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APSJobs - Weekly Vacancy Notices

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The date of publication of this Gazette is PS47 Weekly Gazette Thursday (Vacancy Notices) - 27 November 2025.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.

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Public Service Gazette - Vacancy Notices

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[Job No] ISSN 1835-2480

Vacancies

Vacancy VN-0765264

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 04 December 2025

Policy and Regulatory Systems
Child Safety Projects

Job Title	Senior Officer Child Safety Projects
Job Type	Full-Time, Non-Ongoing
Location	Perth WA, Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	$103,179 - $122,039
Future Merit Locations	Perth, Sydney, Canberra, Melbourne, Adelaide, Darwin, Brisbane, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	522
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

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

Senior Officer, Child Safety Projects

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

About ACECQA

We want children in Australia to have the best start in life through quality education and care.

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

· implement changes that benefit children birth to 13 years-of-age and their families

· monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

· support the early childhood education and care sector to improve quality outcomes for children

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

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Senior Officer, Child Safety Projects is responsible for providing day to day operational guidance and policy support for the early childhood education and care sector. The position will work closely with policy and regulatory systems teams to provide policy analysis and advice by responding to phone and email enquiries accurately and in a timely manner, as well as developing operational practice guidance.

This position supports the Senior Project Lead, Child Safety Projects through coordinating and supporting work streams related to child safety, and by communicating effectively about processes and workflows.

This role is full time and fixed-term (until 30 June 2026) at ACECQA Band 5 ($103,179 - $122,039).

Duties

Key Accountabilities

· Deliver complex operational policy advice and information to stakeholders via phone and email ensuring clarity, accuracy and alignment with early childhood legislative and regulatory frameworks.

· Interpret and communicate legislative requirements in plain English to diverse audiences to support compliance and decision-making.

· Develop, prepare and maintain operation policy guidance and materials, ensuring accuracy and consistency with organisational standards and legislative obligations.

· Oversee data collection and reporting (when required), and the development of tools, processes and systems to support provision of information to internal and external stakeholders.

· Foster collaborative working relationships by sharing insights from enquiries and policy issues across business areas to contribute to the achievement of organisational goals.

· Review and recommend refinements to operational practices to ensure continuous quality improvements within the team that enhance policy and project delivery.

· Proactively manage and prioritise workflow to ensure that enquiries and policy responses meet required project and operational delivery timeframes.

Eligibility

Key Selection Criteria

· Demonstrated ability to deliver high quality verbal and written policy advice and information to stakeholders.

· Proven ability to prioritise and manage tasks efficiently and meet deadlines.

· Highly developed written and oral communication skills, including demonstrated capacity to listen, interpret and convey complex information, legislation and policy to a diverse audience in a clear, accurate and timely manner.

· Demonstrated knowledge of the Australian children's education and care sector and familiarity with the National Quality Framework, including the National Law and Regulations.

· Demonstrated ability to develop and maintain productive working relationships within a team and wider business groups.

· Tertiary Qualifications in a relevant discipline or equivalent work experience.

Notes

How to apply

The closing date for applications is **04 December 2025** at 11.59pm.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to **Senior Officer, Child Safety Projects** vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

· Attach a written response to the targeted questions below of no more than 2 pages

Targeted Questions

1. Describe a time you provided advice to a stakeholder that involved a complex problem or required the interpretation of legislation.

2. What steps would you take to develop operational policy guidance that aligns with legislative requirements.

3. Describe your approach to managing and prioritising multiple enquiries and policy responses under tight deadlines.

All complete applications will be acknowledged.

More information

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

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 0282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0765274

Australian Children's Education and Care Quality Authority

Closing Date:Thursday 04 December 2025

Policy and Regulatory Systems
Policy

Job Title	Officer Child Safety Projects
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Adelaide SA, Perth WA, Tasmania TAS, Brisbane QLD
Salary	$88,932 - $99,174
Future Merit Locations	Sydney, Canberra, Melbourne, Adelaide, Perth, Tasmania, Brisbane
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	521
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx*

Officer Child Safety Projects

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

About ACECQA

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

- implement changes that benefit children birth to 13 years-of-age and their families
- monitor and promote the consistent application of the Education and Care Services National Law across all states and territories

- support the early childhood education and care sector to improve quality outcomes for children

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

ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Officer, Child Safety Projects assists with providing operational guidance and policy support for the early childhood education and care sector. The role involves working with policy and regulatory systems teams to help with policy analysis and advice, including responding to phone and email enquiries accurately and promptly, as well as developing operational practice guidance.

This position contributes to the work of the Child Safety Projects team by coordinating tasks and supporting work streams related to child safety, and by ensuring clear communication about processes and workflows.

This role is full time and fixed-term (until 30 June 2026) at ACECQA Band 4 ($88,932 - $99,174).

Duties

Key Accountabilities

- Deliver moderately complex operational policy advice and information to stakeholders via phone and email ensuring clarity, accuracy and alignment with early childhood legislative and regulatory frameworks.
- Interpret and communicate legislative requirements in plain English to diverse audiences to support compliance and decision-making.
- Support and coordinate the development, preparation and maintenance of operational policy guidance and materials, ensuring accuracy and consistency with organisational standards and legislative obligations.
- Ability to prioritise and manage tasks efficiently and meet deadlines.
- Proactively manage time to deliver accurate information in a professional manner.
- Build trusting relationships with internal and external stakeholders to support an environment of knowledge sharing.
- Support and contribute to organisational projects and initiatives as required.
- Other duties as required.

Eligibility

Key Selection Criteria

- Demonstrated ability to deliver high quality customer service over the phone and via email.
- Demonstrated ability to prioritise tasks and meet established deadlines.
- Effective relationship building and stakeholder management skills.
- Well-developed written and verbal communication skills, including the use of plain English.
- Demonstrated ability to support productive working relationships within a team and wider business groups.
- Ability to develop and provide advice on operational procedures and requirements; and/or administer relevant records and documentation according to their requirements.
- Tertiary Qualifications in a relevant discipline or equivalent work experience.

Notes

How to apply

The closing date for applications is **04 December 2025** at **11.59pm**.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate **to Officer Child Safety Projects** vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

· Attach a written response to the targeted questions below of no more than 2 pages

Targeted Questions

1. How would you explain a complex legislative requirement in plain English to an education and care provider over the phone and via email?
2. How do you approach coordinating tasks under tight deadlines?
3. Share an example of contributing to a collaborative project and your role in its success.

All complete applications will be acknowledged.

More information

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

Notice to agencies

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

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

About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0765310

Australian Children's Education and Care Quality Authority

Closing Date:Friday 05 December 2025

Leadership, Quality & Regulatory Support
Targeting Quality Program

Job Title	Quality Support Facilitator, Targeting Quality Program
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Sydney NSW, Canberra ACT, Adelaide SA, Melbourne VIC, Perth WA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	$103,179 - $122,039
Future Merit Locations	Sydney, Canberra, Adelaide, Melbourne, Perth, Darwin, Brisbane, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	520
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description *https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx*

Quality Support Facilitator, Targeting Quality Program

- **Help children have the best start in life through high quality education & care.**
- **Improve outcomes for children and families in early education and care.**
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· support the early childhood education and care sector to improve quality outcomes for children

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ACECQA is committed to being a child-safe organisation, implementing the National Principles for Child Safe Organisations and actively promoting the safety and wellbeing of children.

The Role

The Targeting Quality Program (TQP) is a partnership between ACECQA and the QLD Department of Education. The Quality Support Facilitator, Targeting Quality Program provides tailored professional learning and support to participating QLD education and care services. The program's purpose is to support sustained quality improvement in participating education and care services through, tailored support over a sustained period. Further to this, the Targeting Quality Program will also support the QLD regulatory authority with professional development in building the capability to achieve consistency in regulatory practice.

This role is full time (with consideration for part-time arrangements 3 - 4 days per week) and fixed-term (until 30 June 2026) at ACECQA Band 5 ($103,179 - $122,039).

