfolio)

Vacancy VN-0774666

Services Australia

Closing Date:Wednesday 02 December 2026

Fraud Control and Investigations Division
Fraud Investigation Branch

Job Title	Assistant Director – Digital Forensics
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Greenway ACT, Brisbane QLD, Melbourne VIC, Parramatta NSW
Salary	$122,493 - $135,731
Future Merit Locations	Greenway, Brisbane, Melbourne, Parramatta
Office Arrangement	On Site
Office Arrangement Details	This role is expected to be performed on site in the advertised locations
Classification	Executive Level 1
Position Number	EXT-EL-2026-1763
Agency Website	https://www.servicesaustralia.gov.au/organisations/about-us/

Job Description

https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=1763&company=depthsP5

Digital Forensics Officers deliver specialist forensic capabilities to support investigations and protect program integrity. They identify, preserve, and analyse digital evidence.

Working with investigators and law enforcement partners, they assist with warrants and operational activities.

They operate within legislation, policy and evidentiary standards, ensuring privacy, security and ethical practice.

Duties

- Lead detailed analytical processes to securely retrieve, examine, preserve and report on digital evidence.
- Lead complex operations, attend search warrants and support investigation teams and the Australian Federal Police.
- Work collaboratively in a multi-agency environment and build strong relationships to achieve successful outcomes.
- Represent the agency and give evidence as an expert witness in court.
- Prepare highly complex reports, recommendations and correspondence.
- Provide digital forensics technical assistance and expert advice to agency investigators and stakeholders.

- Lead staff capability development through coaching, and succession planning to increase performance, engagement and retention.
- Undertake advanced research and continuous professional development through ongoing training to remain current with emerging technologies and practices in the digital forensic industry.

Eligibility

Essential Requirements:

- Security Clearance level required: Negative Vetting Level 1 (or ability to obtain and maintain).
- A current driver's licence is required.

In accordance with section 22(6) of the Public Service Act 1999, Services Australia requires applicants to be Australian citizens to be eligible for employment with Services Australia.

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Notes

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matters, and you'll be valued for the unique views and skills you bring to the agency. We embrace and celebrate our diversity, and we're proud to be a leading employer of First Nations Australians and a Platinum tier LGBTQIA+ inclusive employer. Are you interested in being part of a large organisation with a strong future? We're looking for people who want to work with us to deliver our vision of making government services simple so people can get on with their lives. - https://www.servicesaustralia.gov.au/why-you-should-work-with-us?context=22

To Apply

Position Contact	Colin Jenkinson, 0439 794 327
Agency Recruitment Site	https://career.prod.hxm.au-cre.scs.sap/sfcareer/jobreqcareer?jobId=1763

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Social Services

Vacancy VN-0774684

Domestic, Family and Sexual Violence Commission

Closing Date:Thursday 26 November 2026

Various
Various

Job Title	APS 6 Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$101,738 - $114,355
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid (flexible arrangements will be considered)
Classification	APS Level 6
Position Number	EXT-2026-0456
Agency Website	www.dfsvc.gov.au

Job Description

https://dsscareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DC

As an APS6 Officer, you will support the DFSV Commission's strategic priorities and contribute to national reform efforts to end domestic, family and sexual violence. Working across a range of functions, you may contribute to policy and strategic advice, governance, stakeholder engagement, communications, reporting, research and organisational delivery.

Working within the DFSV Commission's matrix operating model, you will collaborate with colleagues and stakeholders to deliver initiatives, undertake research and analysis, prepare high-quality written products, coordinate activities, and support governance and reporting processes.

The role requires strong analytical, communication and organisational skills, with the ability to manage competing priorities, exercise sound judgement and build productive relationships to achieve outcomes in a complex environment.

As a senior team member, you will demonstrate professionalism, integrity and collaboration while contributing to a culture of accountability, inclusion and continuous improvement.

This position is classified at the APS Level 6 classification and is aligned with the APS 6 Work Level Standards.

The selection panel may use AI in a limited capacity during the recruitment process, mainly as an administrative support tool.

AI will not be used to assess candidate applications or inform selection decisions. All assessments will be conducted by Panel Members.

Duties

- contribute to the delivery of the DFSV Commission’s strategic priorities through policy, governance, engagement, communications, reporting and corporate activities
- undertake research, analysis and information gathering to support evidence-based decision-making, strategic advice and organisational outcomes
- prepare and coordinate high-quality written products, including briefing materials, reports, correspondence, communications content and other corporate documentation
- support governance, planning, reporting and accountability processes to ensure the DFSV Commission meets its organisational and legislative obligations
- build and maintain productive relationships with internal and external stakeholders to support collaboration, information sharing and the achievement of shared objectives
- coordinate and support projects, initiatives, meetings, consultations and other activities that contribute to the DFSV Commission’s work program and strategic outcomes
- monitor emerging issues, trends and developments, and contribute insights and recommendations to inform DFSV Commission priorities and activities
- demonstrate professionalism, integrity and sound judgement while contributing to a culture of collaboration, continuous improvement and excellence in public service.

Please review the job pack for the full position description.

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Domestic, Family and Sexual Violence Commission

The Domestic, Family and Sexual Violence Commission is dedicated to ending gender-based violence in a generation. Our core function is to promote and support the achievement of the National Plan to End Violence Against Women and Children 2022-2032 and hold all governments accountable to its objectives.

To Apply

Position Contact	Sharon Geiles, 02 5162 7135
Agency Recruitment Site	https://dsscareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Social Services

Vacancy VN-0774688

Domestic, Family and Sexual Violence Commission

Closing Date:Thursday 26 November 2026

Various
Various

Job Title	Assistant Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$126,762 - $143,888
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid (flexible arrangements will be considered)
Classification	Executive Level 1
Position Number	EXT-2026-0455
Agency Website	www.dfsvc.gov.au

Job Description

https://dsscareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DC

As an Assistant Director, you will lead complex projects, initiatives, programs or functions that contribute to the DFSV Commission's strategic priorities and organisational objectives. Working in a dynamic and collaborative environment, you will provide high-quality advice, lead delivery outcomes, build productive stakeholder relationships and contribute to the continuous improvement of organisational capability and performance.

You will exercise sound judgement, manage competing priorities and work across teams to deliver impactful outcomes. Depending on the role, responsibilities may include strategic advice, stakeholder engagement, communications, governance, reporting, policy, program delivery, organisational capability, lived experience engagement, research, performance monitoring or corporate functions. This recruitment process may be used to fill a range of vacancies across the DFSV Commission.

This position is classified at the Executive Level 1 classification and is aligned with the APS Executive Level 1 Work Level Standards.

The selection panel may use AI in a limited capacity during the recruitment process, mainly as an administrative support tool.

AI will not be used to assess candidate applications or inform selection decisions. All assessments will be conducted by Panel Members.

Duties

- lead the delivery of complex projects, programs, functions or initiatives that contribute to the DFSV Commission's strategic priorities, organisational objectives and reform outcomes
- provide high-quality strategic advice and analysis on complex issues, risks, opportunities and emerging priorities to support evidence-informed decision-making
- contribute to organisational capability and performance through the development, implementation and continuous improvement of strategies, policies, frameworks, governance arrangements and business processes
- build and maintain productive stakeholder relationships across government, the sector and the community to support collaboration, engagement and the achievement of shared outcomes
- coordinate and apply evidence, research, data and stakeholder insights to inform planning, reporting, communications, policy development and organisational delivery
- lead people, projects and resources effectively, fostering a culture of collaboration, accountability, integrity, continuous improvement and adherence to APS Values.

Please review the job pack for the full position description.

Eligibility

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Domestic, Family and Sexual Violence Commission

The Domestic, Family and Sexual Violence Commission is dedicated to ending gender-based violence in a generation. Our core function is to promote and support the achievement of the National Plan to End Violence Against Women and Children 2022-2032 and hold all governments accountable to its objectives.

To Apply

Position Contact	Susan Jones, 02 5162 7160
Agency Recruitment Site	https://dsscareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Social Services

Vacancy VN-0774693

Domestic, Family and Sexual Violence Commission

Closing Date:Thursday 26 November 2026

Various
Various

Job Title	Director
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$149,408 - $176,152
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid (flexible arrangements will be considered)
Classification	Executive Level 2
Position Number	EXT-2026-0454
Agency Website	www.dfsvc.gov.au

Job Description

https://dsscareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D-9273-4A11-8DC

As a Director, you will provide strategic leadership and expert advice in a complex and dynamic environment, supporting the DFSV Commission to achieve its purpose, deliver organisational priorities and respond to emerging opportunities and challenges.

Directors lead critical functions across policy, strategy, stakeholder engagement, communications, corporate services, system performance, governance, program delivery and organisational capability. Working within a collaborative and matrix operating model, you will oversee complex work programs, influence organisational direction and ensure the delivery of high-quality outcomes that support the DFSV Commission's effectiveness and impact.

The role requires sound judgement and the ability to navigate complexity, balancing competing priorities, operational demands and stakeholder expectations. Directors work closely with executives, government agencies, sector partners and communities to build productive relationships, influence outcomes and support sustainable change.

As a member of the DFSV Commission's leadership cohort, you will contribute to organisational stewardship, foster a culture of collaboration and accountability, and help shape the

DFSV Commission's future capability, performance and long-term success.

This position is classified at the Executive Level 2 classification and is aligned with the APS Executive Level 2 Work Level Standards.

The selection panel may use AI in a limited capacity during the recruitment process, mainly as an administrative support tool.

AI will not be used to assess candidate applications or inform selection decisions. All assessments will be conducted by Panel Members.

Duties

- provide strategic leadership to advance the DFSV Commission's purpose, priorities and long-term objectives, ensuring alignment with government expectations, organisational goals and emerging operating environments
- lead complex and high-impact functions, programs and initiatives, driving the achievement of strategic outcomes, organisational performance and continuous improvement
- deliver authoritative strategic advice to senior leaders on complex, sensitive and emerging issues, risks, opportunities and priorities to support informed decision-making
- drive organisational capability and performance through the development and enhancement of strategies, frameworks, governance arrangements, systems and policies that strengthen organisational effectiveness and impact
- build and sustain influential partnerships across government, community and sector stakeholders, fostering collaboration and strategic alignment to achieve shared outcomes and reform objectives
- represent and promote the DFSV Commission's interests in high-level forums, consultations and partnerships, exercising sound judgement, strategic influence and professionalism
- exercise stewardship of resources and obligations, ensuring effective management of governance, risk, workforce, financial and compliance responsibilities in accordance with legislative and regulatory requirements
- lead and develop organisational capability, fostering high-performing teams, innovation, accountability, inclusion and a culture of learning that supports enterprise-wide success and the APS Values.

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Domestic, Family and Sexual Violence Commission

The Domestic, Family and Sexual Violence Commission is dedicated to ending gender-based violence in a generation. Our core function is to promote and support the achievement of the National Plan to End Violence Against Women and Children 2022-2032 and hold all governments accountable to its objectives.

To Apply

Position Contact	Susan Jones, 02 5162 7160
Agency Recruitment Site	https://dsscareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=E

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Social Services

Vacancy VN-0774651

National Disability Insurance Agency

Closing Date:Tuesday 01 December 2026

Technology and Data Division
Agency Technology Services End User Computing

Job Title	EL1 Power Platform Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC, Brisbane QLD, Perth WA, Newcastle NSW
Salary	$124,628 - $136,404
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be considered
Classification	Executive Level 1
Position Number	1113_10/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

The Technology Services Division has an EL1 Power Platform Services vacancy within the Agency Technology Services Branch.

The Agency Technology Services Branch supports all ICT systems and infrastructure including the primary business applications such as SAP CRM and Salesforce CRM.

End User Computing is an exciting directorate to be part of. The Power Platform Services team's mission is to enable the safe, governed and effective use of Microsoft Power Platform technologies across the Agency. We support innovation by empowering business areas to automate processes, build solutions and improve services through low-code technologies while maintaining strong governance, security and compliance practices.

Our culture is built on collaboration, continuous improvement and knowledge sharing. We work together to solve complex challenges and deliver outcomes that support the Agency's purpose of building a world-leading National Disability Insurance Scheme.

Duties

As an EL1 Power Platform Services leader, you will lead multiple technical teams responsible for administration, governance, support and service delivery across the Agency's Microsoft Power Platform environment.

This role is responsible for ensuring Power Platform services are secure, scalable, well-governed and aligned with Agency priorities while enabling innovation and business improvement through low-code technologies. The role provides strategic, operational and technical leadership and acts as a senior escalation point for complex platform and stakeholder issues.

Duties include:

- Leading multiple Power Platform teams across administration, support, governance and service delivery, including planning, prioritisation, resourcing, performance management and capability development.
- Directing service strategies, governance controls, standards, guidance and support for safe, scalable and consistent use of Power Apps, Power Automate, Dataverse, Power Pages and Copilot Studio across the NDIA.
- Ensuring services and administration meet Agency policy, cyber security, privacy and Australian Government security requirements, including the ACSC Information Security Manual where applicable.
- Providing senior decisions and escalation support for complex technical, operational, governance and stakeholder issues, including incidents, risks, platform constraints and business-critical support.
- Supporting service planning, forecasting and cost control for licensing, capacity, vendor support, tooling and resourcing.
- Evaluating new Power Platform capabilities and enhancements to improve automation, governance, user experience and efficiency.
- Building and maintaining relationships with business areas, delivery teams, architecture, cyber security, privacy, procurement, vendors and Microsoft support to strengthen service delivery and adoption.
- Maturing and continuously improving ITSM and ITIL-aligned practices, governing service performance, risk, incidents, requests, change and knowledge management.
- Providing senior leaders with strategic and operational advice on service risks, emerging issues, investment, governance maturity and low-code opportunities to improve business outcomes.

Eligibility

You are an experienced ICT leader with specialist knowledge of Microsoft Power Platform services, governance and service management. You can lead technical teams, provide strategic direction, and deliver secure, reliable and scalable platform services that support business outcomes.

You build strong relationships with stakeholders, communicate complex technical concepts clearly, and apply sound judgement to balance innovation, governance, security and operational requirements. You are committed to continuous improvement and can drive service maturity in a complex enterprise environment.

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.

In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.

Notes

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Kylie Parker, 08 7334 1860
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0774736

National Disability Insurance Agency

Closing Date:Thursday 03 December 2026

Fraud Fusion and Integrity Capability
Fraud Investigations Forensic Accounting

Job Title	APS6 Forensic Accountant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Surry Hills NSW, Adelaide SA, Deakin ACT, Brisbane QLD
Salary	$103,622 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements may be considered
Classification	APS Level 6
Position Number	1127_10/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

We are seeking a skilled and experienced Forensic Accountant to join our team. Bring your forensic accounting background and investigative skills to this exciting role.

In this role you will be required to conduct aspects of forensic accounting and analysis for serious and complex fraud investigations undertaken by the Agency, while supporting strategic objectives within the Fraud Investigations branch.

The Fraud Fusion Taskforce has been established to detect and prevent fraud in the NDIS and to strengthen the Commonwealth’s fraud detection and response capability.

The role of the Taskforce is to detect fraud committed by serious and organised crime entities (SOC) and others who seek to exploit the government’s social support systems. The branch focus is on protecting the Scheme’s financial sustainability, strengthening fraud control arrangements and supporting the Fraud Fusion Taskforce to strengthen the Commonwealth’s fraud detection and response capability. This will improve support to NDIS participants and reduce waste of resources due to fraud, serious non-compliance and incorrect payments.

The ideal candidate will:

- Hold or be willing to obtain within 12 months of commencement, a Certificate IV in Government (Investigation) or equivalent qualification.
- Have experience in financial analysis, investigations,, audit or related fields, with forensic accounting experience highly regarded.
- Possess relevant finance, accounting or related qualifications, with membership of CA ANZ, CPA Australia or an equivalent professional body.
- Demonstrate extensive experience delivering complex financial, governance and investigative outcomes.
- Be a collaborative team player who values building strong relationships, sharing knowledge and supporting colleagues.
- Bring strong analytical, problem-solving and communication skills, with the ability to work through complex matters and deliver sound outcomes.

Duties

As a Forensic Accountant, you will play a crucial role in investigating financial irregularities and fraud. You will provide financial expertise and support to criminal and administrative investigations, applying critical thinking and analysis skills to identify key issues with financial and non-financial information.

Responsibilities of this role include, but are not limited to:

- Conducting aspects of forensic accounting under guidance for serious and complex fraud investigation cases.
- Examining, interpreting and analysing financial and non-financial data and evidence.
- Presenting results of financial analysis in clear, defensible formats to support prosecution and proceeds of crime action.
- Providing financial expertise and guidance to fraud investigators and other key stakeholders.

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 / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
- Successful candidates will be required to hold or be able to attain and maintain a security clearance at Negative Vetting 1 security clearance.
- To be considered, you must hold membership with CA ANZ, CPA Australia or an equivalent professional body.

Notes

- This position will be offered as ongoing or non-ongoing.
- If the position is offered as non-ongoing, this will be for a specified term of up to 12 months, with the possibility of extension up to two years.
- Should a non-ongoing position become ongoing, then a merit list established through this selection process may be used to fill the vacancy on an ongoing basis.

- While this role is ideally performed from VIC - Richmond, NSW - Surry Hills, ACT - Deakin, QLD - Brisbane, SA - Adelaide, remote working arrangements may be considered.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Disability Insurance Agency

The NDIS provides funding to eligible people with disability to gain more time with family and friends, greater independence, access to new skills, jobs, or volunteering in their community, and an improved quality of life. The NDIS also connects anyone with disability to services in their community. This includes connections to doctors, community groups, sporting clubs, support groups, libraries and schools, as well as providing information about what support is provided by each state and territory government. The NDIS now supports over 500,000 Australians with disability to access the services and supports they need. This includes supporting approximately 80,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

To Apply

Position Contact	Lisa Costanzo, 0474 369 816
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0774738

National Disability Insurance Agency

Closing Date:Thursday 03 December 2026

Fraud Fusion and Integrity Capability
Fraud Investigations Forensic Accounting

Job Title	EL1 Forensic Accountant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Richmond VIC, Surry Hills NSW, Adelaide SA, Deakin ACT, Brisbane QLD
Salary	$136,404 - $150,167
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible work arrangements may be considered
Classification	Executive Level 1
Position Number	1128_10/26_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

The Fraud Investigation Branch is seeking experienced professionals for upcoming EL1 Forensic Accountant (Professional Stream) opportunities. Candidates should possess at least 2 to 5 years' experience in forensic accounting or financial investigations.