Duties

Key Accountabilities

· Utilise professional learning and support approaches, including coaching techniques, to support children’s education and care services to build on their capability to meet or exceed the NQS and/or the National Law and National Regulations.

· Build and maintain collaborative, effective and genuine working relationships with identified services and other stakeholders to gain commitment, achieve program outcomes, and quality improvement and/or legislative requirements under the NQF.

· Work cooperatively and collaboratively within the DPP and LQRS teams, and across ACECQA, to achieve the identified objectives and results.

· In collaboration with the Manager, Targeting Quality Program, develop interactive, engaging, and relevant professional learning materials for webinars, communities of practice, workshops, resources, meetings and other activities as needed, for participating services to support the TQP program and outcomes.

· Ensure program related documentation is developed, accurate, managed and appropriately stored to comply with all ACECQA policies and procedures and stakeholder expectations.

· Prepare briefs, reports and advice, and respond to regular and urgent requests for information and updates as required.

· Conduct, deliver and assist with organising travel, service visits, meetings, conferences, webinars and/or events located across QLD as required by the TQP project schedules.

· Adhere to the spirit and practice of ACECQA's Code of Conduct, demonstrate behaviours that support the building of an inclusive and agile performance culture and act ethically and professionally in accordance with ACECQA's values of Integrity, Commitment, Respect and Collaboration.

· Other duties as required.

Eligibility

Key Selection Criteria

Essential

· Demonstrated contemporary knowledge and experience in delivering professional learning and support through a variety of approaches within the children's education and care sector.

· Strong knowledge of and extensive experience in the delivery of children's education and care, the NQF, and the embedding of quality improvement outcomes and/or management and governance systems to ensure compliance with the National Law and National Regulations.

· Developed analytical, interpersonal and high level written and verbal communication skills, including a demonstrated ability to research, analyse and interpret information and communicate succinctly across a diverse range of audiences (including the development and delivery of presentations, resources and/or online learning).

· Proven ability to develop collaborative, positive and productive working relationships with internal and external stakeholders and negotiate with confidence to support program and organisation outcomes.

· Demonstrated ability to use a range of technology and learn new systems quickly and efficiently.

· Tertiary qualifications in children's education and care, education and/or adult learning or an equivalent level of industry experience.

· Hold a Queensland Working with Children Check (Blue Card) or able to obtain before employment.

· Ability to undertake frequent travel including regional and remote locations and hold a full driver's licence.

Desirable

· Experience working with multiple service types including, early childhood settings (long day care and preschools, family day care) and outside school hours care settings.

· Qualifications, training and/or experience in mentoring/coaching practices.

Notes

How to apply

The closing date for applications is **05 December 2025** at **11.59pm.**

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to **Quality Support Facilitator, Targeting Quality Program** vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 2 pages which demonstrates your ability to meet the criteria contained in the position description.

· Attach a cover letter which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

· Attach a written response to the targeted question below.

Targeted Question

1. Do you have a preference for part-time or full-time working arrangements? Please provide details.

All complete applications will be acknowledged.

More information

If you have any questions about the role specifically, please contact Victoria Petriella at victoria.petriella@acecqa.gov.au.

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

Notice to agencies

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

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About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, 0282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0765311

Australian Children's Education and Care Quality Authority

Closing Date:Monday 08 December 2025

Policy and Regulatory Systems
Regulatory Systems

Job Title	Business Analyst
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Darwin NT, Brisbane QLD, Tasmania TAS
Salary	$103,179 - $140,976
Future Merit Locations	Sydney, Melbourne, Adelaide, Perth, Darwin, Brisbane, Tasmania
Office Arrangement	Hybrid
Office Arrangement Details	1-3 days in the office
Classification	
Position Number	523
Agency Website	https://www.acecqa.gov.au/work-with-us

Job Description

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

Business Analyst

- **Help children have the best start in life through high quality education & care.**
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The Role

The Business Analyst is primarily responsible for performing National Quality Agenda IT System (NQA ITS) business analysis tasks and will need to provide solution recommendations based on a high-level understanding of existing software systems.

The Business Analyst will contribute to the ongoing development and support of the NQA ITS and other ACECQA systems throughout the entire release cycle and will be required to foster and manage mutually beneficial relationships with external and internal stakeholders in state and territory regulatory authorities and the Australian Government.

This role is full time and fixed-term (until 30 June 2026) at ACECQA Band 5/6 ($103,179 - $140,976).

Duties

Key Accountabilities

Identify and document requirements

- Creates specification documents that provide clear guidance for technical teams to implement in line with legislation and expectations of stakeholders including subject matter experts.
- Collaborate with stakeholders and end users to identify and build business requirements.
- Analyses operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
- Provides recommendations that will improve systems and controls by analysing current practices, designing solutions and documenting modifications.
- Monitors release progress by tracking activity; resolving problems; publishing progress reports; recommending actions and escalating issues.
- Leads and drives discrete projects where required.

- Tracks and facilitates priority change requests such as action items for governance committees.

Test and document system changes

- Designs and manages test frameworks and procedures to ensure that all changes are thoroughly tested before deployment.
- Defines team roles and responsibilities, reports and monitors progress during testing phases.
- Ensures agreed changes will not compromise the data integrity, quality or functionality of the existing systems.
- Builds and designs test plans, scripts, and cases for each release cycle ensuring changes are aligned to specifications.
- Participates and conducts operational testing as part of the User Acceptance Testing window.

Communication

- Develops and maintains effective and regular communication with key stakeholders to address and clarify business requirements to ensure user confidence.
- Manage stakeholder expectations and strive for consensus to implement solutions.
- Work closely with National Steering Group (NSG) members (with representation from all state and territory regulatory authorities) to progress system changes.
- Contribute to the NSG workshops by providing expert Business Analyst advice, support and through the demonstration of new proposals.

Support and Training

- Investigate and advise on logged Service Desk issues, maintain associated documentation, and escalate issues to system developers where appropriate.
- Assists with the development and update of training material.
- Provide and deliver end-user training in a variety of formats including webinars and other documented resources
- Mentors internal team in analysis and documentation best practice.

Eligibility

Key Selection Criteria

- Proven experience in business analysis and design of large-scale applications with a complex organisational structure.
- Relevant tertiary qualifications in IT or related discipline including relevant industry certifications, with demonstrated experience in a Business Analyst or Project Management role for a medium size public or private organisation.
- Extensive experience in business process mapping, process re-engineering, and requirements gathering, using relevant business process modelling and testing techniques, including the formal representation of use cases and workflows.
- Strong analytical and logical approach to problem solving, including interpreting and analysing data to produce meaningful information and business insights, and undertaking qualitative and quantitative research to identify trends to assist with determining business priorities.
- Attention to detail and demonstrated experience in preparing high quality project documentation including business and functional requirements, performance reports, project plans, process flows, and business cases.

- Demonstrated experience in developing specification requirements for CRM systems.
- Strong interpersonal, consultation, negotiation, and presentation skills with the ability to verbally communicate clearly and effectively with business stakeholders, external vendor partners, and internal teams.
- Excellent documentation skills, including proven experience in the authoring of specifications and manuals.
- Demonstrated ability to work independently and prioritise work to meet required timelines.

Desirable:

- Experience working in, or with, a regulatory or government environment.
- A working knowledge of Microsoft CRM Dynamics 365.
    - Experience in CRM Dynamics implementation, configuration, system design and/or related business process experience.
- Experience organising user groups and in positively influencing participation and outcomes.

Notes

How to apply

The closing date for applications is **8 December 2025** at **11.59pm**.

Important Note: Please ensure you follow the recruitment process outlined below, otherwise you may not be considered for the role.

To apply, please register with the ACECQA Recruitment Candidate Portal, navigate to the Business Analyst vacancy and click **Apply for Job**. The application process will require you to:

· Attach a CV of no more than 5 pages which demonstrates your ability to meet the criteria contained in the position description.

· Provide the details of at least two referees who have directly supervised you within the last five years of employment.

All complete applications will be acknowledged.

More information

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

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About the Australian Children's Education and Care Quality Authority

To Apply

Position Contact	Anna Lagana, +61282404522
Agency Recruitment Site	https://aeq.chris21.com/AEQ_eR21p/VacancyList.aspx

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Vacancy VN-0765220

Australian Electoral Commission

Closing Date:Friday 05 December 2025

COO - FAD Reform
Funding and Disclosure Reform Program Design and Insights and Product Management

Job Title	Assistant Directors, Design and Insights and Product Management
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$118,146 - $133,138
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 supports flexible workplace arrangements as per operational requirements.
Classification	Executive Level 1
Position Number	2025-199 Multiple
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912485509439598~1/edit

You will join a team of highly motivated and collaborative professionals that work in the Funding and Disclosure Reform (FAD) Program. The FAD Program was established to enable the AEC to implement and administer legislative amendments to the Commonwealth Funding and Disclosure Scheme (the Scheme) as set out in Part XX of the Commonwealth Electoral Act 1918 (Electoral Act) to increase transparency and accountability in Australia's electoral system.

The FAD Program is made up of three branches – the Program Management Office Branch, the Policy, Engagement and Design Branch, and the Technology Delivery Branch – that will work together to uplift the AEC's regulatory capability and capacity; and design, build and implement a new agile ICT system to support the Scheme.

The FAD Program is committed to establishing and maintaining a high performing and positive workplace culture that values respectful leadership. You will operate in a fast paced, dynamic environment, working directly to the Senior Responsible Officer (SRO) and ensuring that strategic objectives are met.

Duties

The AEC is seeking collaborative, self-motivated and results driven Assistant Directors to join the Design and Insights and Product Management Teams.

The Design and Insights Team engages with business and external stakeholders, and technical areas to design intuitive experiences and services and help bring them to life. They provide guidance for the design of new services and improvements with a focus on end-users, ensuring designs are streamlined and fit-for-purpose.

The Product Management Team is responsible for helping to shape policy and digital solutions that support the successful implementation of legislative reforms. They work closely with policy, design, ICT and operational teams to ensure FAD Program solutions align with legislative intent, stakeholder needs and program objectives.

To excel you'll have:

- Demonstrated experience in delivering vendor/contract management services to support program delivery.
- Demonstrated experience supporting large-scale business, ICT change programs and/or regulatory reform in the Australian Government context.
- Highly developed ability to build, manage and maintain relationships with a broad range of internal and external stakeholders and communicate with influence, whilst engaging professionally to resolve conflict and manage sensitivities.
- The ability to manage high-performing teams to achieve strategic and operational goals within a complex public sector environment. This includes working under limited direction to manage a team of staff.
- The ability to effectively identify and manage complex risks in a dynamic and multi-faceted environment.
- The ability to achieve results in a fast-paced, high-pressure environment and within legislative and policy frameworks
- Highly developed interpersonal, communication and negotiation skills.

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 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	Ciara Morris, ciara.morris@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291248550943

This notice is part of the electronic Public Service Gazette PS47 Weekly Gazette Thursday (Vacancy Notices) - 27 November 2025.pdf Published by Australian Public Service Commission.

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Vacancy VN-0765288

Australian Electoral Commission

Closing Date:Sunday 07 December 2025

Enterprise Transformation Group
Indigo Delivery and Data Branch Indigo Delivery

Job Title	Senior Project Coordinator, Indigo Delivery and Data Branch
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$94,603 - $106,034
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 supports flexible workplace arrangements as per operational requirements.
Classification	APS Level 6
Position Number	2025-200 15938
Agency Website	https://www.aec.gov.au/

Job Description

https://candidate.aurion.cloud/aec/production/vacancies/2912483635645799~1/edit

You will join a team of highly motivated and collaborative professionals in the Indigo Delivery and Data Branch (IDDB) who lead the build, refinement and deployment of modern, secure and agile AEC services and technologies for the Indigo Program within the Indigo Division. IDDB consists of two teams:

- **Indigo Release 2 Delivery**: Multi-disciplinary teams that build, refine and deploy solutions to reengineer business processes and replace aging electoral systems with modern, secure and agile technologies.
- **Indigo Data Platforms Delivery:** The Indigo Data Platform Team provides technical expertise to the broader Indigo Program across all data disciplines.

The IDDB is committed to establishing and maintaining a high-performing and positive workplace culture.

Duties

As a Project Coordinator within the Indigo Release 2 Delivery Section, you will play a pivotal role in supporting the strategic objectives and organisational priorities of the section/branch by providing delivery leadership, administrative support, collaborating and communicating effectively with stakeholders and, ensuring rigorous governance reporting and record keeping.

The role is responsible for undertaking work that is moderately complex to complex and/or sensitive in nature, under limited direction, utilising expertise and knowledge within the area of operational project and programme delivery.

To excel you'll have:

To excel in the roles across all sections you will have the following generalist capabilities and skills:

Mandatory

- Demonstrated work experience in a project, management or business administration role.
- Demonstrated experience managing high volumes of work and competing priorities, with the ability to deliver work high-quality work to agreed standards and timeframes.
- Well-developed written and verbal communication skills, with the ability to communicate effectively with people from diverse backgrounds and levels of seniority.
- Well-developed stakeholder engagement skills, with the ability to build and maintain strategic relationships and use professional judgement to communicate decisions and manage stakeholder expectations.
- Demonstrated high integrity and discretion when dealing with confidential and sensitive matters.
- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve positive results and support the AEC's strategic direction.
- Demonstrated proficiency in using IT tools to maintain project/program records and information (e.g. MS Suite, electronic record management system, Azure DevOps, etc.).

Desirable

- Tertiary qualifications and/or an industry recognised certification in Management, Business Administration, Project Management or a similar field.
- Demonstrated work experience providing administrative support for a program/project in the Federal government context.
- Demonstrated work experience providing administrative support to an Information Communication Technology program/project.
- Experience in Agile ways of working, such as SCRUM or the Scaled Agile Framework (SAFe).

- In addition, in the Indigo Build Delivery section the role available requires workforce management skills. Those with a keen interest, and the relevant skills and experience in this area, should include this in their statement of claims.

Eligibility
Notes

- 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.

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

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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	Guriqbal Singh, Guriqbal.singh@aec.gov.au
Agency Recruitment Site	https://candidate.aurion.cloud/aec/production/vacancies/291248363564

Vacancy VN-0764969

Australian Government Solicitor

Closing Date:Thursday 11 December 2025

Australian Government Solicitor
Commercial Support

Job Title	National Coordinator Commercial Legal Support
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1
Position Number	TBC
Agency Website	

Job Description

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

Duties

- National Coordinator Commercial Legal Support (Executive Level 1)
- Non-ongoing – 12 months
- Full time role in either Canberra or Melbourne

An opportunity exists for a full-time non-ongoing National Coordinator Commercial Legal Support to join the AGS Commercial practice in either our Canberra or Melbourne office to cover a leave absence.

About us

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

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

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

AGS is diverse. With offices in every capital city and a team of 800 staff, including over 576 lawyers, we work in more than 40 different areas of law related to government.

About the role

The National Coordinator Commercial Legal Support has responsibility and accountability for the delivery of legal support across the national AGS Commercial practice. The role works with a high level of autonomy under the broad direction of the AGS Commercial National Manager.

We are seeking candidates with experience in legal administration and who are keen to take the next step in their career in this national role. Fundamentally, a strong work ethic and a desire to lead and work in a team and ensure top quality professional administrative support to lawyers is key.

The National Coordinator Commercial Legal Support plays a critical leadership role in leading and developing our national legal support team. As the coordinator of the national legal support team you will work closely with the National Manager, Assistant National Manager and other senior leaders to supervise, develop and manage support resources.