The role combines advanced forensic accounting expertise with investigative responsibilities, including examining financial transactions and records, supporting fraud investigations, and providing expert evidence in legal and court matters.

The Fraud Fusion Taskforce has been established to detect and prevent fraud in the NDIS and to strengthen the Commonwealth’s fraud detection and response capability.

The role of the Taskforce is to detect fraud committed by serious and organised crime entities (SOC) and others who seek to exploit the government’s social support systems. The branch focus is on protecting the Scheme’s financial sustainability, strengthening fraud control arrangements and supporting the Fraud Fusion Taskforce to strengthen the Commonwealth’s fraud detection and response capability. This will improve support to NDIS participants and reduce waste of resources due to fraud, serious non-compliance and incorrect payments.

The ideal candidate will:

- Hold or be willing to obtain within 12 months of commencement, a Certificate IV in Government (Investigation) or equivalent qualification.
- Have extensive direct forensic accounting experience supporting serious and complex criminal and administrative investigations and legal proceedings.
- Possess relevant finance, accounting or related qualifications, with membership of CA ANZ, CPA Australia or an equivalent professional body.
- Demonstrated ability to analyse and interpret complex financial information and provide high-quality financial outputs and advice.
- Be a collaborative team player who values building strong relationships, sharing knowledge and supporting colleagues.
- Bring strong analytical, problem-solving and communication skills, with the ability to work through complex matters and deliver sound outcomes.

Duties

Responsibilities of this role include, but are not limited to:

- Managing Complex Work: Exercise both initiative and judgment to support operational requirements and advise key stakeholders in relation to serious and complex fraud investigation cases.
- Financial Intelligence and Investigation Support: Examine, evaluate and interpret qualitative and quantitative data. Present the results of financial analysis and information obtained from witnesses in admissible formats as an expert witness representing the Agency in criminal and civil court.
- Information Management, Planning and Organising: Use and maintain information databases and other analytical tools for analysis, data extraction and manipulation for reporting tasks. Identify problems or issues and establish treatments to mitigate them. Assist in the development and delivery of projects, ensuring alignment with organisational goals.
- Decision-Making and Quality Assurance: Make decisions based on regulations or the agency’s operating instructions and procedures. Coordinate and perform quality assurance and data validation activities. Provide accurate and specialised advice ensuring compliance with relevant legislation and policy frameworks.

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 / Working with Vulnerable People check may be required as per State/Territory legislation. In addition to these checks, a Worker Screening Check issued by the relevant State/Territory worker screening unit will also be required for any role for which the normal duties are likely to require more than incidental contact with people with disability.
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Notes

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To Apply

Position Contact	Lisa Costanzo, 0474 369 816
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Treasury

Vacancy VN-0774704

Australian Securities and Investments Commission

Closing Date:Tuesday 01 December 2026

Job Title	Team Lead - Financial Operations
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW, Traralgon VIC
Salary	-
Future Merit Locations	Canberra, Adelaide, Brisbane, Darwin, Hobart, Melbourne, Perth, Sydney, Traralgon
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	APS Level 6
Position Number	1956119
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226729599&in_organid=16529&

At ASIC, you can be the change that ensures a fair, strong and efficient financial system for the benefit of all Australians. Contribute to delivering on ASIC's purpose, vision, and strategic priorities to help maintain the integrity of the financial system and protect consumers from harm.

This is an exciting opportunity to join ASIC's Financial Operations, Accounts, Treasury and Taxation Team within Enterprise Services as a Team Lead (ASIC 4). In this role, you will lead and support a small team while providing high-level technical expertise across ASIC's, treasury, taxation and broader financial operations functions.

- **All ASIC office locations considered**
- **ASIC 4 - ($98,862 - $117,557) depending on experience, plus 15.4% superannuation**
- **Permanent opportunity**
- **Applications close at 11:59pm AEDT, Tuesday, 1st December 2026.**

The team

Join a team that helps keep ASIC's financial operations running smoothly. The Financial Operations, Treasury and Taxation team delivers accounts payable, accounts receivable, taxation and treasury services, supporting ASIC to meet its financial obligations and make effective use of public resources.

Working within the Enterprise Services Group, you'll collaborate with colleagues across ASIC to deliver trusted financial services, improve processes and support our organisational priorities.

The role

Bring your financial expertise and people leadership skills to a role where you can make a practical difference. As Team Lead – Financial Operations, you'll combine hands-on technical work with the opportunity to guide and develop up to five team members.

Reporting to the Manager Financial Operations, Treasury and Taxation, you'll help turn priorities into accurate, timely and compliant outcomes. You will:

- Lead and develop your team through coaching, mentoring and training, coordinating workloads and setting clear priorities.
- Manage key financial activities, including reporting, reconciliations, compliance and the lodgement of Fringe Benefits Tax returns, Business Activity Statements and the Taxable Payments Annual Report.
- Share your technical expertise, providing guidance on GST and FBT and applying legislative requirements to financial processes.
- Build strong working relationships with internal and external stakeholders, while maintaining and reporting on quality assurance.
- Make improvements happen, identifying and implementing more efficient ways of working, including opportunities to use technology.

Duties

About you

You enjoy getting the details right, solving problems and helping others succeed. You bring financial operations and taxation knowledge, sound judgement and a collaborative leadership style. You're comfortable balancing competing priorities and can explain complex financial information in a clear, practical way.

You'll bring:

- A relevant bachelor's degree, progress towards a degree, or proven relevant industry experience.
- Experience interpreting legislation and applying GST and FBT requirements to financial processes and procedures.
- Experience managing a team, allocating workloads and supporting staff development.
- Strong analytical skills, attention to detail and the ability to organise and communicate financial information accurately and succinctly.
- Effective communication and stakeholder engagement skills, with the ability to work across teams to achieve shared objectives.
- Advanced Microsoft Office skills, including Excel, and an interest in using technology to improve how work gets done.

If you're ready to combine technical expertise with team leadership and continuous improvement, we'd like to hear from you.

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

Please attach a copy of your resume and cover letter addressing the selection criteria as part of your application. Applications close at 11:59pm AEDT, Tuesday, 1st December 2026.

About ASIC

ASIC's remit is one of the broadest of regulators across the world. ASIC regulates corporations, markets, financial services and consumer credit and monitors and promotes market integrity and consumer protection in the Australian financial system. Through our enforcement work, we hold to account those who contravene the law, working to achieve strong outcomes that address the greatest consumer and investor harms.

ASIC is an equal opportunity employer seeking people who want to make a difference. ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander descent are encouraged to apply.

We offer a range of **employee benefits** including:

- Attractive superannuation
- Additional leave entitlements
- 50/50 hybrid work-from home model
- Flexible work arrangements

- Assistance for study and professional development

To work with us, you need to be an Australian citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

Eligibility
Notes

About the Australian Securities and Investments Commission

To Apply

Position Contact	Neha Narula, +61299115321
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0774393

Australian Taxation Office

Closing Date:Monday 30 November 2026

Frontline Services
Frontline Operations Workforce Supply

Job Title	Service Delivery Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Albury NSW, Parramatta NSW, Perth WA, Moonee Ponds VIC
Salary	$66,274 - $73,452
Future Merit Locations	Penrith, Sydney, Albury, Parramatta, Perth, Box Hill, Dandenong, Melbourne, Moonee Ponds
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	APS Level 2
Position Number	EXT_FO_881_2026
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=EC62FF57-ECEB-B19A-5BE2-ED79472842B5

Duties

We are seeking Frontline Operations Officers to join our Frontline Operations group.

We are looking for passionate, client focused individuals to join our Frontline Operations group in a variety of roles including:

Service Delivery Officer

A Service Delivery Officer primarily responds to client and agent enquiries, providing guidance and education to help them meet taxation and superannuation obligations. This role emphasises problem-solving and analytical tasks related to requests, while maintaining strong client relationships and delivering exceptional service across multiple channels. They may also mentor less experienced staff and work in a scheduled environment to assist and educate clients.

In these roles, you will work in a scheduled contact centre environment, providing high quality service to clients between 7am and 7pm.

These roles may be offered on an ongoing or non-ongoing basis in Albury, Moonee Ponds, Parramatta or Perth.

We embrace the strength of diversity – through our people and the perspectives they bring.

We are committed to inclusive recruitment practices and encourage applications from people with disability or neurodivergence, Aboriginal and Torres Strait Islander peoples, and individuals from all backgrounds. Reasonable adjustments can be provided throughout the selection process.

Please note that this opportunity is only available to Australian Public Service employees.

Our ideal candidate:

- builds positive taxpayer experiences by delivering accurate, timely and tailored support, demonstrating empathy and professionalism when assisting taxpayers with complex or sensitive matters
- maintains productivity and delivers quality outcomes in a fast-paced environment by effectively planning and prioritising work, while adapting to changing priorities and business requirements
- demonstrates strong teamwork by collaborating effectively with colleagues, contributing positively to team objectives, and consistently delivering on commitments to support shared outcomes
- effectively utilises multiple systems and resources to manage information accurately, applies relevant policies and procedures, and supports taxpayers to confidently access and use digital services.

Eligibility
Notes

Please note that this opportunity is only available to Australian Public Service employees

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Taxation Office

We are globally recognised for leading best practice in the administration of tax and superannuation, promoting a level playing field and fairness for all. Our work makes a real difference to the lives of Australians and positively impacts their economic and social wellbeing. Our people are problem-solvers, curious, dynamic and are at the heart of our success. We are inclusive and embrace the strength of diversity. Flexible working arrangements are available to help balance work and life. We offer more than you expect. We offer a place where you can belong, a say in how you make a difference, and the chance to grow a successful career.

To Apply

Position Contact	Frontline Operations Workforce Supply, N/A
Agency Recruitment Site	https://ato.nga.net.au/?jati=EC62FF57-ECEB-B19A-5BE2-ED79472842B

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Treasury

Vacancy VN-0774568

Royal Australian Mint

Closing Date:Wednesday 25 November 2026

Royal Australian Mint
Health, Safety, Environment and Facilities (HSE&F)

Job Title	Work Health and Safety (WHS) Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$89,664 - $96,829
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 5
Position Number	1478
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

The Royal Australian Mint is a small government agency working within the Commonwealth Government Portfolio of the Treasury. The Mint is a non-corporate Commonwealth Entity and is listed under the *Public Governance Performance and Accountability Act 2013* (PGPA Act). The Mint is also covered by the *Public Service Act 1999* (Cth) (PS Act).

The Royal Australian Mint makes coins and other minted products to serve the needs of the Australian economy, foreign countries, investors and collectors. We are stewards of a thriving national institution that showcases our Nations stories through the National Coin Collection, and a world class museum and gallery experience.

The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

Branch Overview

The Health, Safety, Environment & Facilities Branch supports the Mint’s mission and purpose by optimising the interactions between systems, people and equipment in pursuit of health, safety and environment (HSE) outcomes alongside organisational performance. We do this by developing and maintaining contemporary practices and support the organisation to apply them in their work activities.

We develop and maintain the Integrated Management System – a unified framework with the intent to streamline processes, focus on improving performance and achieving compliance. We apply our technical expertise to develop and maintain management practices, support the workforce in their use and analyse their performance for improvement. Our technical domains are risk, health and safety, product quality and environment.

About the Role

Reporting to the Work Health and Safety (WHS) Manager, the Work Health and Safety (WHS) Officer supports the Mint's work, health and safety program. The Mint's workplace has a range of unique health and safety aspects such as hazardous chemicals and materials, public safety, plant and equipment, infrastructure, and psychosocial and physical hazards.

The WHS Officer supports the WHS team promote safe work practices across the Mint. They engage with internal and external stakeholders and build positive relationships to achieve the of the Health and Safety Work Plan.

The WHS Officer contributes to various committees, analysing data and presenting information across the Safety Management System, which includes incident reports, actions and compliance activities.

The WHS Officer applies their technical knowledge and judgement to contribute to initiatives of the Health and Safety Work Plan including programs on risk management, wellbeing, events, training, reporting, health monitoring and incident management.

Duties

1. Administering WHS policies and procedures and providing technical advice on safety to managers and employees.
2. Assisting in the development of safe systems of work and assessment and reviewing the control of risks.
3. Supporting the WHS Manager and the Senior WHS Officers to deliver the team's work plan.
4. Supporting the functions of the Mint's Health and Safety Committee, other relevant committees and senior management meetings.
5. Assisting on WHS investigations.
6. Reviewing actions as the outcome of incidents and determining their appropriateness and effectiveness.
7. Performing safety management system tasks including incident reporting, corrective action monitoring and workplace inspections.
8. Performing data analysis and research to determine opportunities for improvement in the integrated management system, and compiling reports for compliance, management and relevant authorities.
9. Supporting the HSE &F branch as required, including undertaking cross-functional tasks.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to Apply

Applications will need to be submitted through our recruitment portal on the Work With Us page of the Mint Website at Work With Us | Royal Australian Mint

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- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Maxine Alchin, 02 6202 3449
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0774577

Royal Australian Mint

Closing Date:Wednesday 25 November 2026

Royal Australian Mint
Health, Safety, Environment and Facilities (HSE&F)

Job Title	Senior Work Health and Safety (WHS) Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$102,516 - $112,011
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 6
Position Number	1375
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

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The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

Branch Overview

The Health, Safety, Environment & Facilities Branch supports the Mint's mission and purpose by optimising the interactions between systems, people and equipment in pursuit of health, safety and environment (HSE) outcomes alongside organisational performance. We do this by developing and maintaining contemporary practices and support the organisation to apply them in their work activities.

We develop and maintain the Integrated Management System – a unified framework with the intent to streamline processes, focus on improving performance and achieving compliance. We apply our technical expertise to develop and maintain management practices, support the workforce in their use and analyse their performance for improvement. Our technical domains are risk, health and safety, product quality and environment.

About the Role

Working under limited direction and reporting to the Work Health and Safety Manager the Senior Work Health and Safety Officer will be responsible for the delivery and implementation of the psychosocial risk management approach at the Mint. The successful candidate will lead the identification, assessment, and management of psychosocial hazards across the agency by developing procedures, performing risk assessments, designing and implementing surveys and delivering training. The role supports managers and employees in building a psychologically safe workplace through evidence-based strategies, consultation, and compliance with the *Work Health and Safety Act 2011* and associated Regulations.

The Mint's workplace has a range of unique health and safety aspects such as hazardous chemicals and materials, public safety, plant and equipment, and infrastructure.

The Senior WHS Officer promotes safe work practices across the Mint. They perform research and apply their technical knowledge to provide advice regarding risks to employees in their work area. They are responsible for engaging with internal and external stakeholders including regulators, inspectors and auditors.

The Senior WHS Officer analyses data and identifies improvement opportunities across the integrated management system, developing objectives for short term tasks and contributing to the strategic planning of the Health, Safety, Environment and Facilities (HSE&F) branch.

They coordinate procurement activities in accordance with Commonwealth Procurements Rules to meet the objectives of the Health and Safety Work Plan. The Senior WHS Officer is also responsible for managing site wide events which may include National Safety Week, and other wellbeing activities as determined by the Mint's Health and Safety Work Plan.

Duties

1. Implementing the approved psychosocial risk approach including, surveys, risk assessments and implementing controls relevant to psychosocial risk while providing relevant advice to managers and employees.
2. Conducting and providing support to the development of psychosocial risk assessments in consultation with managers, Health and Safety Representatives (HSRs), and staff.
3. Analysing incident, leave, and survey data to detect emerging psychosocial risks or trends.
4. Developing and implementing control measures to eliminate or minimise psychosocial hazards.
5. Developing and delivering training on the psychosocial risk approach.
6. Maintaining a psychosocial risk register and contributing to WHS and wellbeing performance reports.
7. Evaluating effectiveness of control measures and identifying improvement opportunities.
8. Supporting the WHS Manager in the delivery of the health and safety work plan.

Eligibility

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to Apply

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- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description

Information on applying for a job in the Australian Public Service is available at the Employment page of our website.

About the Royal Australian Mint

To Apply

Position Contact	Maxine Alchin, 02 6202 3449
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0774741

Royal Australian Mint

Closing Date:Monday 30 November 2026

Royal Australian Mint
Health, Safety, Environment and Facilities (HSE&F)

Job Title	Director, Health, Safety, Environment and Facilities
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$148,762 - $166,327
Future Merit Locations	Deakin
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements may be negotiated.
Classification	Executive Level 2
Position Number	1006
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

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The Royal Australian Mint creates public value through a range of coining and minting-related activities. We play a key role in sharing the stories of Australia by recognising significant anniversaries, events, organisations and cultural perspectives through coins.

The Mint offers some of the most unique career opportunities within the public service, including roles such as:

- Coin making – polishing, laser frosting, 3D engraving, Physical Vapour Deposition hard coating, chrome plating, dies inspection and collars manufacture.
- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

Branch Overview

The Health, Safety, Environment & Facilities Branch supports the Mint's mission and purpose by optimising the interactions between systems, people and equipment in pursuit of health, safety and environment (HSE) outcomes alongside organisational performance. We do this by developing and maintaining contemporary practices and support the organisation to apply them in their work activities.

We develop and maintain the Integrated Management System – a unified framework with the intent to streamline processes, focus on improving performance and achieving compliance. We apply our technical expertise to develop and maintain management practices, support the workforce in their use and analyse their performance for improvement. Our technical domains are risk, health and safety, product quality and environment.

About the Role

The Director, HSEF is responsible for leading organisational excellence in risk, safety, environment and facilities. They lead a team of professionals to ensure the Mint's systems enable productivity, efficiency and compliance.