In this role you will:

- lead, manage and provide strategic advice to the Commercial management/leadership team on legal support matters
- ensure delivery of high-quality work that meets client expectations, compliance requirements and professional standards
- undertake workforce planning and retention activities
- grow and maintain strong and collaborative relationships with other AGS practice areas and with other groups in AGD
- supervise a national team of dedicated legal support professionals.

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

About you

Ideally you will have experience in the following

- substantial experience in managing staff
- experience in successfully managing and implementing organisational change
- a genuine commitment to internal and external client service
- a proactive and strategic approach
- the ability to work under pressure and adapt to changing priorities as well as a willingness to take on a variety of tasks
- well-developed written and oral communication skills
- experience operating effectively in a hybrid work environment.

Experience in and knowledge of a legal practice or similar professional environment is highly desirable but not essential.

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

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

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

To apply

To apply, please click the 'Apply' button.

Applications close at 5:00pm (AEDT) on Thursday, 11 December 2025.

Further enquiries

Further information can be obtained by contacting Kim Da Pozzo, HR Business Partner on 02 6253 7272.

Eligibility

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

About the Australian Government Solicitor

AGS is unique. Regarded as the leading providers of legal services to government, we are a national, commercially competitive law practice within the Attorney-General's Department. Our team of around 800 employees, located in 7 offices around Australia, provides expert services in all areas of law connected with government.

To Apply

Position Contact	Kim Da Pozzo, 02 6253 7272
Agency Recruitment Site	http://www.ags.gov.au/employment/current-vacancies.html

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Vacancy VN-0765387

Australian National Maritime Museum

Closing Date:Wednesday 03 December 2025

Fleet and Collection
Fleet

Job Title	ICMM Development Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Pyrmont NSW
Salary	$94,563 - $105,910
Future Merit Locations	Pyrmont
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	0162
Agency Website	https://www.sea.museum/about/about-the-museum/what-we-

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

The Australian National Maritime Museum is seeking an experienced and efficient ICMM Development Officer with strong planning and program delivery to join the Fleet team in this non-ongoing position.

About the Australian National Maritime Museum

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

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

The Museum welcomes over 2.5 million local, interstate and international visitors annually, and is supported by a thriving and passionate staff, membership, volunteer and education base. Find out more at sea.museum.

Duties

About the Role

In September 2026, the Museum will be hosting the International Congress of Maritime Museums with the theme of ‘Beyond The Horizon: Community, Courage and the Voyage Ahead’. Some 120 delegates and 30 partners from across Europe, the United States, Asia and the Pacific will attend six days of formal presentations, talks and workshops. The Museum will also be presenting a diverse program of social activities, ranging from the formal welcome on Sunday 13 September, to a full day of site inspections on Wednesday 16th and a program of late afternoon/evening visits to cultural institutions, tall ship sailing and other activities. In parallel to the Congress, four days of activities for accompanying partners need to be arranged as well as pre and post-Congress tours.

This position is the ICMM Development Officer, responsible for the planning and management of the Congress, including, but not limited to, efficient and effective delivery of the Congress program, oversight of online and print resources (before, during and after the Congress), delegate information kits, catering and the associated social activities for both delegates and their partners and collaboration with the Head, Volunteers regarding support for Congress delegates. In addition, a range of pre and post Congress tours will need to be managed and delivered. The post holder works closely with the Assistant Director, Fleet and Collections, to ensure that the Museum’s specific tasks as outlined in the MOU with the International Congress of Maritime Museums are realised.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is non-ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18 months.

Key Accountabilities

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

- Manage and deliver operational matters to a high standard relating to the ICMM to be hosted by the Museum in September 2026, including working with Museum sections to deliver specific requirements including:
    - the Congress website with online registration.
    - in collaboration with the ICMM Secretariat generate content for the ICMM newsletter and contribute to
    - the Congress program, including information on individual speakers, summaries of papers and details of workshops and other activities. This will need to be continually updated in response to changing circumstances.
    - delegate information packs, name badges and Congress ‘swag’ (providing this is sustainable)

    - a range of other online and print materials.
- In consultation with the Assistant Director, develop the following programs for delegates during the Congress:
    - the formal meeting of the Congress Committee on Sunday 13 September.
    - the opening ceremony, including a Welcome to Country, on Sunday 13 September.
    - the Congress program for 14, 15, 17 and 18 September, including oversight of venues, speaker requirements (audio-visual and digital) and catering.
    - the Congress social program, including at least two late afternoon/early evening events on Monday 14 and Tuesday 15 September, and the Conference Dinner on Friday 18 September. This includes organising transport, liaising with host institutions, arranging for volunteers to accompany delegates, and catering.
    - an associated program of half to whole day activities for partners on 14, 15, 17 and 18 September, includes organising transport, liaising with host institutions, arranging for volunteers to accompany partners, and catering (if required).
- Respond to queries from the ICMM Executive Council and President in a timely manner.
    - Liaise with maritime museums and organisations in Perth, Adelaide, Melbourne, Canberra, Hobart, and Townsville in the delivery of post-Congress tours.
    - Ensure that the Congress arrangements and materials are delivered in a timely fashion and within the budget.
    - Oversee the post conference survey and reporting to the ICMM Executive Committee.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Proven ability to plan, manage, and deliver complex events and projects within tight timeframes and budget constraints, demonstrating sound judgement, initiative, and accountability for outcomes.
2. Demonstrated capacity to work independently and proactively, managing competing priorities while providing clear and timely communication and reporting to Executive, and the ICMM Executive.
3. Highly developed communication and stakeholder engagement skills, including the ability to write, edit, and produce professional web, print, and promotional materials to a high standard.
4. Strong leadership and coordination skills, with the ability to guide team members, volunteers, and contractors in achieving operational and strategic objectives in a collaborative and fast-paced environment.
5. Well-developed analytical and problem-solving abilities, with the capacity to anticipate challenges, identify practical solutions, and ensure compliance with organisational policies and objectives.

Qualifications and/or relevant experience required

Mandatory:

- Bachelor’s degree / Technical qualification in business, administration or communications / marketing

- Previous experience in a similar position.

Desirable:

- Experience working with volunteers to deliver specific programs.
- Experience of working in a cultural institution and understanding of the Museum environment.

Eligibility

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

All employees will be required to satisfactorily complete an Australian Federal Police National Police Check and obtain and maintain a Working with Children Check registration.

Notes

Applications Close: 11:30pm AEDT, Wednesday 3 December 2025. No Applications will be accepted by mail or email.

When applying via our online e-recruitment system, please provide a written application addressing each Selection Criteria. Your current resume 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.

Selection for this position will be made on the basis of relative merit which will be assessed against each item of the selection criteria. Applications that do not address the selection criteria will not be considered for shortlisting by the Selection Panel. As part of the selection process the Selection Panel may invite candidates to undertake online testing, skills-based assessment and provide samples of written work at interview.

What We Offer You

Working at the Museum offers a stunning office location plus access to a range of benefits including:

- A competitive salary, plus 15.4% superannuation
- Generous leave and flexible working arrangements
- Great training and development opportunities
- Rewards and recognition initiatives
- Our Employee Assistance Program (EAP – a free counselling service for you and your family).
- Wellbeing initiatives including free flu shots and reimbursement for optical
- Staff Regatta – Sailing on the Harbour.

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

About the Australian National Maritime Museum

To Apply

Position Contact	Richard Wesley, 02 9298 3740
Agency Recruitment Site	https://www.sea.museum/About/About%20the%20museum/Our%20peop

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Vacancy VN-0765384

Australian Signals Directorate

Closing Date:Sunday 14 December 2025

Capability & Transformation

Job Title	ASD 4 & 5 Business Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT, Perth WA
Salary	$83,489 - $100,702
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	On Site;Flexible
Office Arrangement Details	Flexible & On-site
Classification	APS Level 4;APS Level 5
Position Number	ASD/09382/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD has a variety of Business Analyst positions available across multiple divisions within the Agency. You will work on real projects that make an impact to protect Australia and its national interests. The work we do is unique, critical and incredibly rewarding.