The Director, HSEF develops and implements comprehensive strategies, policies, procedures and guidance and oversees the optimisation of Mint systems to mitigate risk, enhance quality and improve efficiency. As managing risk is a critical function of the role, they will assist with the establishment and promotion of a safety culture across the Mint and are responsible for ensuring compliance with various work health safety, environment legislation and frameworks.

As a member of the senior management team, they support the senior leadership team by providing strategic advice and contributing to the planning and development of business activities, fostering an environment of continuous improvement.

The role builds workforce capability and succession, fosters collaboration across organisational boundaries and develops strong relationships with senior stakeholders across operational and executive levels, as well as with government, industry and professional bodies. They will provide high-level strategic advice to SES leaders on complex and sensitive matters and influence organisation-wide outcomes through effective leadership, communication and stakeholder engagement.

Duties

1. Lead a Team to deliver organisational priorities, strategic objectives and key deliverables, ensuring organisational compliance and risk mitigation in alignment with the Mint's broader corporate direction.
2. Build organisational and team capability by providing strong leadership, setting strategic direction and priorities, managing performance, and supporting the professional development and succession of team members.
3. Provide high-level strategic advice to the Executive Leadership Team on complex, sensitive and emerging issues, including risks, opportunities and matters affecting organisational performance.
4. Build and maintain strong strategic stakeholder relationships across the Mint and with relevant government, industry and external stakeholders to influence outcomes and support organisational priorities.
5. Lead and develop a multidisciplinary team, establishing clear priorities and fostering capability across operational systems, data analysis, reporting, compliance, governance and continuous process improvement.
6. Take accountability for the delivery of strategic objectives for a Team and contribute to broader Mint priorities, ensuring outcomes are delivered effectively, efficiently and within agreed timeframes.
7. Lead and actively support organisational change and transformation, fostering innovation, continuous improvement and a culture that embraces new ways of working.
8. Effectively manage people, financial and physical resources, ensuring resources are aligned to strategic priorities and managed in accordance with relevant legislation, Accountable Authority Instructions, delegations and Mint policies

Eligibility

Qualification

A qualification in a relevant field, such as Work, Health, Safety, Environment is desirable.

Security clearance

This position requires a **Negative Vetting 1** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to Apply

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About the Royal Australian Mint

To Apply

Position Contact	Melissa Cayzer, 02 6202 6817
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0774743

Royal Australian Mint

Closing Date:Monday 30 November 2026

Royal Australian Mint
Executive

Job Title	Director, Legal
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$148,762 - $166,327
Future Merit Locations	Deakin
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible work arrangements may be negotiated.
Classification	Executive Level 2
Position Number	1421
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

About the Mint

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- Machinery – operate and maintain minting critical machines.
- Coin Sculpting – design coins, medals, medallions, and token, etc.
- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Team

The Legal team is an enabling function that provides expert legal advice, representation, and guidance to help ensure the Mint is compliant with its legal obligations. The team manages legal risks, develops policy and guidance documents in conjunction with teams across the Mint to support decision-making to enable the successful delivery of business, corporate and government outcomes.

The team supports the Mint in a variety of projects and matters, to ensure the Mint can deliver its statutory functions and comply with all relevant legislation and Australian Government policies. They provide a broad range of inhouse legal services within a multi-disciplinary environment and engage with key internal and external stakeholders.

They work closely with other teams across the Mint to provide practical solutions to legal and policy issues. Leading a small generalist team, the Director supports the positive culture of the Legal Services section and the training and development of its lawyers.

About the Role

The Director, Legal is responsible for leading a small team of legal professionals to ensure the Mint meets its compliance obligations under various legislations including the *Freedom of Information Act 1982, Privacy Act 1988, Public Governance, Performance* and *Accountability Act 2013, National Anti-Corruption Commission Act 2022* and *Public Interest Disclosure Act 2013*. The role is responsible for independently assessing complex privacy issues and carrying out statutory functions related to FOI requests and public interest disclosures.

The role provides strategic leadership and direction, leads and develops a high-performing team, provides senior expertise and advice, and exercises sound judgement in making complex and high-level decisions. This includes managing competing priorities, resources, risks and stakeholder expectations; leading significant organisational change; establishing effective governance, assurance and performance frameworks; and proactively identifying and responding to emerging risks and opportunities.

The role will build workforce capability and succession, foster collaboration across organisational boundaries and develop strong relationships with senior stakeholders across operational and executive levels, as well as with government, industry and professional bodies. They will provide

high-level strategic advice to SES leaders on complex and sensitive legal matters and influence organisation-wide outcomes through effective leadership, communication and stakeholder engagement. The role will also drive organisational performance, mitigate strategic risks, foster a strong safety culture, and ensure the integrity, sustainability and effective management of the Mint's operational assets and business systems.

Duties

1. Providing accurate, independent and timely legal advice in support of the Mint's functions and ensure its compliance with law. Legal advice may be in relation to a wide range of practice areas including: litigation, administrative law and commercial law (which includes contracting, procurement, licencing, copyright and other intellectual property matters).
2. Build organisational and team capability by providing strong leadership, setting strategic direction and priorities, managing performance, and supporting the professional development and succession of team members.
3. Provide high-level strategic advice to the Executive Leadership Team on complex, sensitive and emerging issues, including risks, opportunities and matters affecting organisational performance.
4. Build and maintain strong strategic stakeholder relationships across the Mint and with relevant government, industry and external stakeholders to influence outcomes and support organisational priorities.
5. Take accountability for the delivery of strategic objectives for the Legal Team and contribute to broader Mint priorities, ensuring outcomes are delivered effectively, efficiently and within agreed timeframes.
6. Lead and actively support organisational change and transformation, fostering innovation, continuous improvement and a culture that embraces new ways of working.

Eligibility

Qualification

Have a Law Degree and be admitted as a practitioner, however described, of the High Court, or the Supreme Court of an Australian State or Territory.

Security clearance

This position requires a **Negative Vetting 1** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to Apply

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About the Royal Australian Mint

To Apply

Position Contact	Melissa Cayzer, 02 6202 6817
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0774746

Royal Australian Mint

Closing Date:Monday 30 November 2026

Royal Australian Mint
Museum and Public Education

Job Title	Museum Exhibition Designer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT
Salary	$102,516 - $112,011
Future Merit Locations	Deakin
Office Arrangement	On Site
Office Arrangement Details	On site work is required.
Classification	APS Level 6
Position Number	1495 & 1460
Agency Website	https://www.ramint.gov.au

Job Description

https://www.ramint.gov.au/about-us/work-us

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- Graphic Design – design coin packaging materials, exhibition graphics, etc.
- Engineering – technical support and manufacturing operations.

About the Branch

The Museum and Public Engagement Branch (MaPE) is responsible for a diverse range of functions that connect the Royal Australian Mint with Australian citizens, customers, collectors and visitors. The Branch brings together coin and graphic design, product development and sales, museum operations, digital platforms and public programs to create meaningful experiences and strengthen engagement with the Mint.

MaPE plays an important role in building awareness of the Mint and the National Coin Collection, educating the community about the significance of currency in Australian society, culture and history. Through exhibitions, programs, digital experiences and other engagement activities, the Branch brings the stories behind Australia’s coins to life and encourages the community to connect with the Mint and its collections.

The Branch also delivers a significant commercial program for the Mint through the design, development and sale of numismatic products for domestic and international markets. It drives innovation in product design and identifies opportunities to translate the Mint’s heritage, expertise and national significance into products and experiences that resonate with customers and collectors.

Through its combined commercial, cultural and public engagement functions, MaPE seeks to build awareness, create meaningful experiences and develop lasting relationships between the Australian community and the Royal Australian Mint.

About the Roles

The Museum Exhibition Designers apply their design expertise and passion for delivering impactful visuals to build meaningful museum experiences that resonate with the Royal Australian Mint’s diverse audience.

Two Museum Exhibition Designer positions are being advertised:

- 1 x Ongoing position: This role will support the ongoing development, enhancement and evolution of the Museum experience, creating fresh and engaging ways to bring the Mint's stories, collections and history to life.
- 1 x Non-ongoing position: This role will focus on developing a new suite of visuals and interpretive experiences for the Factory Viewing Gallery. The work will explore the evolution of the Mint's factory, with a particular focus on automation, innovation and workplace safety.

The roles will work collaboratively with our curatorial and collections staff to help build visual storytelling to share more of our National Coin Collection, the history of our heritage-listed factory building, and stories of design and our workers. They will also work with our design team to make contributions to the Mint's design function, including mentoring and supporting junior team members to enhance the team's capability. They provide advice to internal stakeholders on all matters of design and interpretation, working with colleagues through the conceptual and design phases, to create and deliver high-quality, technically-sound, creative solutions.

They will ensure all work complies with relevant legislation, including copyright laws, and the Mint's style guides, and that designs support the promotion of the Mint's brand.

Duties

1. Conceptualising, researching, designing and producing a wide range of interpretation for the Royal Australian Mint visitor experience and outreach programs, including exhibition builds and graphics, ensuring design solutions are creative and technically sound.
2. Collaborating with the Museum and Public Engagement cohort (including curators, collections staff, designers and factory operations staff) and suppliers, to interpret design briefs, make recommendations and provide advice throughout the concept development and design phase.
3. Managing multiple design and interpretation projects simultaneously, including monitoring and communicating progress effectively, identifying and managing risks, and managing resources and suppliers, to ensure targets, deadlines and budgets are met.
4. Contributing to the continuous improvement of processes and design practice including identifying and implementing current design trends and new ways of working.
5. Providing guidance and mentoring to junior team members to support their professional development and enhance the team's capability.
6. Ensuring own designs and the designs of the team comply with relevant legislation and style guides, improve on the Mint's accessibility, and support the Mint's brand and business plan.
7. Producing high-quality documentation ensuring any work produced has legacy and is able to be maintained by current or future staff.

Eligibility

Qualification

A relevant qualification in Design, Museum Studies, Curation or Creative Production.

Security clearance

This position requires a **Baseline** security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

How to Apply

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About the Royal Australian Mint

To Apply

Position Contact	Cris Kennedy, 02 6202 8771
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0774747

Australian War Memorial

Closing Date:Thursday 03 December 2026

Public Programs Partnerships and Development

Job Title	Head, Partnerships and Development
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$162,968 - $175,779
Future Merit Locations	Campbell
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Teamwork Agreement
Classification	Executive Level 2
Position Number	26-154
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

Position Overview

The Head, Partnerships and Development is responsible for leading the Memorial's partnership, philanthropy, sponsorship, membership and fundraising strategy to strengthen audience engagement, diversify revenue streams and support the long-term sustainability of the Memorial.

The position leads the development and implementation of an integrated partnerships and development program encompassing corporate partnerships, strategic alliances, sponsorship, philanthropic giving, major gifts, the Anzac Foundation, workplace giving, bequests and the membership program. The role identifies and secures financial, in-kind and strategic support aligned with the Memorial's purpose, values and strategic priorities.

The position works collaboratively across the Memorial to develop compelling partnership and fundraising opportunities connected to exhibitions, commemorative activities, public programs, education initiatives, curatorial or collecting priorities, capital projects and audience engagement

activities. The role ensures all development activities uphold the Memorial's reputation, governance obligations and stewardship responsibilities while delivering measurable commercial and strategic outcomes.

As a senior leader, the Head, Partnerships and Development provides expert strategic advice to the Executive on revenue diversification, partnership opportunities, stakeholder engagement and philanthropic growth.

NOTE: The successful applicant will commence in January 2027.

Duties

- Lead the Memorial's partnerships, philanthropy, sponsorship, fundraising and membership functions.
- Lead the review, refinement and implementation of the Memorial's Partnerships Plan to ensure alignment with organisational priorities and long-term sustainability objectives.
- Identify, cultivate, negotiate and secure strategic partnerships that deliver financial, in-kind, audience and reputational benefits.
- Lead the Memorial's philanthropy program, including major gifts, trusts and foundations, corporate giving, workplace giving and bequests.
- Develop and maintain a sustainable pipeline of prospective partners, sponsors, donors and philanthropic supporters.
- Oversee the acquisition, activation, stewardship, renewal and growth of partnerships and sponsorship arrangements.
- Work collaboratively with teams responsible for the Memorial's catering and hospitality services to identify and leverage opportunities that support commercial growth, enhance partner engagement and contribute to philanthropic outcomes.
- Provide strategic advice to the Executive on partnership opportunities, fundraising initiatives, stakeholder engagement and associated risks.
- Ensure compliance with relevant governance, probity, ethical fundraising and sponsorship frameworks.
- Monitor, analyse and report on partnership, membership and fundraising performance, including revenue targets, pipelines, retention rates and return on investment.
- Work collaboratively across the Memorial to develop partnership opportunities connected to exhibitions, public programs, commemorative events, collections, touring exhibitions, education activities and strategic projects.
- Build and maintain productive relationships with donors, sponsors, foundations, government stakeholders, veterans' organisations, Defence, industry partners and community organisations.
- Lead the effective use of CRM systems and audience intelligence to support relationship management, donor stewardship and business development activities.
- Manage section resources, budgets, contracts and performance to ensure efficient and effective delivery of outcomes.
- Foster a culture of innovation, collaboration, professionalism and continuous improvement across the section.

Eligibility

Position Eligibility

- Under section 22(8) of the Public Service Act 1999, employees must be Australian citizens to be employed in the Australian Public Service (APS).
- All applicants external to AWM that are offered employment will be required to successfully undergo a National Police Check, even if they currently hold a security clearance. The check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.

Mandatory Qualifications and Skills

- Demonstrated experience in senior partnership, development, sponsorship, fundraising or commercial leadership roles.
- Ability to Obtain and Maintain a Negative Vetting Level 1 Security Clearance.

Notes

A merit pool of suitable applicants may be created which may be used to fill future ongoing and non-ongoing vacancies should they become available over the next 18 months.

Successful applicants engaged into the APS will be subject to a probation period.

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

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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	Sarah Ozolins, (02) 6243 4555
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774600

Bureau of Meteorology

Closing Date:Thursday 19 November 2026

Data & Digital
Security

Job Title	Third Party Risk Advisor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019889
Agency Website	

Job Description

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

The Third-party Risk Adviser is a security practitioner in the Security Risk, Threat and Assessment team. Reporting to the Security Risk Lead, the role supports the Bureau to identify and address security risks associated with third parties throughout the third-party relationship lifecycle. Third parties may include partners, consultants, vendors, service providers and suppliers engaged through procurement, outsourcing, contracts, partnerships and collaborations, including academic collaborations.

The role conducts new, periodic and event-driven third-party security risk assessments, including vendor and supply chain risk assessments and Foreign Ownership, Control or Influence (FOCI) risk assessments. It analyses jurisdictional, governance, privacy and protective security risks; assesses the source, reliability and integrity of providers and supply chains; and provides evidence-based advice on whether identified risks can be treated to an acceptable level.

The adviser works with procurement teams, contract managers, business owners, project and program areas, researchers, ICT, Legal and other security stakeholders to embed proportionate security requirements into procurement and contractual arrangements. The role maintains the third-party risk management register and monitors security treatments, contractual security obligations, provider compliance and reassessment triggers across the life of an arrangement, including completion or termination.

Duties

- Conduct new, periodic and event-driven third-party security risk assessments across the third-party relationship lifecycle, from early procurement planning and provider selection through contracting, service delivery, change, renewal, completion and termination.
- Conduct FOCI risk assessments for procurement and contract decisions, analysing ownership, control, governance, influence, foreign jurisdiction and data-access considerations, and reassessing risks when developments during the contract period may give rise to new or changed FOCI risks.
- Assess whether proposed third parties, products and services are secure and verifiable and whether identified security risks can be mitigated to a reasonable and acceptable level; document the basis for advice and escalate unacceptable or unquantifiable risks and proposed residual-risk decisions to the appropriate authority.
- Advise procurement teams, contract managers and business owners on proportionate security terms and conditions, including relevant PSPF obligations, subcontractor requirements, security incident notification and cooperation obligations, ongoing assurance, information and resource protections, and completion or termination arrangements.
- Review third-party assurance evidence, including relevant certifications, attestations, security assessments and IRAP assessment reports where applicable, and identify gaps, limitations, risks and required treatments.
- Support contract managers to monitor and review whether specified security controls, terms and conditions are implemented, operated and maintained by contracted providers and subcontractors over the life of the contract, and follow up or escalate non-compliance.
- Manage the third-party risk management register as an accurate and auditable record of third parties, assessments, FOCI considerations, vendor and supply chain risks, risk owners, decisions, residual risks, security treatments, contractual obligations, assurance evidence, review dates and reassessment triggers.
- Monitor agreed security treatments, recommendations and contractual security obligations through to closure; identify overdue, ineffective or changed controls; and coordinate reassessment and adjustment of risks when the provider, service, supply chain, ownership, jurisdiction, threat environment or contract changes.
- Facilitate informed risk discussions and provide clear, practical and impartial advice on provider selection, alternative arrangements, risk treatment, residual risk acceptance, escalation and ongoing assurance, including impacts on other entities or the Australian Government where relevant.

- Build productive relationships across Security, Procurement, Legal, ICT, research and business areas; contribute to consistent third-party risk management practices, templates, guidance and reporting; and work with limited direction while escalating complex, sensitive or unacceptable risks.
- Complying with all Bureau work, health and safety policies and procedures, and taking reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

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

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774601

Bureau of Meteorology

Closing Date:Thursday 26 November 2026

Data & Digital
Security

Job Title	Physical Security Adviser
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019890
Agency Website	

Job Description

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

The Physical Security Adviser works with limited direction to provide specialist advice, planning and operational support to ensure compliance and the effective implementation of physical security controls and outcomes in accordance with the Protective Security Policy Framework PSPF). The position reports to the Manager, Protective Security and plays an important role in safeguarding the Bureau's customers, systems, personnel and facilities.

In this role, you will be responsible for interpreting and applying Australian Government security policies, performing high-level analysis to assess and evaluate emerging security risks, and supporting the design, delivery and assurance of physical security measures across facilities, assets, and personnel. The Physical Security Adviser will also contribute to strategic policy initiatives, reporting, security capability uplift and supporting day-to-day security operational activities.