These roles will be part of teams that will:

- Deliver new capability under the REDSPICE program,
- Deliver ASD's major capability programs, and
- Enhance and modernise existing capabilities.

Within ASD, our teams are packed with talent and driven by passion with a diverse range of backgrounds and experience. You will have access to structured training, certification support and mentorship tailored to your growth as a Business Analyst.

Join us at the cutting edge of innovation, working with experts across diverse fields.

About the Role

ASD has multiple positions to be filled within high-performing, dynamic, multidisciplinary teams committed to enabling ASD’s missions in unique and exciting ways.

As a Business Analyst, you will be responsible for performing traceability to strategic requirements and creating detailed business analysis including benefits, risk, feasibility and options analysis, scope requirements definition and prioritisation, planning and facilitation of stakeholder workshops, root-cause analysis, business acceptance activities, and business process improvement activities. Business Analysts are required to provide expertise in translating business requirements from technical and non-technical users into the design of appropriate solutions.

ASD 4 Business Analyst:

- Participate in the development of business artefacts, consultation with relevant stakeholders and subject matter experts.
- Responsible for analysing business needs and modelling processes within clearly defined boundaries and established techniques.
- Acquire knowledge of business analysis methods and techniques, modelling and quality assurance techniques to understand business processes.
- Utilise research skills to analyse and articulate features of a particular business domain within accepted practices.
- Take the initiative to meet business objectives and seek advice and guidance on more complex issues.

ASD 5 Business Analyst:

- Contribute to the development of business artefacts in consultation with relevant stakeholders and subject matter experts and communicate results back to support business decision making.
- Apply knowledge of business analysis methods and techniques, modelling and quality assurance techniques to understand business processes and contribute to business outcomes.
- Resolve problems in collaboration with stakeholders taking the initiative to identify alternative courses of action.
- Build and sustain effective relationships with internal and external stakeholders and actively participate in teamwork and group activities.

- Investigate business needs, problems and opportunities and contribute to business improvements.
- Identify potential business benefits and options to realise business improvements.

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

Duties

A Business Analyst position plays a pivotal role in developing and delivering critical capabilities used by ASD's workforce, we are looking for individuals from a range of backgrounds who possess the following qualities:

- Analytical thinker and problem solver.
- Systems thinking mind-set.
- Exceptional communication and stakeholder facilitation skills.
- Ability to rapidly understand and navigate complex technical business domain knowledge.
- Detail orientated.
- Ability to think strategically.
- Inquisitive and versatile.
- Knowledge of Business Analysis Techniques.

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.

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo a security clearance vetting process at the Top Secret Positive Vetting clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the Top Secret Positive Vetting security clearance for the duration of their employment with ASD.

Notes

Applicants with experience and qualification's in any of the following skills and disciplines are strongly encouraged to apply:

- Certificate IV in Information and Communications Technology
- Diploma of Information and Communications Technology
- Bachelor Degree in Information and Communications Technology
- Bachelor Degree in Business Analysis
- Knowledge of Agile development methodologies
- Equivalent work experience in Business Analyst roles
- Experience producing Business Analysis artifacts

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0765399

Australian Signals Directorate

Closing Date:Sunday 14 December 2025

Capability & Transformation

Job Title	ASD 6 & EL1 Business Analyst
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Canberra ACT, Brisbane QLD, Melbourne VIC, Perth WA
Salary	$103,723 - $143,093
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 & On-site
Classification	APS Level 6;Executive Level 1
Position Number	ASD/09421/25
Agency Website	https://www.asd.gov.au/careers

Job Description

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

About the Team

ASD has a variety of Business Analyst positions available across multiple divisions within the Agency. You will work on real projects that make an impact to protect Australia and its national interests. The work we do is unique, critical and incredibly rewarding.

These roles will be part of teams that will:

- Deliver new capability under the REDSPICE program,
- Deliver ASD's major capability programs, and
- Enhance and modernise existing capabilities.

Within ASD, our teams are packed with talent and driven by passion with a diverse range of backgrounds and experience. Join us at the cutting edge of innovation, working with experts across diverse fields.

About the Role

ASD has multiple positions to be filled within high-performing, dynamic, multidisciplinary teams committed to enabling ASD's missions in unique and exciting ways.

As a Business Analyst, you will be responsible for performing traceability to strategic requirements and creating detailed business analysis including benefits, risk, feasibility and options analysis, scope requirements definition and prioritisation, planning and facilitation of stakeholder workshops, root-cause analysis, business acceptance activities, and business process improvement activities. Business Analysts are required to provide expertise in translating business requirements from technical and non-technical users into the design of appropriate solutions.

ASD 6 Business Analyst:

- Accountable for analysing stakeholder objectives and the underlying issues arising from investigations into business needs problems and opportunities.
- Develop plans and select appropriate techniques at the correct level of detail to meet assigned objectives.
- Provide advice and guidance to technical and non-technical stakeholders.
- Identify potential business benefits and options to realise business improvements.
- Build and sustain effective relationships with team members and actively participate in teamwork and group activities.
- Accountable for accurate completion of work within timeframes, share own expertise with others and guide and mentor less experienced employees.
- Appraise and verify new and updated business outcomes to ensure it meets Defence requirements.

ASD EL1 Business Analyst:

- 5+ years of demonstrated experience in business analysis within complex IT environment.
- A high level of accountability, capable of working under broad direction to deliver and lead highly complex business analysis activities on time.

- Accountable for investigating business needs problems and opportunities and recommend effective business processes.
- Work collaboratively with stakeholders to identify their needs, reach agreement on the business objectives and gain commitment to achieving results.
- Assess and evaluate a range of artefact such as business requirements, specifications and feasibility studies.
- Analyse very complex ICT business problems and apply expertise to identify and recommend courses of action.
- Prepare or contribute to business cases, which define potential benefits and options for achieving these benefits through development of new or changed processes.
- Advice stakeholders and colleagues on the choice of techniques, tools and processes required for modelling and analysis activities and tasks.
- Responsible for actively managing key stakeholder relationships and will be required to identify relevant stakeholders' expectations and concerns to develop and communicate methodologies and practices to achieve outcomes.
- Build and sustain effective relationships with team members and actively participate in mentoring and providing guidance to team members.

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

Duties

The Business Analyst position plays a pivotal role in developing and delivering critical capabilities used by ASD's workforce, we are looking for individuals from a range of backgrounds who possess the following qualities:

- Analytical thinker and problem solver.
- Systems thinking mindset.
- Exceptional communication and stakeholder facilitation skills.
- Ability to rapidly understand and navigate complex technical business domain knowledge.
- Detail orientated.
- Ability to think strategically.
- Inquisitive and versatile.
- Knowledge of Business Analysis Techniques.

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.

Eligibility

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

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

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

Security Clearance - The preferred applicant will be required to successfully undergo a security clearance vetting process at the Top Secret Positive Vetting clearance level. The preferred applicant **MUST** be willing to disclose all relevant and required information.

It is a condition of employment that applicants are willing and able to obtain and maintain the Top Secret Positive Vetting security clearance for the duration of their employment with ASD.