The position requires you to operate with a high level of autonomy, sound judgement and strong analytical capabilities, with the ability to translate multiple and complex policy requirements into practical outcomes aligned with the Bureau's risk appetite. As a senior security practitioner, you

will manage complex stakeholder relationships both across the agency and externally, and mentor junior staff within the team as needed.

The role requires a strong understanding of mature security cultures and the PSPF, particularly in relation to the physical security domain, including its application and interoperability with other frameworks within the Australian Government setting. The ability to operate with sensitivity and integrity and provide evidence- and risk-based advice is an essential requirement for the role. The Physical Security Adviser requires excellent organisational skills and well-developed written and verbal communication. The successful candidate will demonstrate the ability to plan, manage and organise their time and workstreams, and will be comfortable operating in a diverse and geographically dispersed environment with tight timeframes, shifting operational landscapes and conflicting priorities.

Please note that the Bureau operates a vast network of staffed and unstaffed sites across Australia, including at metropolitan, regional and remote locations. The role does not require regular travel but infrequent site visits may be required.

Duties

1. Manage day-to-day physical security operations, including action, triage and escalation of physical security enquiries, incidents, requests and operational tasks to ensure timely action in accordance with agreed service level agreements, and PSPF and other policy requirements.
2. Identify and contribute to the development, uplift and ongoing management of the Bureau's physical security capability through regular analysis of intelligence, assessments, policy updates, security incidents and compliance reporting to improve physical security practices across the organisation.
3. Provide expert, timely and risk-based physical security advice to staff, executive and external stakeholders to ensure effective, consistent and secure operations, PSPF compliance and adherence to Bureau policies and procedures.
4. Interpret and analyse complex government legislation, frameworks, directives, and security standards to translate them into clear, actionable policy, and practical advice and guidance.
5. Implement and maintain physical security measures for new and existing Bureau sites and assets, including conducting risk assessments, site surveys, threat and vulnerability assessments, security audits, application of ASIO Technical Notes and certifications. This includes contributing to the design and development of the Bureau's Physical Security Profile and ongoing review and maintenance to ensure currency and accuracy.
6. Contribute to security planning and design for new facilities, refurbishments, and relocations.
7. Build strong relationships with internal stakeholders, external providers and whole-of-government security counterparts to understand security framework requirements, share information and align practices.
8. Ensure integration of physical security measures with personnel and information security controls, property and facility management processes and the requirements of other Bureau business areas.
9. Support preliminary enquiries and investigations in relation to reported or identified physical security concerns or incidents, in accordance with Bureau procedures and the Australian Government Investigations Standards.
10. Lead and mentor staff and/or contractors, fostering a professional, collaborative and outcomes-focused security culture.
11. Assist in the development and testing of security contingency and emergency response plans, in collaboration with other Bureau subject matter experts.

12. Contribute to the delivery of high-quality briefings, training, templates, guidance, reporting and communications on physical security responsibilities, practices and compliance across a range of audiences.
13. Carry out all work in accordance with the APS Values, Employment Principles, and Code of Conduct.
14. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of others.

Eligibility
Notes

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To Apply

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

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774602

Bureau of Meteorology

Closing Date:Thursday 26 November 2026

Data & Digital
Security

Job Title	Security Business Coordinator
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019891
Agency Website	

Job Description

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

The Security Business Coordinator will work with the General Manager – Security/Chief Information Security Officer (CISO) and Security Leadership team with limited direction to deliver high-level operational, financial, and administrative support for the agency's security program. You will be responsible for drafting high-quality communication, papers, briefs, and reporting documentation on security matters for the CISO as part of the PSPF governance reporting requirements. The role requires a proactive approach to managing program workflows, monitoring budgets, coordinating governance secretariats for the various security forums, and maintaining critical business systems to ensure the successful delivery of protective and cyber security initiatives.

The role operates with a high degree of autonomy, accountability and professional judgement, and is responsible for planning, delivering and sustaining key security program initiatives and supporting day-to-day security operational activities as required.

As a key member of the program, you will help coordinate complex stakeholder relationships across the enterprise and key security agencies to develop concise, clear and effective security

policy, procedures and guidance. You will exercise sound judgment and initiative to understand and prioritise key activities that align to the Enterprise Security Plan, ensure key deadlines are met and provide expert support to the security leadership team. To succeed, you must possess strong business management skills, excellent written and verbal communication, and the capability to obtain and maintain a baseline government security clearance.

Duties

1. Manage day-to-day business operations for the security program, establishing efficient administrative workflows and tracking team deliverables against corporate plans.
2. Monitor program registries, adction items, and task tracking databases to ensure key deliverables in the Enterprise Security Plan are on track.
3. Develop clear and concise communications such as executive papers, ministerial briefs, Questions on Notice coordination and reports on security topics for the CISO and Security leadership team
4. Act as the primary operational point of contact for the security program and the CISO, managing CISO group mailbox and resolving complex business support queries.
5. Oversee the life-cycle management of program records, ensuring sensitive security documentation is stored and handled securely in line with information governance policies.
6. Monitor, track, and report on the security program budget to the General Manager, identifying variances and preparing monthly financial variance sheets for action
7. Coordinate procurement activities for security services, hardware, and external consultants, ensuring strict adherence to the Commonwealth Procurement Rules (CPRs).
8. Deliver comprehensive secretariat support for internal and external security steering committees, executive meetings, working groups, and governance forums.
9. Coordinate logistics for security program led governance forums, including drafting agendas, compiling meeting papers, scheduling sessions, and taking accurate minutes.
10. Monitor and track action items across all governance forums, ensuring regular status updates are provided to the CISO and executive chairs.
11. Build and maintain productive working relationships with internal business areas, corporate finance, procurement teams, and external security vendors.
12. Build strong relationships with internal stakeholders, external providers and whole of government security counterparts.
13. Comply with all Bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of others.

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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customers, partners and stakeholders in Australia, including the Australian Community and the emergency services sectors, all-levels of Government, and focus sectors including aviation, agriculture, energy and resources, national security and water.

To Apply

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

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774603

Bureau of Meteorology

Closing Date:Thursday 26 November 2026

Data & Digital
Security

Job Title	Systems Risk Adviser
Job Type	Full-Time;Part-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC
Salary	$99,734 - $111,701
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	60019892 & 60019893
Agency Website	

Job Description

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

The System Risk Adviser is a cyber security risk practitioner within the Bureau's Security Risk, Threat and Assessment team, reporting to the Manager Security Risk, Threat & Assessment/Cyber Security Risk Lead. The role conducts security assessments as a core part of the Bureau's System Authorisation process for new systems and for existing systems requiring retrospective assessment, review or reauthorisation.

Working with a level of autonomy appropriate to an APS 6, the role plans and progresses assigned security assessments from initiation through to findings and recommendations that inform System Authorisation decisions. It gathers and analyses business, technical and security information; assesses security control implementation and effectiveness; identifies control gaps and residual risks; and applies evidence and professional judgement to develop clear, defensible advice.

The role works closely with system managers, system owners, project teams, technical specialists and control owners to prepare and quality-assure the artefacts needed for security assessment and system authorisation. These may include system descriptions, system security plans, security risk assessments, control evidence, treatment plans, assessment reports, findings and decision briefs for the relevant authorising official.

The System Risk Adviser may coordinate and liaise with external security assessors, including providers undertaking independent or IRAP-aligned assessments. The role supports assessment planning and evidence provision, clarifies findings, monitors actions and dependencies, keeps stakeholders informed, and escalates material risks or barriers to the Cyber Security Risk Lead.

The successful candidate will bring sound knowledge of cyber security risk and system security assessment practices, strong analytical and written communication skills, and the ability to explain technical issues to varied audiences. Familiarity with the Australian Government Information Security Manual (ISM), the Protective Security Policy Framework (PSPF) and related risk frameworks is highly desirable. Experience conducting risk assessments involving artificial intelligence is also desirable but not essential.

Duties

- Plan and conduct security assessments as part of the System Authorisation process for new systems and for existing systems undergoing retrospective assessment, review or reauthorisation, in accordance with Bureau governance, security policies and applicable Australian Government requirements.
- Gather, validate and analyse system, business and technical information to determine assessment scope, security control applicability, evidence requirements and key dependencies.
- Prepare and quality-assure security and risk artefacts on behalf of system managers to support security assessment and System Authorisation, including system security documentation, cyber security risk assessments, control evidence summaries, treatment plans, assessment reports and decision briefs.
- Assess security control implementation and effectiveness, identify control gaps and residual risks, and provide evidence-based recommendations for risk treatment and authorisation decisions.
- Work collaboratively with system managers, system owners, project teams, architects, technical specialists and control owners to resolve information gaps and progress assessments to agreed quality and timeframes.
- Coordinate and liaise with external security assessors, where required, including supporting engagement planning, evidence provision, clarification of findings and tracking of agreed actions.
- Maintain accurate security assessment and System Authorisation records, registers, workplans and status reporting, and monitor conditions, actions and reauthorisation requirements for assigned systems.
- Provide clear, impartial and practical cyber security risk advice, tailored to technical and non-technical audiences, and escalate significant or unresolved risks to the Cyber Security Risk Lead.
- Contribute specialist knowledge, lessons learned and continuous improvement ideas to strengthen System Authorisation processes, templates, guidance and team capability.
- Undertake ad-hoc security risk activities stemming from PSPF-related ICT requirements and directions, including supporting security risk assessments involving artificial intelligence systems or use cases.
- Comply with all Bureau work health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum

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To Apply

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

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774604

Bureau of Meteorology

Closing Date:Thursday 26 November 2026

Data & Digital
Security

Job Title	System Risk Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Hobart TAS, Melbourne VIC, Sydney NSW
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 5
Position Number	60019899
Agency Website	

Job Description

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

The System Risk Officer is a cyber security risk practitioner within the Bureau's Security Risk, Threat and Assessment team, reporting to the Manager Security Risk, Threat & Assessment/ Cyber Security Risk Lead. The role supports and conducts security assessments as part of the Bureau's System Authorisation process for new systems and for existing systems requiring retrospective assessment, review or reauthorisation.

Working under broad direction and within established frameworks, procedures and priorities, the role progresses assigned components of security assessments from initiation through to findings and recommendations that inform System Authorisation decisions. It gathers and analyses business, technical and security information, reviews security control implementation and evidence, identifies issues and risks, and seeks guidance on complex, sensitive or novel matters.

The role works collaboratively with system managers, system owners, project teams, technical specialists and control owners to prepare and maintain the artefacts needed for security assessment and System Authorisation. These may include system descriptions, system security plans, security risk assessments, control evidence, treatment plans, assessment reports, findings and draft decision briefs for review by senior team members and the relevant authorising official.

The System Risk Officer may support liaison with external security assessors, including providers undertaking independent or IRAP-aligned assessments. The role assists with assessment planning, evidence collation and provision, clarification of findings, action tracking and stakeholder updates, escalating material risks, delays or information gaps to the Cyber Security Risk Lead or System Risk Adviser.

The successful candidate will bring developing knowledge of cyber security risk and system security assessment practices, sound analytical and written communication skills, attention to detail, and the ability to explain technical issues clearly. Familiarity with the Australian Government Information Security Manual (ISM), the Protective Security Policy Framework (PSPF) and related risk frameworks is desirable. Experience supporting risk assessments involving artificial intelligence is also desirable but not essential.

Duties

- Support and conduct assigned security assessment activities as part of the System Authorisation process for new systems and existing systems undergoing retrospective assessment, review or reauthorisation, in accordance with Bureau governance, security policies and applicable Australian Government requirements.
- Gather, validate and analyse system, business and technical information to support assessment scoping, determine security control applicability, identify evidence requirements and highlight dependencies or information gaps.
- Prepare security and risk artefacts on behalf of system managers to support security assessment and System Authorisation, including system security documentation, cyber security risk assessments, control evidence summaries, treatment plans, assessment reports and draft decision briefs.
- Review security control implementation and evidence, identify potential control gaps and residual risks, and develop evidence-based findings and recommendations for review by senior team members.
- Work collaboratively with system managers, system owners, project teams, architects, technical specialists and control owners to obtain information, resolve routine issues and progress assigned assessment activities to agreed quality and timeframes.
- Support engagement with external security assessors, where required, including coordinating evidence requests, maintaining records, arranging clarification of findings and tracking agreed actions.
- Maintain accurate security assessment and System Authorisation records, registers, workplans and status information, and assist in monitoring conditions, actions and reauthorisation requirements for assigned systems.
- Provide clear and practical cyber security risk information within the scope of the role, tailored to technical and non-technical audiences, and promptly escalate significant, unresolved or complex matters.
- Contribute knowledge, lessons learned and improvement ideas to strengthen System Authorisation processes, templates, guidance and team practices.
- Undertake assigned ad hoc security risk activities arising from PSPF-related ICT requirements and directions, including supporting security risk assessments involving artificial intelligence systems or use cases.
- Comply with all Bureau work health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility
Notes

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To Apply

Position Contact	Carla Ward, n/a
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774721

Bureau of Meteorology

Closing Date:Thursday 03 December 2026

Data and Digital
Observing Systems and Operations

Job Title	Operations Manager – Sydney Hub
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$121,755 - $132,713
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60014355
Agency Website	

Job Description

https://bomcareers.nga.net.au/cp/

We are looking for an enthusiastic Observing Operations Hub Manager. You will join a leadership team of eight hub managers who are from diverse backgrounds, based around Australia that ensures critical weather observing equipment is maintained and operational, to deliver high-quality data for forecasting and warnings for the Australian public.

Who are you?

You enjoy managing a team of talented hands-on field maintenance staff, weather observers and operational logistics support teams. You enjoy fostering people and technical leaders within your team. You promote a culture of safety first and are comfortable driving organisational change and continuous improvement in processes to support national consistency and operational excellence.

You are people focused, a strong communicator and organised with a focus on tracking progress against budgets, annual works program, KPIs and workforce management and planning. You are comfortable working within a technical environment and with engineered systems and networks and you enjoy working autonomously but will collaborate closely across the organisation to improve service.

Who are we?

The Observing Operations Hubs are the Bureau of Meteorology's Technical Operations centres comprising of 8 Hubs, one in each capital city and Cairns.

Staff based at the Observing Operations Hub travel far and wide and into remote areas, utilising 4WDs, planes, boats, and helicopters to maintain service delivery within the various instrumentation networks. This includes:

- Rain Radars

- Automatic Weather Stations (AWS)

- Upper-Air monitoring systems (sounding balloons)

- Sea Level Monitoring Stations

- Wave and Wave height buoys

- Satellite ground reception and space weather instruments

- Flood warning/rainfall monitoring systems

- Cooperative observers, volunteer rainfall stations

- Communications, telemetry, and instrumentation systems

We are part of a national maintenance workforce and there is the opportunity to travel to other parts of Australia.

We strive to deliver exceptional customer service, as we engage with stakeholders, contractors, support staff and the Australian public.

We promote a diverse and inclusive workplace culture that prioritises the health, safety, and wellbeing of all our staff.

The Observing Operations Hub Manager is mentored and supported by the Manager, National Observing Operations.

Duties

The responsibilities of the role include but are not limited to:

• **Delivery and Resource Management:** Organise and coordinate the delivery of the annual operational plan and field work support request for the hub geographical area of responsibility. Drive national consistency in service delivery processes and customer focussed culture. Responsible for budgeting, staffing, logistics, asset, and resource management activities for the Hub. You would be the senior responsible officer at the Hub.

• **Maintenance & Observations Management:** Monitor, advise and report on matters concerning the operation and performance of the observing networks within the hub area of responsibility. Oversee planned maintenance and ensure prompt response and rectification of faults/incidents to meet service level. Manage the quality of observations and maintain the observing record. Identify gaps and areas of improvement and innovation.

• **Safety and Risk Management:** Promote a safe work culture, compliance against WHSE policies and procedures. Manage risk through standard tools and methodology. Identify and report on safety issues and operational risks and tracking progress on resolutions and communicating lessons learnt to your team.

• **Asset and Service Management:** Drive a strong asset management culture, ensuring the effective usage of the Enterprise Asset Management system (Maximo) and service management processes based on the ITIL framework. Align with national guidance and support the implementation of new processes/frameworks and procedures.

• **Workforce Management:** Manage the administration and wellbeing of staff within the hub. Recruit, guide, mentor and develop staff in conjunction with National Observing Operations and the Bureau of Meteorology Training Centre (BMTC). Participate in the planning and implementation of an approved program for the development of hub staff. Actively review staff competencies required for the operational plan and work training functions within the bureau to uplift technical skills within the hub.

• **Liaison:** Build and sustain relationships within the hub and across the rest of the organisation. Actively engage and facilitate cooperation and stakeholder partnerships with relevant internal and external stakeholders.

• **Quality Management:** Participate in ensuring the quality and effectiveness of products and services and the ongoing development, implementation, and continual improvement of the quality management system to achieve and maintain the ongoing certification of compliance with the ISO 9001 Quality Management Standard.

• **Diversity & Inclusion:** Understand and promote an inclusive environment that respects and values diversity and complies with the Diversity and Inclusion Statement of Commitment.

• **WHSE:** Promote bureau work, health and safety policies and procedures, and take reasonable care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

• **Other relevant duties** as required, within the scope of the employee’s training, capability, and role expectations.

Eligibility
Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Bureau of Meteorology

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

To Apply

Position Contact	Mark Dalmazzo, NA
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774552

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

Closing Date:Monday 07 December 2026

Parks Australia
Kakadu National Park KNP - Permits Licences and Assessments

Job Title	Senior Assessment and Planning Officer
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2026/2716
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=9CAB92E5-6283-2B98-66AA-ED7AE6362EAE

Australia's natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

Kakadu National Park is a world-heritage listed site for its natural and cultural values, and one of three national parks, leased by their Aboriginal owners to the Director of National Parks, and jointly managed by Traditional Owners and Parks Australia. Parks Australia assists with ongoing management of the park's natural and cultural heritage. In addition to ongoing management of the park's natural and cultural heritage, this branch also manages strategic priorities for Parks Australia, managing a range of strategic planning and major capital projects across the three jointly managed parks.

The Kakadu Permits, Licences and Assessments (Kakadu Permits Section) is responsible for the protection of the Kakadu National Park's biodiversity and cultural values by regulating the activities that occur in Kakadu.