Notes

Applicants with experience and qualification's in any of the following skills and disciplines are strongly encouraged to apply:

- Certificate IV in Information and Communication Technology
- Diploma of Information and Communications Technology
- Bachelor Degree in Information and Communications Technology
- Bachelor Degree in Business Analysis
- Knowledge of Agile development methodologies
- Equivalent work experience in Business Analyst roles
- Experience producing Business Analysis artifacts

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

About the Australian Signals Directorate

To Apply

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

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Vacancy VN-0765270

Australian Sports Commission

Closing Date:Sunday 30 November 2025

Platform Services
Technology

Job Title	Software Engineer (Developers)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$106,019 - $122,233
Future Merit Locations	Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Flexible
Classification	APS Level 6
Position Number	1861, 2464, 1888
Agency Website	https://www.sportaus.gov.au/

Job Description

https://ausport.nga.net.au/?jati=761AA273-54CD-76FC-4572-E4643C0F5E92

Duties

Applications close at **11:30 pm AEDT3 December 2025** (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 Platform Services team looks after the development of corporate and high performance applications in the ASC. We are a collaborative team with a growth mindset and seek to improve government and sport sector information and services. With this dynamic and fun team, you can safely say you will have meaningful and interesting work that impacts everyday Australians.

About the role – The Software Developer will contribute to the development and maintenance of technical platforms across the various applications, with the primary objective of ensuring that solutions consistently deliver reliable, secure, and efficient digital services for the organisation.

About you – The successful candidate will have:

Essential Criteria:

- Bachelor's or Master's degree in Computer Science or a related field, or possess related experience.
- Proven experience in application development and customisation.
- At least some experience in one or more of the following:
    - Front-end frameworks such as React, JavaScript, TypeScript, GraphQL and Next.js.
    - Proficiency in programming languages such as C#, TypeScript, Java and Python.
    - Knowledge of database design and SQL.
    - Customising SharePoint.
    - Experience with DevOps practices and CI/CD pipelines.
- Excellent problem-solving and analytical skills.
- Effective communication and teamwork abilities.

Desirable Criteria:

- Minimum of 5 years’ experience in the industry.
- Hands-on experience with cloud application development using platforms like Azure, AWS, or Google Cloud.
- Hands-on experience with ERP systems.
- Hands-on experience with Microsoft Dynamics 365.

This position is offered as an ***ONGOING and/or FIXED TERM*** 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.

If you have any questions about this opportunity, please contact:

- **Contact Officer:** Sam Lam, A/g Director, Platform Services
- **Phone number:** 02 6214 1040
- **Email address:** sam.lam@ausport.gov.au

Acknowledgement of Country

The Australian Sports Commission (ASC) acknowledges the Traditional Custodians of the lands where its offices are located, the Ngunnawal people and recognises any other people or families with connection to the lands of the ACT and region, the Wurundjeri Woi-wurrung people of the Kulin Nation, the people of the Yugambeh Nation and the Gadigal people of the Eora Nation. The ASC extends this acknowledgment to all the Traditional Custodians of the lands and First Nations peoples throughout Australia and would like to pay respects to all Elders past and present. The ASC recognises the outstanding contribution that Aboriginal and Torres Strait Islander peoples make to society and sport in Australia and celebrates the power of sport to promote reconciliation and reduce inequality.

If you would like to learn more about this opportunity or to obtain the job description, click **'Apply'** now

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	Sam Lam, A/g Director, Platform Service, 02 6214 1040
Agency Recruitment Site	https://ausport.nga.net.au/?jati=761AA273-54CD-76FC-4572-E4643C0F5

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0765363

Australian Transport Safety Bureau

Closing Date:Wednesday 10 December 2025

Safety Reporting
Operations Safety Reporting

Job Title	Manager Mandatory Reporting
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$120,154 - $132,630
Future Merit Locations	Canberra, Brisbane
Office Arrangement	On Site
Office Arrangement Details	This is an office based position
Classification	Executive Level 1
Position Number	2025/09
Agency Website	https://www.atsb.gov.au/

Job Description

https://www.atsb.gov.au/employment-opportunities

Overview of the team

As Manager Mandatory Reporting, you will lead and manage the work of a team of safety professionals. You and your team will be responsible for ensuring the efficient operation and data quality of the ATSB Investigation Management System (AIMS), the ATSB's primary database and workflow management system that records all reported transport safety occurrences (accidents/incidents). AIMS is used as the primary investigation management application for Transport Safety Investigators.

The Manager Mandatory Reporting works under the direction of the Head of Safety Reporting to deliver quality outcomes. In performing this leadership role, you will manage the day-to-day work and priorities of the Safety Reporting section.

What you'll need to succeed in this role

• Ability to lead a team of Safety Reporting Officers effectively and build both staff and team capability.

• Ability to prioritise, allocate and monitor workload, providing direction.

• Ability to build and sustain relationships with a network of key people internally.

• Ability to apply problem-solving skills in a collaborative environment.

• Results-driven – takes responsibility for meeting objectives and progressing work.

• Shows initiative and proactively assists team with operational matters, doing what is required.

• Ability to work effectively with a limited set of information, explore options and make sound decisions under pressure.

• Knowledge and application of the ATSB's Policy, Procedure and Guideline framework.

• Embraces continuous professional development opportunities and broader industry awareness.

• Sound knowledge of the Transport Safety Investigation Act 2003, in particular Transport Safety Investigation Regulations 2022.

Duties

Role responsibilities (including but not limited to - please consult full application pack):

• Managing the ATSB's mandatory reporting requirements (occurrence notifications received from Rail, Aviation and Marine industry representatives), including data entry and quality assurance of occurrences and notification follow-up.

• Maintenance of the ATSB's occurrence database for the aviation and marine transport modes, ensuring the correct classifications, categories, safety factors and Event Risk Classifications are coded, including for investigated occurrences.

• Managing the ATSB's accident and immediately reportable incident hotline activities, including taking the lead on initial accident response, ensuring time-critical information is appropriately sought, compiled, recorded and disseminated internally for investigation and deployment decision.

• Managing the ATSB's witness hotline activities and online witness reports, including the dissemination to investigative staff, and prioritising tasks as appropriate.

• The publication of aviation and marine occurrence web summaries to the ATSB website.

• The final approval of aviation occurrences to be released to the Civil Aviation Safety Authority and for public release.

• ATSB account manager for hotline(s) diversion system and primary point of contact for Immediately Reportable Matter (IRM) notification SMS system.

• Building the capability of new and existing Safety Reporting staff.

• Leading and motivating a team, managing team performance and workloads (KPIs), setting daily direction and priorities for Safety Reporting Officers, driving continuous learning and providing on-the-job coaching and mentoring.

• Will monitor and support the health, safety and wellbeing of staff in accordance with legislation and the ATSB's policies and procedures.

• Will model and promote the APS values, APS Code of Conduct and ATSB principle.

Eligibility

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

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

About the Australian Transport Safety Bureau

To Apply

Position Contact	Danielle Hickling, 02 6122 1672
Agency Recruitment Site	https://www.atsb.gov.au/employment-opportunities

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Vacancy VN-0765191

Department of Home Affairs

Closing Date:Tuesday 30 June 2026

Technology Divisions
N/A Various

Job Title	Non-ongoing Employment Register - Technology divisions 2025/2026
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - ACT ACT, Various locations - SA SA, Various locations - TAS TAS
Salary	$66,839 - $177,318
Future Merit Locations	Various locations - WA, Various locations - NT, Various locations - QLD, Various locations - NSW, Various locations - VIC, Various locations - ACT, Various locations - SA, Various locations - TAS
Office Arrangement	Flexible;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 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	140511
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140511/

This process is being used to fill multiple positions as they arise within the ICT divisions.

We are seeking talented people with a broad cross-section of skills, experience, and qualifications to register for our Temporary Non ongoing Employment Register. This register assists with filling temporary positions across various a variety of job families within Department of Home Affairs.

This register will only be used to fill temporary positions within the three Technology Divisions. This register assists with filling temporary positions across various a variety of job families within Department of Home Affairs.

Candidates should be aware this is a register only and that you will only be contacted regarding your application if a vacancy arises that matches your skills, qualifications, and/or experience. All applications on this register will remain active until the register closes on 30 June 2026, or until a candidate notifies us that you are no longer actively seeking employment. Please note, ongoing engagement or promotion under the Public Service Act 1999 are not possible through this recruitment register.