For more information about us please visit our website.

Duties

We thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training, and skills. Under the general direction of the Permits Manager, and as part of the Kakadu Permits Section, you will provide leadership contributing to best practice management of regulation in KNP by:

- Overseeing the administration of the KNP permit and licence processes, and environmental impact assessment of complex (category 2) activities
- Coordinating the appropriate consultation process with TOs via the Aboriginal Areas Protection Authority (AAPA), Northern Land Council (NLC) or Kakadu Permits Officers.
- Providing expert advice and guidance on authorisations in the park for researchers, proponents, NT Government staff, and consultants
- Overseeing the day-to-day maintenance of record keeping and data management systems
- Briefing senior leadership on various permit metrics including, annual permits issued, research reports, reports of non-compliance, and feedback from stakeholders.
- Supporting the wider KNP team, as necessary, with various tasks such as:
    - development of the new Management Plan
    - reporting on the Management Plan
    - KNP planning and policy development.
- Evaluating, analysing, and assessing the implementation of the Kakadu National Park Management Plan and effectiveness of subsidiary park programs
- Managing the Environmental Impact Assessment process for proposed actions in the park
- Preparing planning related materials (such as Board papers) suitable for legal review and provision to the Board of Management
- Managing priority planning related projects and contributing to high level reporting on carbon programs, annual reports, and for IUCN and Ramsar as needed
- Overseeing as required, the review and development of relevant strategic plans (e.g. Feral Animal Strategy, Weeds Strategy, An-Garregen Cultural Heritage Strategy etc.)
- Analysing, collating and updating existing material to maintain compliance with legislation (including audit results, consultation outcomes, other plans and strategies), this could include coordinating the input of other staff through workshops or individual meetings
- Sharing the Traditional Owners' visions for the future of the park and participating in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community, and public.

Eligibility

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

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

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the 'Racial Discrimination Act 1975'. This vacancy is only available to Aboriginal and/or Torres Strait people. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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

To Apply

Position Contact	Jeffrey Paul, 0448 490 722
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=9CAB92E5-6283-2B98-66AA-ED7AE

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774555

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

Closing Date:Monday 07 December 2026

Parks Australia
Kakadu National Park KNP - Permits Licences and Assessments

Job Title	Senior Assessment and Planning Officer
Job Type	Full-Time, Ongoing
Location	Kakadu NT
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site
Office Arrangement Details	employee will be expected to work in the office or onsite in any of the location/s specified.
Classification	APS Level 6
Position Number	2026/2733
Agency Website	https://www.dcceew.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=EF8AAF51-C454-935A-2D26-ED7AE64A12F9

Australia’s natural and cultural heritage is unique. Our land and seascapes are distinctive, home to plants and animals found nowhere else in the world, and to some of the oldest living cultures on earth. These environments and cultures are an essential part of our national identity, and visitors travel from across the country and the world to experience them. The Director of National Parks (the Director) is responsible for six national parks, the Australian National Botanic Gardens, 58 Australian Marine Parks and the Heard Island and McDonald Islands Marine Reserve established under the Environment Protection and Biodiversity Conservation Act 1999. Parks Australia is the federal park agency that supports the Director, and they are a division of the Department of Climate Change, Energy, the Environment and Water (the Department). We work to showcase these natural and cultural wonders to the world, demonstrating to all why these places are so special, and inspiring communities to become more invested in their care and future.

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The Kakadu Permits, Licences and Assessments (Kakadu Permits Section) is responsible for the protection of the Kakadu National Park's biodiversity and cultural values by regulating the activities that occur in Kakadu.

For more information about us please visit our website.

Duties

We thrive when our teams are made up of people from different backgrounds, cultures, genders, education, training, and skills. Under the general direction of the Permits Manager, and as part of the Kakadu Permits Section, you will provide leadership contributing to best practice management of regulation in KNP by:

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- Coordinating the appropriate consultation process with TOs via the Aboriginal Areas Protection Authority (AAPA), Northern Land Council (NLC) or Kakadu Permits Officers.
- Providing expert advice and guidance on authorisations in the park for researchers, proponents, NT Government staff, and consultants
- Overseeing the day-to-day maintenance of record keeping and data management systems
- Briefing senior leadership on various permit metrics including, annual permits issued, research reports, reports of non-compliance, and feedback from stakeholders.
- Supporting the wider KNP team, as necessary, with various tasks such as:
    - development of the new Management Plan
    - reporting on the Management Plan
    - KNP planning and policy development.
- Evaluating, analysing, and assessing the implementation of the Kakadu National Park Management Plan and effectiveness of subsidiary park programs
- Managing the Environmental Impact Assessment process for proposed actions in the park
- Preparing planning related materials (such as Board papers) suitable for legal review and provision to the Board of Management
- Managing priority planning related projects and contributing to high level reporting on carbon programs, annual reports, and for IUCN and Ramsar as needed
- Overseeing as required, the review and development of relevant strategic plans (e.g. Feral Animal Strategy, Weeds Strategy, An-Garregen Cultural Heritage Strategy etc.)
- Analysing, collating and updating existing material to maintain compliance with legislation (including audit results, consultation outcomes, other plans and strategies), this could include coordinating the input of other staff through workshops or individual meetings
- Sharing the Traditional Owners' visions for the future of the park and participating in the exchange of knowledge, experience and skills between Indigenous and non-Indigenous staff, the community, and public.

Eligibility

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

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

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

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

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

To Apply

Position Contact	Jeffrey Paul, 0448 490 722
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=EF8AAF51-C454-935A-2D26-ED7AE

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774432

Murray-Darling Basin Authority

Closing Date:Sunday 29 November 2026

River Management
River Operations River Murray Operations

Job Title	River Operations Technical Officers
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Canberra ACT, Griffith NSW, Mildura VIC, Murray Bridge SA
Salary	$93,114 - $102,477
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with our Enterprise Agreement and the operational requirements of this role
Classification	APS Level 5
Position Number	26/225
Agency Website	

Job Description

https://www.mdba.gov.au/about-us/people-and-jobs/careers

Here at the MDBA we're the steadfast stewards of the Murray-Darling Basin's rivers. We work towards a resilient Basin through the extremes of our changing climate, and whose communities are ready for their future.

Join us in our stewardship to shape the future of the Basin for the benefit of all Australians.

We are seeking people who are committed to taking a whole-of-Basin view to ensure all social, economic, environmental and cultural perspectives are considered as we protect our rivers for generations.

The work of the broader River Operations team is focused on:

- Driving internal efficiencies for River Operations.
- Developing adaptive models and tools to enable rapid analysis and support timely decision-making.
- Enabling efficient and effective operational and environmental decision-making across multiple stakeholder and jurisdictions.
- Improving communication and transparency with stakeholders.

- Implementing the water sharing arrangements of the Murray-Darling Basin Agreement in a highly dynamic and complex river system.

The River Operations Technical Officer will contribute to the work of the team by understanding the functions undertaken by the broader River Operations team and using their technical skills to develop improvements to models and tools, drive the implementation of these improvements across the broader River Operations team through collaborative relationships, and undertake quality assurance work as necessary.

The role will also contribute to the conduct and evaluation of projects that are designed to improve the overall operation of the River Murray system, contribute to committees and groups overseeing river operations and water resources management in the River Murray, and liaise with jurisdictions to progress the work of the broader River Operations team.

Duties

- Contribute to development, testing, integration, and deployment of systems for efficient and effective river operations.
- Collaborate to address complex operational and environmental problems by applying innovative data analytics and modelling tools.
- Monitor data generated by models and tools used in River Operations, remediate or refer operational issues, and use data as the basis for recommendations for improvements to river operations.
- Translate river operations and water resources management practices and procedures into model algorithms.
- Collaborate across teams and support the conduct of projects, and the development of practices, procedures, and policies to facilitate effective operational and environmental decision making.
- Provide project management and committee management support to enable delivery of key projects and redundancy for business-as-usual work within river operations.
- Promote and demonstrate behaviours consistent with APS Values and the accountability framework.

Eligibility

Experience in water resources management in the context of multi-jurisdictional water sharing arrangements and ability to maintain a well-developed understanding of relevant legislation and policy frameworks is desirable.

Candidates in this role also require the following experience and/or qualifications:

- Experience with Python/R and / or other coding and programming languages, preferably utilised in the context of hydrological or climate data analysis.
- A tertiary qualification in Engineering, Science or another relevant discipline.

To be eligible for a position, you must:

- be an Australian Citizen
- obtain and maintain, or continue to hold the required security clearance at the appropriate level applicable to the position; and
- satisfy all other MDBA engagement requirements, which include completion of a Nationally Coordinated Criminal History Check, identity verification check, and other pre-employment checks as required.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Murray-Darling Basin Authority

To Apply

Position Contact	Ingrid Takken, +61 2 6279 0407
Agency Recruitment Site	https://www.mdba.gov.au/about-us/people-and-jobs/careers

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774491

Murray-Darling Basin Authority

Closing Date:Sunday 29 November 2026

River Management
River Operations Operations Services

Job Title	Senior Water Data Scientist
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Canberra ACT, Griffith NSW, Mildura VIC, Murray Bridge SA
Salary	$105,800 - $116,444
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with our Enterprise Agreement and the operational requirements of this role
Classification	APS Level 6
Position Number	100615
Agency Website	

Job Description

https://www.mdba.gov.au/about-us/people-and-jobs/careers

Here at the MDBA we're the steadfast stewards of the Murray-Darling Basin's rivers. We work towards a resilient Basin through the extremes of our changing climate, and whose communities are ready for their future.

Join us in our stewardship to shape the future of the Basin for the benefit of all Australians.

We are seeking people who are committed to taking a whole-of-Basin view to ensure all social, economic, environmental and cultural perspectives are considered as we protect our rivers for generations.

As an APS6 Data Scientist within the Operations Service team at the Murray–Darling Basin Authority (MDBA), you will contribute to the development, support, and modernisation of the systems that underpin river operations. Your role will focus on enhancing MDBA's River Operations workflow automation tools, applying contemporary data science practices to reengineer business processes and improve operational efficiency.

You will help the team take advantage of emerging technologies, including generative AI and large language models (LLMs), to unlock new capabilities in forecasting, reporting, and decision support. A key part of your work will involve designing and implementing innovative data visualisation solutions that improve the clarity and impact of business reporting.

In addition to developing new capabilities, you will support the ongoing maintenance and enhancement of MDBA’s core operational systems, including Delft-FEWS and WISKI. You will work collaboratively across teams, partner governments and service providers to ensure these systems remain robust, scalable, and aligned with evolving business needs and technological trends.

Duties

- Lead the design, development and continuous improvement of MDBA's river operations systems, including Delft-FEWS and WISKI.
- Identify, develop and implement practical solutions to emerging challenges in river operations, leveraging data, technology and process improvements to support effective operational decision making.
- Provide expert technical advice on the application of data science techniques to enhance automation, forecasting capability, and reporting processes.
- Collaborate with internal and external stakeholders to negotiate priorities, influence the adoption of contemporary technologies and deliver technical improvements that enhance the efficiency of river operations.
- Engage with river operators, technical specialists and stakeholders and provide technical mentoring and knowledge transfer to support the effective use of operational forecasting and decision-support systems.
- Manage complex projects and technical work packages, including planning, risk management, stakeholder engagement and delivery of agreed outcomes. Review and assure the quality of technical products, code, system configurations and analytical outputs.
- Develop and maintain productive relationships with vendors, procurement teams and business stakeholders, using negotiation and cooperation skills to manage contracts, monitor supplier performance, resolve contract-related issues and support the delivery of value-for-money outcomes.
- Lead complex technical investigations, analyse system issues, and provide evidence-based recommendations to support informed decision-making.
- Represent MDBA in cross-agency technical forums, working groups and stakeholder engagements.

Eligibility

Candidates in this role also require the following experience and/or qualifications:

- High-level expertise in the configuration, administration and support of Delft-FEWS and WISKI systems.
- Strong proficiency in Python and experience developing scripts and automated workflows for data processing, integration and reporting.
- Demonstrated application of software engineering practices, including version control, testing, documentation and quality assurance.
- Sound understanding of hydrology, water information systems, river operations and environmental data management.
- Experience applying DevOps and DataOps principles to improve system reliability, supportability and delivery outcomes.

To be eligible for a position, you must:

- be an Australian Citizen
- obtain and maintain, or continue to hold the required security clearance at the appropriate level applicable to the position; and
- satisfy all other MDBA engagement requirements, which include completion of a Nationally Coordinated Criminal History Check, identity verification check, and other pre-employment checks as required.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Murray-Darling Basin Authority

To Apply

Position Contact	Lawrence Lingam, +61 2 6279 0443
Agency Recruitment Site	https://www.mdba.gov.au/about-us/people-and-jobs/careers

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774502

Murray-Darling Basin Authority

Closing Date:Sunday 29 November 2026

River Management
River Operations River Murray Operations

Job Title	Assistant Directors, River Operations
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Canberra ACT, Griffith NSW, Mildura VIC, Murray Bridge SA
Salary	$126,701 - $139,388
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with our Enterprise Agreement and the operational requirements of this role
Classification	Executive Level 1
Position Number	26/232
Agency Website	

Job Description

https://www.mdba.gov.au/about-us/people-and-jobs/careers

Here at the MDBA we're the steadfast stewards of the Murray-Darling Basin's rivers. We work towards a resilient Basin through the extremes of our changing climate, and whose communities are ready for their future.

Join us in our stewardship to shape the future of the Basin for the benefit of all Australians.

We are seeking people who are committed to taking a whole-of-Basin view to ensure all social, economic, environmental and cultural perspectives are considered as we protect our rivers for generations.

The Assistant Director River Operations position in the River Operations team which share responsibility for overseeing the day-to-day and seasonal operation of the River Murray System, resource planning and assessments, as well as driving continual improvement in practices and procedures.

The role also involves substantial liaison, facilitation and negotiation with river stakeholders such as state agencies and environmental water holders on the implementation of the Murray-Darling Basin Agreement and operationalisation of Basin Plan policy.

In addition to the technical oversight, the position is responsible for managing and supervising river operators, technical and support staff.

Duties

- Oversee and contribute to the core functions of the team such as:
  - Day-to-day, flood and drought operations of the River Murray System
  - Bulk water sharing of resources between NSW, Victoria and South Australia as per the MDB Agreement via regular accounting and water resource assessment processes
  - Work with jurisdictions to estimate projected inflows, demands, release forecasts and losses
  - Undertake seasonal planning for river operations and system management
  - Coordinate environmental delivery planning with jurisdictions and undertake environmental water accounting
  - Contribute to the improvement of tools, procedures and communication protocols
  - Support the management of the Water Liaison Working Group and contribute to River Operation’s submissions to higher committees
  - Train and maintain skill levels of staff in river operations and bulk water sharing
  - Present fortnightly updates on river operations or water availability assessment to the states, or on an ad-hoc basis as necessary
- Influence and gain support from a wide range of stakeholders on complex and sensitive issues, and build trust with stakeholders in the work of the River Operations team
- Provide support to the River Murray Accounts (the accounting and sharing of states water under the Murray Darling Basin Agreement) in terms of bulk water sharing and environmental deliveries
- Displays sound skills in exercising judgment, including in high-pressure and sensitive environments, and display capacity to anticipate risks and propose mitigation actions
- Collaborate and engage with jurisdictions to progress the work of the River Operations team
- Manage and provide technical leadership to River Operations staff, including setting work priorities, allocating and monitoring work, coordinating team performance against operational objectives, providing performance feedback, coaching and developing staff, and managing resources within the role’s defined area of responsibility

The Assistant Director River Operations must work closely with the broader Hydrological Analysis and River Operations branches on behalf of the joint venture of the Commonwealth, NSW, Vic and SA.

Eligibility

Candidates in this role require the following experience and/or qualifications:

- Familiarity with the sharing rules of the Murray-Darling Basin Agreement
- Experience in working in a multi-jurisdictional environment to manage competing interests and stakeholder requirements
- Experience in running river operations or water assessment models/tools to manage water deliveries or water resources distribution

To be eligible for a position, you must:

- be an Australian Citizen
- obtain and maintain, or continue to hold the required security clearance at the appropriate level applicable to the position; and
- satisfy all other MDBA engagement requirements, which include completion of a Nationally Coordinated Criminal History Check, identity verification check, and other pre-employment checks as required.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Murray-Darling Basin Authority

To Apply

Position Contact	Deep Singh, +61 2 6279 0560
Agency Recruitment Site	https://www.mdba.gov.au/about-us/people-and-jobs/careers

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774509

Murray-Darling Basin Authority

Closing Date:Sunday 29 November 2026

River Management
River Operations River Murray Operations

Job Title	River Operator
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Albury NSW, Canberra ACT, Griffith NSW, Mildura VIC, Murray Bridge SA
Salary	$105,800 - $116,444
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements may be negotiated in accordance with our Enterprise Agreement and the operational requirements of this role
Classification	APS Level 6
Position Number	26/231
Agency Website	

Job Description

https://www.mdba.gov.au/about-us/people-and-jobs/careers

Here at the MDBA we're the steadfast stewards of the Murray-Darling Basin's rivers. We work towards a resilient Basin through the extremes of our changing climate, and whose communities are ready for their future.

Join us in our stewardship to shape the future of the Basin for the benefit of all Australians.

We are seeking people who are committed to taking a whole-of-Basin view to ensure all social, economic, environmental and cultural perspectives are considered as we protect our rivers for generations.

As a River Operator you will be part of managing the River Murray System to support partner governments, the environment, farming and other industries for the benefit of the Australian community. The role works closely with other parts of the River Management Portfolio and the Murray-Darling Basin Authority, other agencies of the Australian Government, the Basin States and Territories and wider stakeholders.