About the Technology divisions

The Strategy, Digital and Data, Digital Delivery Services and the Enterprise Technology Services Divisions mission is to deliver comprehensive cyber security services; design, plan and deliver new and existing capabilities; manage advanced ICT solutions; and provide identity and biometrics services, ensuring Home Affairs remains at the forefront of technological innovation and security

Be part of Australia's digital future by joining a government team of over 1800 staff who are delivering secure, innovative IT, digital and procurement solutions at national scale. Your work will directly improve services for the Department of Home Affairs. You will get the chance to tackle complex challenges, grow your career with cutting-edge technology and be part of a great team. Our services are evolving with an exciting pipeline of transformations and change to be a part of.

We offer:

- Learn from leaders - Experience working with leaders including in AI, digital, technology and delivering in government.
- Scale and Complexity - Operate across some of the largest and most complex ICT and procurement environments in the country.
- Professional Growth - Access cutting-edge technologies, structured career pathways including for specialists, communities of practice and professional development technology and skills focused certifications.
- Collaboration and Inclusion - Work in diverse, multi-disciplinary teams that value innovation, transparency, and integrity.
- Stability with Flexibility - Enjoy the security of public service employment with flexible work arrangements.

These divisions are predominantly located in Canberra; ACT however does have a smaller footprint in other capital cities.

Please specify your preferred location as part of your application. If an opportunity arises for you to move to a role in another state, relocation costs will be at your own expense.

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

Duties

Skills and capabilities we need:

- ICT and Systems Development (including Cloud and Architecture).
- Cyber Security.
- Data and Analytics.
- Enterprise Systems and Support.
- Architecture.
- Design.
- Technology/Digital Strategy and Investment.
- Project and Program Management.
- Finance, Procurement and Contract Management.
- Business and Operational Management.
- Administrative, program and project support.

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 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.

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 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	ICT Recruitment, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140511/

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Vacancy VN-0765193

Department of Home Affairs

Closing Date:Tuesday 30 June 2026

ICT Divisions
N/A Various

Job Title	S26 Register - Technology divisions 2025/2026
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - SA SA, Various locations - VIC VIC, Various locations - TAS TAS
Salary	$66,839 - $177,318
Future Merit Locations	Various locations - WA, Various locations - NT, Various locations - QLD, Various locations - NSW, Various locations - ACT, Various locations - SA, Various locations - VIC, Various locations - TAS
Office Arrangement	Flexible;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 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	140506
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140506/

This process is being used to fill multiple positions as they arise within the ICT divisions.

The Technology divisions are seeking talented people with a broad cross-section of skills, experience, and qualifications to register for permanent or temporary S26 transfers to the Department of Home Affairs. All applications on this register will remain active until the register closes on 30 June 2026, or until a candidate notifies us that you are no longer actively seeking employment. Please note you must be an ongoing Australian Public Service employee at the relevant classification to be eligible for opportunities as part of this register.

Candidates should be aware this is a register only and that you will only be contacted regarding your application if a vacancy arises that matches your skills, qualifications, and/or experience. All applications on this register will remain active until the register closes on 30 June 2026, or until a candidate notifies us that you are no longer actively seeking employment. Please note, promotion under the Public Service Act 1999 is not possible through this recruitment register.

About the Technology divisions

The Strategy, Digital and Data, Digital Delivery Services and the Enterprise Technology Services Divisions mission is to deliver comprehensive cyber security services; design, plan and deliver new and existing capabilities; manage advanced ICT solutions; and provide identity and biometrics services, ensuring Home Affairs remains at the forefront of technological innovation and security

Be part of Australia's digital future by joining a government team of over 1800 staff who are delivering secure, innovative IT, digital and procurement solutions at national scale. Your work will directly improve services for the Department of Home Affairs. You will get the chance to tackle complex challenges, grow your career with cutting-edge technology and be part of a great team. Our services are evolving with an exciting pipeline of transformations and change to be a part of.

We offer:

- Learn from leaders - Experience working with leaders including in AI, digital, technology and delivering in government.
- Scale and Complexity - Operate across some of the largest and most complex ICT and procurement environments in the country.
- Professional Growth - Access cutting-edge technologies, structured career pathways including for specialists, communities of practice and professional development technology and skills focused certifications.
- Collaboration and Inclusion - Work in diverse, multi-disciplinary teams that value innovation, transparency, and integrity.
- Stability with Flexibility - Enjoy the security of public service employment with flexible work arrangements.

These divisions are predominantly located in Canberra; ACT however does have a smaller footprint in other capital cities.

Please specify your preferred location as part of your application. If an opportunity arises for you to move to a role in another state, relocation costs will be at your own expense.

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

Duties

Skills and capabilities we need:

- ICT and Systems Development (including Cloud and Architecture).

- Cyber Security.
- Data and Analytics.
- Enterprise Systems and Support.
- Architecture.
- Design.
- Technology/Digital Strategy and Investment.
- Project and Program Management.
- Finance, Procurement and Contract Management.
- Business and Operational Management.
- Administrative, program and project support.

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

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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.

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 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	ICT, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140506/

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Vacancy VN-0765198

Department of Home Affairs

Closing Date:Thursday 04 December 2025

Civil Maritime Capability
Civil Maritime Sustainment Civil Maritime Sustainment Branch

Job Title	Contract Manager - Civil Maritime Sustainment Branch
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
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 working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	140580
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140580/

About our team

The Australian Border Force (ABF) is an operational agency within the Home Affairs Portfolio. The ABF is responsible for operational activity that supports the Australian Government's border protection, investigations, compliance, detention and enforcement functions.

Within the ABF, Civil Maritime Sustainment Branch (CMSB) is responsible for the capability management and sustainment a fleet of air and marine surveillance, patrol and response assets. Our capabilities include ocean going patrol boats, shallow water and coastal response vessels and contracted aircraft. CMSB also provides command, operational and logistical support in support of the ABF's operational objectives.

The Civil Maritime Sustainment Branch operates in a complex, challenging and changing environment that is characterised by a continual high tempo of operations.

The Large Hull and Small Vessel ISS Section is responsible for the provision of contract management and contract administration, including stakeholder engagement for the In-Service Support (ISS) arrangements for a variety of vessels - large, small, alternative and most recently

leased ABF vessels. The section also manages the divisional contracted workforce contracts, oversight of contractor recruitment, contractor engagement and divisional finance co-ordination.

Some of the contracts managed by the section are high risk-high value (HRHV), requiring best practice contract management and are subject to a high degree of governance and public scrutiny.

Our ideal candidate

Our ideal candidate will be responsible for planning, leading and managing complex High Risk, High value (HRHV) contract management and/or procurement activities.

Your previous experience will enable you to ensure the Department obtains value for money through satisfactory contractor performance, including the achievement of contract milestones, delivery of services and products specified in the contract, and managing risks effectively.

You will possess sound critical analysis and reasoning skills to identify and address complex issues relating to HRHV contracts. Key to your success to perform this role will be strong writing skills, time management, liaison and negotiation skills to communicate with staff, collaborate effectively with internal and external stakeholders regarding complex technical advice, and provide briefings to Senior Executive and stakeholders.

Duties

The responsibilities of the CMC Contract Manager may include:

- Oversee contract performance, ensuring Key Performance Indicators (KPIs) and contractual obligations are met
- Provide advice and prepare documentation such as briefs, minutes, performance reviews, contract variations, extensions, reports, plans, and high-quality written briefs to the Executive on business, contractual and financial aspects of the contracts
- Prepare formal correspondence and meet with stakeholders and vendors to resolve contractual and performance issues
- Responsible for planning, analysing and leading contract management and/or procurement activities
- Sound critical analysis and negotiation skills to identify and address complex issues
- Lead a team to deliver high quality outputs within specific timeframes
- Build and maintain strong and effective relationships and be able to work cooperatively with internal and external stakeholders
- Manage enquiries from internal stakeholders and external providers, including acting as an escalation point for providers of more complex and sensitive issues
- Review procurement and contract documentation to identify deliverables, standards, timeframes and costs

- Schedule and engage with providers and manage on boarding and off boarding processes to ensure the efficient commencement and cessation of service delivery
- Conduct and manage contract administration, including invoice verifications, payment authorisations and reviewing administrative actions
- Conduct and manage ongoing risk assessment, quality assurance monitoring and compliance activities of contracts in accordance with departmental policies and procedures.