Duties

- Manage day-to-day River Murray System operations on behalf of the New South Wales, Victorian and South Australian governments.
- Make real time decisions that balance water delivery for environment, irrigation, community and other operational outcomes.
- Plan and coordinate river operations releases from MDBA structures to support whole of River Murray System outcomes.
- Analyse operational, hydrological and environmental information to support effective decision-making.
- Manage operational risks and respond to changing river conditions, emerging issues and system constraints.
- Build and maintain productive relationships with Basin state agencies, environmental water holders, infrastructure operators and other stakeholders to facilitate delivery of River Murray operational outcomes.
- Represent the MDBA in operational advisory groups, committees and stakeholder meetings to collaborate and support coordinated operational outcomes across jurisdictions.
- Provide technical advice on river operations to key stakeholders, including MDBA senior executive, Basin States, Environmental Water Holders and other external stakeholders.
- Prepare high-quality briefings, reports and recommendations for MDBA internal and external stakeholders.
- Drive continuous improvement of operational procedures, tools and business practices.
- Provide technical leadership, guidance and mentoring to support team capability and performance.

Eligibility

Qualifications or experience in hydrology are a minimum requirement for this position.

To be eligible for a position, you must:

- be an Australian Citizen
- obtain and maintain, or continue to hold the required security clearance at the appropriate level applicable to the position; and
- satisfy all other MDBA engagement requirements, which include completion of a Nationally Coordinated Criminal History Check, identity verification check, and other pre-employment checks as required.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Murray-Darling Basin Authority

To Apply

Position Contact	Tegan Abbott, +61 2 6279 0432
Agency Recruitment Site	https://www.mdba.gov.au/about-us/people-and-jobs/careers

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774497

National Environmental Protection Agency

Closing Date:Sunday 29 November 2026

Corporate
People and Communications

Job Title	Chief People Officer and Branch Head, People and Communications
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT, Perth WA, Melbourne VIC, Sydney NSW, Adelaide SA, Brisbane QLD, Darwin NT, Hobart TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Senior Executive Service Band 1
Position Number	2026/2792
Agency Website	http://www.nationalepa.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=A6F6681E-894A-1EE6-D935-ED7AAB44EBD8

The **National Environmental Protection Agency (National EPA)** is Australia's national environmental regulator. It delivers transparent, timely, and evidence-based environmental regulation. The agency was established on 1 July 2026, bringing together regulatory functions of Australia's national environmental laws into one independent agency.

The National EPA work regulates development to protect matters of national environmental significance, strengthens compliance with national environmental laws, and provides clear, predictable regulatory pathways that support environmentally responsible economic activity and good environmental outcomes.

Duties

As National EPA's **Chief People Officer** you will provide strategic leadership of the agency's people, communications, and workforce functions. You will lead the People and Communications Branch and work collaboratively across the agency to build organisational capability, strengthen employee engagement, support effective communications, and foster a high-performing and inclusive workplace. Reporting to the Chief Operating Officer, you will be a trusted adviser to the Chief Executive Officer, Executive Board and senior leadership. You will provide clear, evidence-based advice on workforce strategy, leadership and capability development, employee relations, change management, communications and stakeholder engagement.

One of the immediate challenges in this role will be balancing delivery across significant and concurrent priorities in three workstreams: establishment of the corporate division, embedding and maintaining effective business-as-usual operations, and implementation of environmental law reform initiatives.

To be a strong contender for this important role you will bring extensive professional expertise, sound executive judgement and the ability to operate effectively in a complex and evolving environment. You will lead the continued development of the agency's people, communications and engagement frameworks, systems and capability, while ensuring the delivery of contemporary and responsive services that support the agency's objectives. Your impressive personal style and ability to engender trust and respect will be complemented by sound judgement, intellectual rigor, first class communication skills and impressive interpersonal and relationship building skills.

Eligibility

Citizenship - to be eligible for employment with the National EPA you must be an Australian citizen.

Security Clearance - this position requires a NV1 security clearance. Applicants must hold, or be eligible to obtain and maintain, an NV1 security clearance.

Pre-employment checks - the preferred candidate will be required to undergo pre-employment screening. This may include identity and citizenship verification, a Nationally Coordinated Criminal

History Check, referee checks, employment history and qualification verification, and other suitability checks relevant to the role.

Notes

How to apply

All applications must be submitted through the **Executive Intelligence Group website- https://executiveintelligencegroup.com.au/.** Detailed instructions on how to submit your application can be found in the candidate pack.

Applications close **11.30pm (AEDT) Sunday 29 November 2026.**

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Environmental Protection Agency

We are Australia's national environmental regulator and were established on 1 July 2026. The National EPA brings together regulatory functions of Australia's national environmental laws into one independent agency. This includes the assessment and approvals functions of the updated Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). We deliver transparent, timely, and evidence-based environmental regulation. We are a non-corporate Commonwealth entity lead by a Chief Executive Officer and part of the environment portfolio of the Australian Government.

To Apply

Position Contact	Karina Duffey, 02 6232 2200
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=A6F6681E-894A-1EE6-D935-ED7AA

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774609

National Environmental Protection Agency

Closing Date:Monday 30 November 2026

Environmental Permitting and Compliance
Wildlife Trade and Regulatory Capability Wildlife Trade Assessments

Job Title	APS5 Regulation Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Albury NSW, Cairns QLD, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$88,834 - $96,829
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid/ On site
Classification	APS Level 5
Position Number	2026/2555
Agency Website	http://www.nationalepa.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=FE781BF7-B9A1-D6DD-62ED-ED7B211B9868

The **Environmental Permitting and Compliance Division (EPCD)** is responsible for administering legislation and regulatory schemes designed to protect Australia's land, water, air, wildlife and heritage. These schemes are integral to sustainable stewardship and cover international wildlife trade, air quality, waste management, sea dumping, and contaminated sites. We also have additional compliance and enforcement responsibilities for underwater cultural heritage. Our division is comprised of the Wildlife Trade and Regulatory Capability Branch, the Compliance and Enforcement Branch and the Waste Environmental Permits Advice Branch.

The **Wildlife Trade and Regulatory Capability Branch** consists of a number of sections with wildlife trade responsibilities ranging from permitting, commercial and non-commercial, program approvals and regulates Australia’s Live Import List. It also performs strategy, planning, support and regulatory uplift for the division's full regulatory functions.

Wildlife Trade Assessments Section We sit at the intersection of conservation, science and regulation. We assess wildlife trade programs, permits and facilities to ensure the sustainable and humane trade of native and CITES-listed species, while supporting activities such as research, education and exhibition. We also drive regulatory improvements that enhance service delivery and decision-making. Through our role in Australia's CITES Scientific Authority, we help shape Australia's position on international wildlife trade issues and contribute to global conservation outcomes.

Wildlife Trade Regulation Section We administer the regulation of international wildlife trade in native and Convention on International Trade in Endangered Species (CITES) listed species of flora and fauna. We assess import and export permit applications for the international movement of wildlife species. Through our role as the CITES Management Authority of Australia we work to ensure that international trade in wildlife is sustainable and humane. We work to conserve, protect and sustainably manage our environment for the benefit of the Australian and international community, while having the opportunity to contribute to both national and international conservation outcomes.

For more information about us please visit our website.

Duties

You will be working in a small team to provide overarching strategic, operational and regulatory support for wildlife trade matters such as research, zoological animal movements and facilities, commercial trade/operations, and international CITES matters. The work is varied and represents an exciting opportunity to develop wildlife trade knowledge and skills in a regulatory environment including the application of an international convention. You will:

- Undertake a range of moderately complex regulatory and administrative tasks to support wildlife trade, under limited supervision.
- Analyse, research and interpret legislation, scientific and technical information to inform the sustainable management of native and CITES-listed species.
- Prepare and manage a range of high-quality written correspondence including briefs, advice, operational and regulatory documents.
- Assist with monitoring and auditing approved wildlife trade programs, permits, agreements, and scientific exchange programs.
- Identify and work on regulatory reform opportunities.
- Build and maintain productive and positive working relationships with peers and stakeholders.
- Contribute to a collaborative, inclusive and high performing workplace culture.

Eligibility

Citizenship - to be eligible for employment with the National Environmental Protection Agency you must be an Australian citizen.

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

Mandatory qualifications – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Environmental Protection Agency

We are Australia's national environmental regulator and were established on 1 July 2026. The National EPA brings together regulatory functions of Australia's national environmental laws into one independent agency. This includes the assessment and approvals functions of the updated Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). We deliver transparent, timely, and evidence-based environmental regulation. We are a non-corporate Commonwealth entity lead by a Chief Executive Officer and part of the environment portfolio of the Australian Government.

To Apply

Position Contact	Melinda Pearce, 02 7262 5588
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=FE781BF7-B9A1-D6DD-62ED-ED7B

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774617

National Environmental Protection Agency

Closing Date:Monday 30 November 2026

Environmental Permitting and Compliance
Wildlife Trade and Regulatory Capability Wildlife Trade Assessments, Wildlife Trade Regulation

Job Title	Senior Assessment Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Perth WA, Melbourne VIC, Sydney NSW, Hobart TAS, Darwin NT
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	On Site and or Hybrid
Classification	APS Level 6
Position Number	2026/2414
Agency Website	http://www.nationalepa.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=7C975C02-1F94-D2A2-E40C-ED7B22704BD9

The **Environmental Permitting and Compliance Division (EPCD)** plays a pivotal role in protecting and sustainably managing our land, water, air, and wildlife for the benefit of the Australian and international community. The division oversees regulatory schemes integral to environmental protection, including international wildlife trade, air quality, contaminated sites, waste management, and sea dumping. EPCD also provides a centralised compliance and enforcement capability, working with business, industry, government and the community to improve compliance with national environmental laws. The division focuses on serious non-compliance and monitors compliance with the conditions of project approvals granted under the Environment Protection and Biodiversity Conservation Act 1999.

The **Wildlife Trade and Regulatory Capability Branch** consists of a number of sections with wildlife trade responsibilities ranging from permitting, commercial and non-commercial program approvals and regulates Australia’s Live Import List. It also performs strategy, planning, support and regulatory uplift for the division's full regulatory functions.

Wildlife Trade Assessment Section sits at the intersection of conservation, science and regulation. We assess wildlife trade programs, permits and facilities to ensure the sustainable and humane trade of native and CITES-listed species, while supporting activities such as research, education and exhibition. We also drive regulatory improvements that enhance service delivery and decision-making. Through our role in Australia's CITES Scientific Authority, we help shape Australia's position on international wildlife trade issues and contribute to global conservation outcomes.

Wildlife Trade Regulation Section administers the regulation of international wildlife trade in native and Convention on International Trade in Endangered Species (CITES) listed species of flora and fauna. We assess import and export permit applications for the international movement of wildlife species. Through our role as the CITES Management Authority of Australia we work to ensure that international trade in wildlife is sustainable and humane. We work to conserve, protect and sustainably manage our environment for the benefit of the Australian and international community, while having the opportunity to contribute to both national and international conservation outcomes.

For more information about us please visit our website

Duties

You will be working in a small team to undertake high-quality assessments, briefings and effective stakeholder engagement. The work is varied and represents an exciting opportunity to develop wildlife trade knowledge and hone skills and knowledge in regulation, the interpretation and application of legislation, and the application of an international convention.

You will:

- Lead the evaluation of complex wildlife trade program and/or permit applications, to support defensible decision-making.
- Analyse and interpret complex scientific and technical information to inform decisions that support sustainable management of native and CITES-listed species.
- Influence regulatory outcomes through sound judgement, strategic thinking and risk-based analysis and the development of high-quality advice.
- Manage and prioritise your workflow independently, exercising sound judgment and accountability.
- Build trusted stakeholder relationships and navigate complex issues using strong communication and negotiation skills.
- Identify, contribute to, and implement regulatory improvement initiatives, supporting continuous improvement in processes.
- Mentor colleagues and contribute to a collaborative, inclusive and high-performing team culture.

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there.

Eligibility

- **Citizenship** - to be eligible for employment with the National Environmental Protection Agency you must be an Australian citizen.
- **Security Clearance** - this position requires a Baseline Vetting security clearance. You will be required to obtain and maintain a clearance at this level.
- **Mandatory qualifications** – your suitability for employment will be dependent on you holding relevant mandatory qualifications.
- **Pre-employment checks** - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

For detailed information about the job-specific capabilities for this role, **please view the Job Description** which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there.

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About the National Environmental Protection Agency

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To Apply

Position Contact	Ros Wilkins, +61 2 5162 2578
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=7C975C02-1F94-D2A2-E40C-ED7B2

Climate Change, Energy, the Environment and Water

Vacancy VN-0774624

National Environmental Protection Agency

Closing Date:Tuesday 01 December 2026

Corporate
People and Communications Strategic Communications

Job Title	Senior Communications Officer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$99,734 - $112,044
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	The employee will need to work in the office/onsite regularly. Working from home some days each week may be negotiated.
Classification	APS Level 6
Position Number	2026/2786
Agency Website	http://www.nationalepa.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=B250BCCE-D401-C258-9D9D-ED7B24C16268

The **Corporate Division** provides the strategic, governance and enabling functions that support the National EPA to deliver its regulatory responsibilities effectively, efficiently and transparently. The division leads corporate strategy, business planning, performance reporting, governance, risk management, communications, stakeholder engagement, people and culture, finance, procurement, and other corporate services. It works across the agency to ensure strong organisational capability, accountability and operational effectiveness, supporting the National EPA to achieve its environmental protection objectives. Corporate Division plays a central role in shaping the agency's culture, performance and organisational maturity. It supports decision-making, drives continuous improvement, strengthens stakeholder confidence, and ensures the National EPA has the systems, processes and people needed to operate as an effective national regulator.

The **Strategic & Corporate Communications** section provides strategic communications, corporate communications and creative services that support the National EPA's priorities, operations and people. The section works in partnership with business areas, across the agency to deliver clear, consistent and effective communications that support decision making, build understanding, enable change and strengthen organisational culture. The team provides communications advice, planning, content development, channel management, design services and governance so communications are coordinated, accessible and aligned with agency objectives.

For more information about us please visit our website

Duties

Specialist communications advice and delivery

- Lead the development, implementation and evaluation of communication plans for assigned organisational priorities, projects and change initiatives.
- Analyse complex communication issues and provide accurate, evidence-based and practical specialist advice to business areas, project leads and senior stakeholders
- Identify, assess and monitor communication, stakeholder and reputational risks, recommend proportionate treatments, and escalate significant or emerging risks appropriately.
- Exercise professional judgement in determining communication approaches, audiences, channels, sequencing and messaging within approved governance and policy settings.
- Manage assigned communication activities through to completion, monitor progress and dependencies, and adjust plans in response to changing priorities, risks and stakeholder needs.

Content development and communication products

- Develop, review and quality assure high-quality communication products for complex or sensitive matters, including communication plans, key messages, articles, newsletters, presentations, FAQs and briefing materials
- Provide constructive advice where proposed content, messaging or communication approaches create accessibility, accuracy, stakeholder, integrity or reputational risks.
- Translate complex or technical information into clear, accessible and engaging content
- Ensure communication products align with organisational standards and accessibility requirements

Digital communications and publishing

- Manage the development, clearance and publication of assigned website and digital content in accordance with agency publishing governance.

- Provide quality assurance of digital content for accuracy, currency, accessibility, usability and consistency with approved messaging.
- Identify and resolve complex content issues, escalating significant legal, policy, security, privacy or reputational concerns through the appropriate channels.

Stakeholder engagement and Influence

- Develop and sustain productive relationships with internal and external stakeholders to support work-area and agency outcomes.
- Anticipate stakeholder needs, expectations and concerns and incorporate these into communication advice and planning.
- Facilitate consultation, negotiate communication requirements and timeframes, and influence stakeholders to adopt coherent, audience-focused approaches.

Reporting and continuous improvement

- Conduct environmental scanning and monitor emerging issues relevant to communication activities
- Maintain communication schedules, action registers and reporting mechanisms
- Contribute to the continuous improvement of communication services, processes and products
- Uphold the APS Values and Code of Conduct in the performance of duties

Eligibility

Citizenship - to be eligible for employment with the National Environmental Protection Agency you must be an Australian citizen.

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

Mandatory qualifications – your suitability for employment will be dependent on you holding relevant mandatory qualifications.

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

For detailed information about the job-specific capabilities for this role, **please view the Job Description** which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there.

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. This initiative/program is only applicable

where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Environmental Protection Agency

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To Apply

Position Contact	Jacqueline Green, 1800 976 422
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=B250BCCE-D401-C258-9D9D-ED7B

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Climate Change, Energy, the Environment and Water

Vacancy VN-0774709

National Environmental Protection Agency

Closing Date:Tuesday 01 December 2026

Corporate
Several Legal, Strategy and Governance

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC, Hobart TAS, Perth WA, Darwin NT
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	On Site;Hybrid
Office Arrangement Details	A mixed working arrangement - it can be a combination of working from home, working onsite and working remotely.
Classification	APS Level 4;APS Level 5
Position Number	2026/2833
Agency Website	http://www.nationalepa.gov.au/

Job Description

https://dcceewjobs.nga.net.au/?jati=6641379C-CA34-B7A6-DDB5-ED7C12B5B42A

The **National EPA** is Australia's national environmental regulator. We deliver transparent, timely, and evidence-based environmental regulation. The agency was established on 1 July 2026, bringing together regulatory functions of Australia's national environmental laws into one independent agency.

Our work:

- Regulates development to protect matters of national environmental significance
- Strengthens compliance with national environmental laws
- Provides clear, predictable regulatory pathways that support environmentally responsible economic activity and good environmental outcomes.

For more information about us please visit our website.

Duties

We are recruiting Executive Assistants at both the APS4 and APS5 levels. At the APS4 level, you'll provide responsive and reliable executive support. At the APS5 level, you'll work with greater independence, navigating more complex issues, anticipating what's needed and using your judgement to keep things moving. No two days are likely to look quite

the same. As an Executive Assistant, you'll be at the centre of a busy executive office, working closely with a Division Head, Branch Head, or in some cases more than one senior executive, and helping them stay across priorities, commitments and the day ahead. We're looking for people who can stay organised, think ahead and adapt when priorities change.

Key Responsibilities

At the APS4 level, you will provide reliable administrative and executive support, manage competing priorities and work with guidance when needed.

At the APS5 level, you will be expected to work with greater independence and judgement, anticipate the needs of the executive, manage more complex or sensitive matters, and confidently coordinate priorities and relationships across the agency. You may also provide guidance and support to less experienced staff.

As Executive Assistant, you will:

- Provide day-to-day executive and administrative support to senior leaders.
- Build strong working relationships with people across the agency and with external stakeholders.
- Manage busy calendars and schedules, including coordinating meetings, travel and other commitments.
- Keep on top of incoming tasks, work out what needs attention first and coordinate responses.
- Manage correspondence and other incoming and outgoing communications.
- Help keep executive office administration and governance processes running smoothly.
- Work closely with other Executive Assistants and the broader Senior Leadership team to coordinate priorities and share information.
- At the APS5 level, provide guidance, support and mentoring to less experienced Executive Assistants, helping to build capability and share good practice across the EA network.

Please refer to the **job description for further information** about the position, including contact details for the relevant officer.

Eligibility

Citizenship - to be eligible for employment with the National Environmental Protection Agency you must be an Australian citizen.

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

Pre-employment checks - your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character

clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period.

Notes

For detailed information about the job-specific capabilities for this role, please view the Job Description which can be downloaded from the relevant job posting on our website - the **Apply Now** link will take you there.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the National Environmental Protection Agency

We are Australia's national environmental regulator and were established on 1 July 2026. The National EPA brings together regulatory functions of Australia's national environmental laws into one independent agency. This includes the assessment and approvals functions of the updated Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). We deliver transparent, timely, and evidence-based environmental regulation. We are a non-corporate Commonwealth entity lead by a Chief Executive Officer and part of the environment portfolio of the Australian Government.

To Apply

Position Contact	Nicole Wicks, 0407 899 423
Agency Recruitment Site	https://dcceewjobs.nga.net.au/?jati=6641379C-CA34-B7A6-DDB5-ED7C

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Employment and Workplace Relations

Vacancy VN-0774369

Comcare

Closing Date:Sunday 29 November 2026

Chief Executive Officer

Job Title	Deputy Chief Executive Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid working arrangements may be available subject to the agreement of the CEO.
Classification	Senior Executive Service Band 2
Position Number	02408
Agency Website	

Job Description

http://beaumontandbeaumont.com.au/11809

The Business Performance, Education and Engagement, and Corporate Services teams sit within the Deputy Chief Executive Officer (DCEO) portfolio and play a critical role in enabling Comcare to deliver on its purpose and strategic priorities. Together, these teams under the leadership of the DCEO provide organisational leadership across corporate services, business performance, stakeholder engagement, education, finance, people, governance, and enterprise improvement. They ensure the organisation operates effectively, supports informed decision-making, and delivers high-quality services to stakeholders across the scheme.

The teams work closely with business areas across Comcare to drive continuous improvement, strengthen organisational capability, enhance performance, and build strong relationships with government, employers, unions and other stakeholders. Through a focus on collaboration, innovation, and service excellence, they help position Comcare to meet current and future challenges while delivering outcomes for the Australian community.

Duties

As the DCEO (SES Band 2), you will work closely with the CEO and Executive Leadership Team (ELT) to provide strategic leadership across the organisation. You will drive the integration and alignment of strategy, budget, policy, performance, people, technology and corporate service functions, to strengthen organisational effectiveness and ensure Comcare delivers on its statutory responsibilities and government objectives. The role provides oversight of the Business

Performance, Education and Engagement, and Corporate Services Groups, while fostering a collaborative, high-performing culture and building strong relationships with government and industry stakeholders.

In this role, your key responsibilities will include, but are not limited to, the following:

- Contribute to the strategic leadership and management of Comcare as a member of the ELT.
- Partner with the CEO and other senior executives to shape and implement Comcare's strategic direction and priorities.
- Oversee the Business Performance, Education and Engagement, and Corporate Services Groups to deliver organisational outcomes.
- Oversee enterprise-wide financial strategy, budgeting, performance, and sustainability initiatives.
- Drive organisational improvement, innovation, collaboration and operational effectiveness across the agency.
- Strengthen organisational data, analytics, performance monitoring and reporting capabilities to support evidence-based decision-making.
- Build and maintain influential relationships with government, industry, regulatory bodies and other key stakeholders.
- Represent Comcare in significant internal and external forums and deputise for the CEO when required.

Qualifications and experience

Highly Desirable:

- Tertiary qualifications or extensive experience in public administration, business management, finance, public policy or a related discipline will be well regarded.
- Executive leadership experience within a regulatory authority, statutory insurance or another complex public sector organisation, with a strong understanding of government decision-making and accountability.
- Experience operating at a whole-of-organisation level, including leading development of corporate strategy, organisational governance and enterprise-wide resource and performance management.

Eligibility

1. Australian citizenship.
2. Character clearance (Australian Criminal History Check).
3. Employee health declaration.
4. Six months probationary period for new engagements.
5. Ability to obtain and maintain a Negative vetting 2 security clearance.
6. Specific conditions:

- Some interstate travel is required, including overnight absences.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Comcare

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator. Through our role, we work with employers, workers, unions, service providers and other organisations to: - reduce work-related injuries and illness - improve recovery at work and return to work outcomes - promote the health benefits of safe work. We collaborate and partner with other schemes and organisations on research and innovative projects that improve outcomes. We also provide expert advice and support to the Safety, Rehabilitation and Compensation Commission (SRCC), and Seafarers Safety, Rehabilitation and Compensation Authority (Seacare Authority).

To Apply

Position Contact	Lionel Riley, (02) 6126 4500
Agency Recruitment Site	http://beaumontandbeaumont.com.au/11809

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Employment and Workplace Relations

Vacancy VN-0774513

Department of Employment and Workplace Relations (DEWR)

Closing Date:Sunday 29 November 2026

Digital Experience and Solutions
Innovation, Design and Delivery Innovation and AI Transformation

Job Title	Director, Innovation and AI Transformation
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$152,362 - $182,891
Future Merit Locations	Canberra, Brisbane, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 2
Position Number	26/1733
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=52492E72-A56C-A677-4120-ED7AABD1966E

Reporting to the Assistant Secretary, Innovation, Design and Delivery, the Director, Innovation and AI Transformation is responsible for driving the Department's adoption of emerging technologies, artificial intelligence and innovative delivery approaches to improve services, business outcomes and organisational capability.

Our Innovation and AI Transformation team leads the department’s exploration and adoption of AI and other emerging technologies. The team identifies opportunities where new technology can deliver meaningful value, support experimentation and rapid prototyping, and help translate successful ideas into sustainable changes to services, processes and ways of working. The team also helps build the capabilities, partnerships and approaches needed for the department to innovate safely and effectively.

The successful candidate will work directly with senior leaders to set direction, and progress high visibility work that delivers on the outcomes of the DEWR AI Strategy. This role will give you experience leading AI-enabled transformation and innovation, including identifying opportunities, testing ideas and helping successful initiatives move towards implementation. You will also build practical knowledge of generative AI and emerging technologies, responsible AI, governance and risk, while developing stronger skills in product thinking, experimentation and human-centred design.

The role will provide experience leading multidisciplinary teams and working across technology, policy, service delivery and corporate functions to solve complex problems. It will also strengthen SES communication and engagement, as you work with your team to influence decisions and provide visibility of the enterprise AI transformation work program to the AI Transformation Committee and Secretary.

Duties

Responsibilities of the EL2, Innovation and AI Transformation role may include:

- Lead the development and implementation of the Department's AI, innovation and emerging technology initiatives.
- Identify opportunities to apply AI and digital innovation to improve policy delivery, operational performance and service delivery outcomes.
- Embed governance approaches that support the safe, ethical and responsible use of AI and emerging technologies.
- Lead experimentation, proof-of-concepts and innovation programs, translating successful initiatives into scalable business outcomes.
- Provide strategic advice on emerging technology trends, risks and opportunities.
- Foster innovation capability across the Department through thought leadership, partnerships and knowledge sharing.
- Collaborate with business and technical stakeholders to identify and prioritise innovation opportunities and investment decisions.
- Provide strategic leadership and authoritative advice to senior executives on complex digital, technology and business transformation matters.
- Lead multidisciplinary teams to achieve high-quality outcomes in a collaborative, inclusive and high-performing environment.
- Drive continuous improvement, innovation and organisational capability uplift.

Eligibility

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

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

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Employment and Workplace Relations (DEWR)

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

To Apply

Position Contact	Lyle Crombie, 07 3223 1884
Agency Recruitment Site	https://dewr.nga.net.au/?jati=52492E72-A56C-A677-4120-ED7AABD196

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Employment and Workplace Relations

Vacancy VN-0774527

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 30 November 2026

Digital Experience and Solutions
Portfolio Governance and Delivery Portfolio, Finance and Procurement

Job Title	Director, Portfolio, Finance and Procurement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW, Melbourne VIC
Salary	$152,362 - $182,891
Future Merit Locations	Brisbane, Canberra, Sydney, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 2
Position Number	26/1735
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=0C2AABEA-DF79-F1EE-F831-ED7AAD7B40C8

The Director, Portfolio, Finance and Procurement is responsible for ensuring the division's programs and projects deliver maximum value by providing strong portfolio oversight, financial management, procurement leadership and delivery governance.

This role helps the division make informed investment decisions, effectively manage resources and suppliers, and continuously improve how work is planned and delivered. It provides strategic leadership across portfolio management, budgeting, governance, reporting, procurement and performance improvement, ensuring initiatives align with organisational priorities and deliver sustainable outcomes.

Operating under broad direction, the role exercises a high degree of independence, judgement and accountability in leading complex work programs, influencing organisational decision-making and providing authoritative advice to senior stakeholders. The successful candidates will contribute to shaping the Department's future digital capability through innovation, strategic planning, enterprise-wide collaboration and delivery excellence.

This position plays a key role in fostering a culture of collaboration, continuous improvement and outcome-focused leadership. It leads engagement and governance activities across business and technical stakeholders, ensuring effective decision-making, risk management and the successful delivery of strategic outcomes.

Duties

Responsibilities of the Director, Portfolio, Finance and Procurement may include:

- Lead portfolio governance and assurance activities, establishing and maintaining frameworks, methodologies, reporting processes, and quality assurance practices that support effective project delivery, informed decision-making, and alignment with organisational priorities.
- Lead the delivery of financial management and reporting services across the division, overseeing budgeting, forecasting, financial analysis, and performance reporting to support effective resource management and informed decision-making by managers and executives.
- Manage procurement, contract administration and financial governance activities, ensuring compliance with departmental policies and frameworks, providing expert advice to stakeholders, and maintaining effective oversight of ICT professional services, vendor arrangements, invoicing, and financial processes.
- Build and maintain productive relationships with internal and external stakeholders, including business areas, delivery partners, vendors and other government agencies.
- Manage strategic risks, issues, dependencies and opportunities across areas of responsibility.
- Drive continuous improvement, innovation and organisational capability uplift.
- Ensure outcomes deliver measurable benefits that support departmental, user and policy objectives.

Eligibility

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

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

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

Notes

Qualifications and Education

Essential

Experience delivering complex projects within government or similarly regulated environments.

Proven experience partnering with and influencing senior executives and governance forums.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Employment and Workplace Relations (DEWR)

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

To Apply

Position Contact	Chris Burroughs, (02) 6240 0054
Agency Recruitment Site	https://dewr.nga.net.au/?jati=0C2AABEA-DF79-F1EE-F831-ED7AAD7B4

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Employment and Workplace Relations

Vacancy VN-0774585

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 30 November 2026

Digital Experience and Solutions
Various Various

Job Title	Director, Digital Project Delivery Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$152,362 - $182,891
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 2
Position Number	26/1586
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=E3AC114E-82D5-29A7-46B5-ED7AE862115D

The Director Digital Project Delivery Manager is responsible for leading the planning, governance and delivery of complex digital and ICT projects, programs and transformation initiatives.

Working in a dynamic environment, these roles provide leadership across major initiatives, multidisciplinary teams and enterprise-wide priorities, ensuring outcomes are aligned with organisational objectives, policy intent, user needs and whole-of-department goals.

Operating under broad direction, the role exercises a high degree of independence, judgement and accountability in leading complex work programs, influencing organisational decision-making and providing authoritative advice to senior stakeholders. The successful candidates will contribute to shaping the Department's future digital capability through innovation, strategic planning, enterprise-wide collaboration and delivery excellence.

These positions play a key role in fostering a culture of collaboration, continuous improvement and outcome-focused leadership. They lead engagement and governance activities across business and technical stakeholders, ensuring effective decision-making, risk management and the successful delivery of strategic outcomes.

Duties

Responsibilities of the Director, Digital Project Delivery Manager may include:

- Provide strategic leadership and authoritative advice to senior executives on complex digital, technology and business transformation matters.
- Lead multidisciplinary teams to achieve high-quality outcomes in a collaborative, inclusive and high-performing environment.
- Build and maintain productive relationships with internal and external stakeholders, including business areas, delivery partners, vendors and other government agencies.
- Establish and maintain effective governance, assurance and reporting arrangements.
- Manage strategic risks, issues, dependencies and opportunities across areas of responsibility.
- Drive continuous improvement, innovation and organisational capability uplift.
- Ensure outcomes deliver measurable benefits that support departmental, user and policy objectives.

Eligibility

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

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

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

Notes

Qualifications and education

Essential

- Experience delivering complex projects within government or similarly regulated environments.
- Proven experience partnering with and influencing senior executives and governance forums.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Chris Burroughs, (02) 6240 0054
Agency Recruitment Site	https://dewr.nga.net.au/?jati=E3AC114E-82D5-29A7-46B5-ED7AE86211

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Employment and Workplace Relations

Vacancy VN-0774612

Department of Employment and Workplace Relations (DEWR)

Closing Date:Wednesday 02 December 2026

Office of the JSA Executive Director
Enterprise and Systems Communications and Media

Job Title	Assistant Director, Communications and Media
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Hobart TAS, Adelaide SA, Bendigo VIC, Brisbane QLD, Canberra ACT, Darwin NT, Melbourne VIC, Newcastle NSW, Orange NSW, Perth WA, Sydney NSW
Salary	$129,477 - $143,099
Future Merit Locations	Hobart, Adelaide, Bendigo, Brisbane, Canberra, Darwin, Melbourne, Newcastle, Orange, Perth, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	Executive Level 1
Position Number	26/1732
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=B9765BCA-EB0D-09B8-2936-ED7B21D59936

About Jobs and Skills Australia

Want to work for an organisation recognised and celebrated for our excellence in leadership, stewardship and innovation? Jobs and Skills Australia (JSA) may be the place for you!

As part of a motivated and dynamic organisation, we value being innovative, collaborative,accurate, respectful, courageous, and making a difference.

We are an independent secondary statutory body, within the Department of Employment and Workplace Relations that provides advice and data to the Government on every aspect of the jobs and skills system, to help all Australians realise their full skills potential.

We do this by working with our stakeholders to advise on current vocational education and training, higher education, and migration systems to meet Australia’s future skills and workforce needs.

Our people include specialists in policy, data, economics, communications, stakeholder engagement, digital solutions and research who are located across Australia.

We offer a positive, productive and supportive work environment and are committed to providing an inclusive workplace where continuous learning and building skills and professional networks are a

priority.

Find out more about your future workplace at www.jobsandskills.gov.au.

About the Role

Reporting to the Director Communication and Media, the Assistant Director Communications and Media is responsible for proactive and reactive media activities including liaison, strategies and media releases. This is a high-profile role that has a large degree of independence and works closely with the Office of the Commissioners and senior executive to deliver the media function for the organisation.

While on-call duties are possible in some specific, pre-notified circumstances, they are not the norm and no on-call roster is maintained.

The Assistant Director will contribute to the strategic communications function of the team, which includes the full spectrum of communication work, including social media, website, direct marketing, stakeholder engagement support and creative services (including video content). The Assistant Director will develop communication strategies, creating content and contributing to strategic channel management and evaluation reporting.

JSA’s Communications and Media team is responsible for all external communications for the organisation. Consisting of strategic communication, media liaison, social media, graphic design, and website content and publishing functions, the team is a collaboration of experienced professionals who are responsible for delivering individual work profiles that utilise expertise from across the team.

Our team members enjoy the variety of our work, the autonomy of our roles and contributing to the strategic thinking that supports all of our activities.

Duties

Responsibilities of the Assistant Director Communications and Media:

- Developing proactive and reactive communication and media strategies to ensure JSA information is widely available to its audiences
- Demonstrating sound judgement in advising and briefing spokespeople, pitching and organising interviews
- Responding to media enquiries, assisting journalists, proactively sourcing information and approvals, and briefing journalists with information in support of their enquiries
- Managing JSA's social media channel
- Providing communication support from strategy to content creation and implementation as needed.

The team also has a strong focus on capability building, with Assistant Directors gaining valuable management experience and exposure to senior leadership practices.

Eligibility

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

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

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

Notes

Qualifications and Education

Essential

- Bachelor's degree in a media or communication-related field or at least 8 years of relevant experience.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Employment and Workplace Relations (DEWR)

We are the department that helps job seeking Australians find safe, secure, and well-paid work while we ourselves strive to be a model employer. We provide the framework for fair and productive relationships between employers and employees. We also oversee skills development and training initiatives to support those entering the workforce or retraining to take advantage of emerging employment opportunities. Secure jobs are vital—driving future economic growth and providing people with the certainty.

We focus on connecting Australians who are starting, advancing or changing their career with the relevant skills, knowledge and experience to gain or regain employment. Our work directly contributes to shaping the employment landscape. It is our unique purpose to help people realise their potential and we want you to be part of it. Underpinning our important work is our focus on culture. We recognise that how we do things is equally important as what we achieve. Our workplace is one where different perspective are encouraged, people feel a sense of belonging and draw on the expertise of their peers. Our people demonstrate the APS Values, which includes being open, thoughtful, curious and candid. We also value employee wellbeing and developing leadership through investment in capability.

To Apply

Position Contact	Matthew Willing, 02 6240 0221
Agency Recruitment Site	https://dewr.nga.net.au/?jati=B9765BCA-EB0D-09B8-2936-ED7B21D599

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Employment and Workplace Relations

Vacancy VN-0774621

Department of Employment and Workplace Relations (DEWR)

Closing Date:Monday 30 November 2026

Enterprise Technology Division
Enterprise Business Platform Services Service Desk

Job Title	Service Desk Agent
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$77,983 - $81,225
Future Merit Locations	Canberra
Office Arrangement	On Site;Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with Department of Employment and Workplace Relations Enterprise Agreement 2024-2027
Classification	APS Level 3
Position Number	26/1752
Agency Website	https://www.dewr.gov.au/

Job Description

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

Service Desk Agents provide first-level ICT and corporate service support to departmental staff, client agencies, Ministers' offices and other authorised users.

The Service Desk is the first point of contact for support with network access, business applications, workplace technology, telephony, mobile services, access services and switchboard enquiries.

Please note this role will initially be 100% office based, with flexible working arrangements available once training requirements have been met.

Duties

Service Desk Agents will:

- Respond to enquiries and requests through telephone, online and other support channels.
- Diagnose and resolve common ICT incidents involving network access, applications, devices, peripherals, telephony and mobile services.
- Record, categorise and update incidents and service requests accurately.
- Follow approved procedures to verify identity and process account, system, Smartcard and building access requests.
- Resolve matters at first contact where possible and escalate more complex issues to the appropriate support team.

- Provide customers with clear advice and timely updates.
- Promote appropriate self-service options or knowledge articles where these can resolve their issues.
- Apply departmental policies, security requirements, procedures and knowledge articles.
- Identify recurring issues and opportunities to improve Service Desk processes and customer guidance.
- Work collaboratively to manage demand and maintain consistent customer service.
- Participate in the Service Desk roster between 7.00 am and 7.00 pm, Monday to Friday, and other approved support arrangements where required.

Eligibility

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

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

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

Notes

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Department of Employment and Workplace Relations (DEWR)

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To Apply

Position Contact	Lisa Murphy, (02) 6240 9725
Agency Recruitment Site	https://dewr.nga.net.au/cp/

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Employment and Workplace Relations

Vacancy VN-0774687

Department of Employment and Workplace Relations (DEWR)

Closing Date:Thursday 03 December 2026

Digital Experience and Solutions
Portfolio Governance and Delivery Finance and Procurement

Job Title	Finance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$93,660 - $100,132
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Department of Employment and Workplace Relations Enterprise Agreement 2024-27
Classification	APS Level 5
Position Number	26/1750
Agency Website	https://www.dewr.gov.au/

Job Description

https://dewr.nga.net.au/?jati=61ABAC19-6EBB-D5DF-B6A9-ED7C10BE8A79

Reporting to the Assistant Finance Director, the APS 5 Finance Officer supports the delivery of effective financial and budget management services across the business. Working as part of the Digital Finance and Procurement team, the role provides practical financial support to cost centre managers and stakeholders to help ensure budgets, forecasts and expenditure are accurately managed and reported.

The role undertakes day-to-day financial activities including budget monitoring, forecasting, financial reporting, variance analysis and expenditure tracking. The APS 5 Finance Officer will assist stakeholders to understand their financial position, identify emerging issues and maintain accurate financial information using departmental systems and reporting tools such as SAP, TM1 and Qlik.

The successful candidate will have strong analytical and organisational skills, attention to detail and the ability to build productive relationships with both finance and non-finance stakeholders. They will be comfortable managing competing priorities, investigating financial issues and providing clear and practical advice.

Duties

Responsibilities of the APS 5 Finance Officer may include:

- Supporting budget development, forecasting and financial management activities.
- Monitoring expenditure and investigating budget and forecast variances.
- Preparing regular financial reports and providing analysis to support decision making.
- Assisting cost centre managers to understand and manage their financial position.
- Maintaining accurate financial information across systems including SAP, TM1 and Qlik.
- Supporting financial activities associated with procurement, contracts, projects and vendors.
- Identifying financial discrepancies and working with stakeholders to resolve issues.
- Supporting month-end, budget and other departmental financial processes.
- Contributing to process improvements and consistent finance practices across the business.
- Building effective working relationships with finance teams, managers and other stakeholders.

Eligibility

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

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

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

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

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To Apply

Position Contact	Kate Wixon, (02) 6240 8851
Agency Recruitment Site	https://dewr.nga.net.au/?jati=61ABAC19-6EBB-D5DF-B6A9-ED7C10BE8

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Communications and the Arts

Vacancy VN-0774475

Australian Communications and Media Authority

Closing Date:Tuesday 08 December 2026

Communications Infrastructure
Licensing & Infrastructure Safeguards Field Operations

Job Title	Trainee Field Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$71,157 - $77,381
Future Merit Locations	Pyrmont
Office Arrangement	On Site
Office Arrangement Details	Due to the nature of the role, on-site attendance will be required.
Classification	APS Level 3
Position Number	3092-2026-1
Agency Website	http://www.acma.gov.au

Job Description

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

The Australian Communications and Media Authority (ACMA) is an independent Commonwealth statutory authority responsible for the regulation of broadcasting, radiocommunications, telecommunications and some online content.

This work underpins our vision for a connected, informed and entertained Australia.

Who we are

Field Operations is a geographically dispersed team with staff in Melbourne, Sydney and Brisbane. We support the ACMA's regulatory work by investigating radio interference, measuring and analysing communications signals, inspecting equipment and helping industry and the community meet radiocommunications requirements.

Field Officers work with specialist monitoring and measurement equipment in offices and out in the community. The team’s work ranges from resolving interference affecting mobile, broadcast and other radiocommunications services to supporting communications at major events.

Our core work includes:

- diagnosing and resolving radio interference
- measuring and analysing signals used for broadcasting, mobile telecommunications and other radiocommunications services
- inspecting telecommunications cabling, equipment and devices
- supporting ACMA compliance priorities
- providing radiocommunications support at significant events, with Field Operations having a direct role in preparations for the Brisbane 2032 Olympic and Paralympic Games
- working with industry, businesses and members of the Australian community.

About the role

Turn your interest in electronics into a rewarding technical career that takes you beyond the office.

As a **Trainee Field Officer**, you'll work alongside experienced specialists to help keep Australia's communications networks operating reliably. You'll develop practical skills investigating radio interference, measuring communications signals and supporting industries and communities that rely on critical communications services every day.

No two days are the same. You might be tracking down interference affecting a mobile network, measuring broadcast signals, inspecting equipment or supporting radiocommunications at a major event.

Why join Field Operations?

Our trainee program offers a mix of practical experience, structured development and work with a clear public purpose.

You'll have the opportunity to:

- build a practical technical career using specialist radiocommunications monitoring and measurement equipment
- gain two fully funded, nationally recognised qualifications:
  - Diploma of Electronics and Communications Engineering
  - Certificate IV in Government Investigations (this is required in several investigatory roles in the Australian Public Service)
- develop your skills through investigations, fieldwork and travel to other parts of Australia
- build the experience needed to support major events, including the Brisbane 2032 Olympic and Paralympic Games
- advance to the APS 4 level after successfully completing the technical trainee program and its mandatory qualifications.

Duties

- help identify and resolve interference so mobile networks can continue to provide connectivity and access to Triple Zero
- help resolve interference affecting broadcast television and radio services
- measure television, radio and mobile signals to support industry compliance
- develop the technical and investigative skills needed to support major events, including the Brisbane 2032 Olympic and Paralympic Games.

Check out our website for more information about the role of ACMA **Field Officers.**

Eligibility

To be eligible for employment with ACMA, applicants must be Australian citizens.

The successful candidate will also be required to obtain and maintain a **Baseline level security clearance**. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

Due to the technical nature of the role, you will need to be currently completing, or have completed within the last 3 years, **a Certificate III or Certificate IV in Electronics (or an equivalent qualification).**

The successful applicant must hold a **current Australian driver's licence** that allows them to drive passenger and light commercial vehicles and agree to location tracking of ACMA vehicles they operate.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

Note: The ACMA offices will be closed from Friday, 25 December 2026 to Friday, 1 January 2027 (inclusive). Interviews may be scheduled after this period.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification please contact the advertising agency.

About the Australian Communications and Media Authority

ACMA is Australia's regulator for broadcasting, some online content, radiocommunications and telecommunications. We work with industry and government, locally and internationally, so that Australians can enjoy the best and most innovative media and communications services in a fair, responsible, safe and productive way. The ACMA provides a supportive and respectful work environment that values the diversity of our employees. Our three main offices are in Canberra, Melbourne and Sydney. Visit acma.gov.au for more information on joining our team.

To Apply

Position Contact	Chris Wong, 03 9963 6808
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0774696

National Museum of Australia

Closing Date:Wednesday 09 December 2026

First Nations
Community Access and Collections

Job Title	Senior Coordinator, Community Access and Collections
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150479
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

The Museum has an exciting opportunity for a motivated First Nations professional as the Senior Coordinator, Community Access & Collections. The role supports facilitation of First Nations community access to and research on First Nations material held in the Museum's collections. Working in partnership with First Nations Communities, Traditional Owners, Elders, and their representative organisations, the role facilitates collection access, research and engagement in accordance with policy and cultural requirements.

This position is supervised by the Manager, Community Access and Collections and works in close collaboration with the Curatorial, Special Holdings, Registration and Conservation teams to bring complementary expertise to the care of and engagement with First Nations collections.

The Museum will provide a work mobile phone to facilitate community engagement.

Duties

Key accountabilities

- Coordinate community collections access visits, and necessary research for First Nations material held in the Museum's collections, in line with policy and cultural requirements.
- Maintain respectful collaborative relationships with First Nations Communities, Traditional Owners, Elders, and their representative organisations.

- Work collaboratively with the Special Holdings, Curatorial, Registration and Conservation teams in the care and management of First Nations materials, to ensure accurate records, consistent workflows, and culturally informed practices.
- Contribute to the development of culturally appropriate collection care, management and access guidelines, including cultural custodianship frameworks, policies and procedural guidance that supports respectful engagement with First Nations people and communities.
- Maintain documentation and databases related to Community Access and Collections, and contribute to internal and external reporting on relevant activities.
- Collaborate with teams across the Museum to develop, coordinate and implement project plans in relation to collections-focussed community projects and programs, including coordinating logistics, risk management, documentation and stakeholder communication.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description
- hold or be able to obtain a Working with Vulnerable People registration.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

This position is open to Australian First Nations people only in accordance with 'The Affirmative Measure – Aboriginal and Torres Strait Islander employment provision' set out in Section 26 of the Australian Public Service Commissioner's Directions 2016 and is within the meaning of Special Measures under subsection 8(1) of the Racial Discrimination Act 1975.

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

To apply

Applicants must include a one-page pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm Wednesday 9 December 2026.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Michael Bonner, 0447 744 887
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0774699

National Museum of Australia

Closing Date:Wednesday 09 December 2026

First Nations
Special Holdings and Repatriation

Job Title	Senior Coordinator, Special Holdings
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$99,734 - $111,701
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150517
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

The Museum has an exciting opportunity for a motivated and experienced First Nations professional to join the First Nations Division as Senior Coordinator, Special Holdings.

The Museum’s Special Holdings is a highly defined grouping which includes Ancestral Remains of all cultural affiliations, and First Nations Secret/Sacred/Ceremonial material of a restricted nature. This role supports the care, custodianship and repatriation of the Museum’s Special Holdings, in accordance with policy and cultural requirements.

The role provides specialist cultural expertise in the care, conservation, handling, management, documentation, access to and repatriation of Special Holdings, including restricted material relating to First Nations men. The position engages with Traditional Owners, Elders, Senior

Knowledge Holders, communities and other institutions to facilitate culturally safe research and access to the Museum's Special Holdings, and coordinates research and logistics for repatriation and other activities.

The work is both sensitive and complex and requires physically working with First Nations Restricted Material and Ancestral Remains, and supporting collections which have gender restrictions applied.

This position is supervised by the Manager Special Holdings and works in close collaboration with the Community Access and Collections, and the Registration and Conservation teams.

The Museum will provide a work mobile phone to facilitate community engagement.

Duties

Key accountabilities

· In accordance with policy and cultural requirements, provide specialist cultural expertise on the care, conservation, documentation, access to and repatriation of the Museum's Special Holdings (Restricted Material and Ancestral Remains), including restricted material relating to First Nations men.

· As a representative of the Museum, engage with Traditional Owners, Elders, Senior Knowledge Holders, communities and other institutions to facilitate culturally safe care, research and access to and repatriation of the Museum's Special Holdings.

· Maintain respectful collaborative relationships with First Nations communities, cultural institutions, government agencies and international partners.

· Develop, coordinate and implement project plans in relation to Special Holdings and repatriation activities, including coordinating logistics, risk management, documentation and stakeholder communication.

· Work collaboratively with the Community Access and Collections, and the Registration and Conservation teams in the care, conservation, documentation, research, management and repatriation of Special Holdings, to ensure accurate records, consistent workflows, and culturally informed practices.

· Develop and maintain documentation and databases related to the Museum's Special Holdings, and contribute to internal and external reporting on relevant activities.

· Contribute to the development, implementation and review of policies, procedures, and guidelines related to the care and repatriation of First Nations collections and Special Holdings.

· Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum's WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description
- hold or be able to obtain a Working with Vulnerable People registration.

The National Museum of Australia is an equal employment opportunity workplace. Aboriginal and Torres Strait Islander people and those from culturally diverse backgrounds are encouraged to apply for roles at the Museum.

This position is open to Australian First Nations people only in accordance with ‘The Affirmative Measure – Aboriginal and Torres Strait Islander employment provision’ set out in Section 26 of the Australian Public Service Commissioner’s Directions 2016 and is within the meaning of Special Measures under subsection 8(1) of the Racial Discrimination Act 1975.

RecruitAbility applies to this vacancy. Under RecruitAbility you will be invited to participate in further assessment activity for the vacancy if you choose to apply under RecruitAbility; declare you have a disability; and meet the minimum requirements for the position.

The Museum is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for, these principles, in theory and practice.

Notes

To apply

Applicants must include a one-page pitch addressing their suitability for the role against the essential and desirable skills, experience and qualifications. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm Wednesday 9 December 2026.

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

Interviews for this role will be held in January 2027.

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. This initiative/program is only applicable where the successful applicant will be employed under the Public Service Act 1999. Similar conditions may apply when employed under other Acts. For clarification, please contact the advertising agency.

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To Apply

Position Contact	Kathrine Lyons, 6208 5092
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0774702

National Museum of Australia

Closing Date:Wednesday 25 November 2026

Growth and Engagement
Commercial

Job Title	Casual Sales Assistant
Job Type	Casual, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$57,497 - $60,946
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Onsite
Classification	APS Level 1
Position Number	Various
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

Role purpose

The Museum has an exciting opportunity for a professional to join the Retail Team as a Sales Assistant to deliver a high level of customer service in The Museum Shop.

The role of the Museum Shop is to raise commercial revenues while at the same time enhancing visitor experiences through the provision of merchandise that is largely inspired by Museum exhibitions, programs and its unique building.

This position works a 7-day roster and involves manual lifting and long periods of standing. All team members work weekend shifts and public holidays

Duties

Key accountabilities

- The successful candidate will be experienced in retail sales. This role will require someone to provide effective, efficient customer service to all customers and work towards achieving agreed sales targets. In addition to this you will also:

- Perform retail functions including the processing of sales, online orders, returns and exchanges using an electronic Point of Sale system.
- Providing excellent customer service to customers, assisting them with their purchases and enquires.
- Ability to resolve customer queries and escalate matters when required.
- Respond to incoming telephone calls in a courteous, friendly and timely manner.
- Assist in achieving sales and service targets of the National Museum Shop.
- Conduct stock monitoring including stocktake, pricing, restocking and ordering.
- Assist with visual merchandising activities under the direction of the management.
- Processing of online and mail-order sales.
- Maintain store cleanliness and tidiness to ensure shop display standards are maintained.
- Assist in the set up and de-installation of in-store events and satellite exhibition shops.
- Adhere to all health, safety and security policies to create a safe environment for customers and staff.
- Demonstrate a strong commitment to Work Health and Safety (WH&S) by actively supporting a positive safety culture, following the Museum’s WHS policies and procedures, and complying with reasonable instructions to ensure alignment with the Work Health and Safety Act 2011.

Eligibility

To be eligible to apply for this vacancy, applicants must:

- be an Australian citizen
- undergo pre-employment checks, including a police record check
- hold or be eligible to hold a security clearance at the level specified in the position description.

Notes

To apply

Applicants must include a 1-page pitch addressing their suitability for the role against the selection criteria. Applicants must also provide a resume and contact details for 2 referees.

Visit https://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm, Wednesday 25th November 2026

Reasonable adjustments are available throughout the recruitment process. If you require, or would like to discuss reasonable adjustments, please contact the Contact Officer for this position.

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

About the National Museum of Australia

The National Museum of Australia is recognised at home and around the world as the place where the story of Australia comes alive. The Museum is the only institution equipped to tell the complex and comprehensive story of Australia from 65,000 years ago to the present day. The story of Australia is a remarkable one, from the ancient and enduring histories of the world's oldest living cultures to the achievements of modern Australia. It is a story that is ever evolving and growing – and it is a story for a nation and for the world. Our vision and mission • The Museum inspires, challenges and empowers people to find their voice and place in the world. • We strive to build a just and equitable society that honours and respects the First Nations peoples of this continent and all who have come after. • We collect, document, research and make accessible heritage collections that represent the diversity of experience in Australia. • We engage with audiences physically and digitally to promote learning, dialogue and debate about our past, present and future. • We promote collaborative work across the breadth of artistic and creative practice to enhance the cultural life of our nation. • We value and respect the commitment and contribution of all who participate in and contribute to the Museum's community. • The National Museum of Australia brings to life the rich and diverse stories of Australia through compelling objects, ideas and events. For more information, visit the NMA website.

To Apply

Position Contact	Ginny McDonald, 6208 5036
Agency Recruitment Site	https://www.nma.gov.au/about/employment

This notice is part of the electronic Public Service Gazette PS46 Weekly Gazette Thursday (Vacancy Notices) - 19 November 2026.pdf Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware:

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
- applicants found suitable may be offered similar employment opportunities by other Australian Public Service agencies