Additional information

Qualifications

Mandatory

- Certificate IV or Diploma in Government Procurement and Contracting
- Qualifications in finance, project management or contract management (or relevant experience)
- Experience in people management and leading a team
- Demonstrated strong communication skills including the ability to establish and maintain relationships with internal and external stakeholders
- Demonstrated strong negotiation and representational skills, to ensure both the Department and the contractor achieves all stated aims and outcomes.

Desirable

- Experience in administration, business governance, audit or assurance is highly desirable, but not essential
- Experience in the maritime and or aviation environment is highly desirable, but not essential.

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:

- 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.

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 agency.

About the Department of Home Affairs

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To Apply

Position Contact	Katrina Alexander, 0427 478 045
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140580/

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Vacancy VN-0765246

Department of Home Affairs

Closing Date:Monday 15 December 2025

Enterprise Technology Services
Technology Operations & Support Classified Systems Delivery

Job Title	Systems Engineer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,865
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	Executive Level 1
Position Number	140499
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140499/

The Classified Systems Delivery Section (CSD) is responsible for the delivery and support of ICT systems at the Secret classification, for use by the Department of Home Affairs and a range of external stakeholders. These include numerous Australian Government Departments, New Zealand Government Departments, and other Commonwealth agencies.

The CSD Section is a multidisciplinary team comprised of resources across numerous ICT disciplines, including server, network, compute, storage, cryptographic, deployable, and desktop solutions. It also operates the ASNService Desk, network and close support services and manages the Department's Secret and Top Secret COMSEC Accounts. CSD supports a range of

critical government capabilities, including counter terrorism initiatives, law enforcement activities, Home Affairs maritime platforms, and national crisis response, such as the continuation of Executive Government during a national emergency or disaster.

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

Our ideal candidate

The Systems Engineer assures availability of the platform through:

- Providing leadership and management of a team of technical specialists and working collaboratively with a wide variety of internal and external platform stakeholders
- With proven high level of technical ICT skill set, participating hands-on in managing services and operation of Windows, RedHat Linux and VMware based technology stacks and, where directed, support to relevant projects
- Management of workload, guidance and mentoring of CSD Section staff, managing their priorities across business as usual and project activities, and professional development
- Representing the section, provision of technical advice, and enhancing the perception.

Duties

- Manages and assures the availability, capacity and performance of Windows, RedHat Linux and VMware infrastructure and applications
- Leads, contributes and participates in the resolution of platform incidents and problems, management of platform assets and changes, and continuous service improvement in accordance with Home affairs ITSM practice and processes
- Leads or supports platform knowledge management within CSD, Technology Operations and Support Branch (TOSB) and Enterprise Technology Services, including but not limited to preparing and improving knowledge articles, standard operating procedures and other technical documentation relevant to platform operations)
- Develops and manages platform stakeholder relationships to enable effective collaboration and service operations within CSD, TOSB, and Enterprise Technology Services and in co-operation with ICT vendors
- Managing a team of highly skilled ICT technical staff, accountable for the delivery of business as usual (BAU) and project outcomes in the Platforms ICT infrastructure area, while providing advice, managing and supporting a hybrid APS/contractor highly skilled ICT Platforms technical team.

Additional information

This position requires an individual with sound experience in providing hands-on support to ICT systems, including, but not limited to, VMware, Windows and RedHat environments, and also with

a proven supervisor / team leadership experience leading highly technical skilled teams to deliver an efficient and customer focused client and ICT platform system support service.

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:

- 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 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.

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 agency.

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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	Newton Braga, 02 6229 3550
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140499/

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Vacancy VN-0765325

Department of Home Affairs

Closing Date:Tuesday 09 December 2025

Finance Division
Financial Operations Financial Framework

Job Title	Senior Taxation Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,563 - $107,713
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;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	140551
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140551/

Join a team of knowledgeable professionals in Financial Operations Branch who are responsible for:

- Financial, asset and taxation accounting including the production of financial statements
- Financial governance frameworks and financial systems
- Travel, credit cards and accounts payable
- Financial learning and development.

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

Our ideal candidate

Our ideal candidate is looking to join a great team of highly performing professionals working in a challenging and flexible environment.

If you:

- Are a self-starter with technical expertise in Fringe Benefits Tax and Goods and Services tax
- Have relevant qualifications and/or experience
- Have high-level interpersonal, stakeholder engagement and communication skills
- Are an enthusiastic team player

We're keen to have you join us!

Duties

Assist with preparation and lodgement of the department's annual FBT return including:

- Benefit data quality assurance, developing and maintaining excel worksheets, and collating supporting documentation
- Assist with preparation and lodgement of the monthly Business Activity Statement for the department and National Emergency Management Agency and lodgement with the Australian Taxation Office
- Research and provide advice on Goods and Services Tax (GST), Fringe Benefits Tax (FBT)
- Conduct Quality Assurance (QA) and detailed analysis of GST transactions
- Reconcile tax related general ledger accounts and prepare FBT and GST journals.

Additional information

The following will be highly regarded:

- A tertiary qualification in Business/Commerce or Law or equivalent
- Demonstrated knowledge of FBT requirements for large employers
- Demonstrated tax experience.

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.

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 agency.

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To Apply

Position Contact	Meagan Stewart, 02 6198 7658
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140551/

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Vacancy VN-0765326

Department of Home Affairs

Closing Date:Tuesday 09 December 2025

Finance Division
Financial Operations Financial Systems, Fleet and Travel

Job Title	Systems Accountant
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - VIC VIC
Salary	$115,443 - $134,865
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role
Classification	Executive Level 1
Position Number	140557
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140557/

Join a team of knowledgeable professionals in Financial Operations Branch who are responsible for:

- Financial, asset and taxation accounting including the production of financial statements
- Financial governance frameworks and financial systems
- Travel, credit cards and accounts payable
- Financial learning and development.

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

Our ideal candidate

Our ideal candidate is looking to join a great team of highly performing professionals working in a challenging and flexible environment. If you:

- Are a self-starter with a high level of technical expertise
- Have relevant qualifications and/or experience
- Possess an eagerness to enhance the future of finance
- Have high-level interpersonal, stakeholder engagement and communication skills; and
- Are an enthusiastic team player with strong leadership and staff management attributes.

We're keen to have you to join us!

Duties

- Provide strong leadership to the Systems Accounting team and provide advice to the Director to determine the strategic direction of the financial system and translating this into operational priorities
- Prepare complex advice relating to financial systems accounting practices or financial operational impacts and lead continuous financial improvement process initiative that contribute to the development of effective and efficient financial processes in the Department
- Provide advice on the impacts business process changes have on the financial system to stakeholders and the Executive
- Anticipate and assess the impact of changes in Government financial policy on the financial system and initiate and contribute to appropriate responses
- Manage or undertake ad hoc tasks of a trouble-shooting nature where accounting or financial system issues arise.

Additional information

Applicants must have a good working knowledge of the components of SAP, including the Financial Modules.

The following skills and experience are highly desirable:

- Project management skills and experience

- Analytical skill to understand business issues and to and consider solutions objectively
- Experience in leading a team in a changing environment
- Experience in implementing financial system changes and related business process change
- Experience managing the competing needs of stakeholders to reach an agreed solution.

The following qualifications are highly desirable:

- A degree in finance, accounting, public policy, public administration, law, economics, data science, information technology or other relevant qualifications
- Accounting qualifications (CA or CPA).

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

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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

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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 agency.

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To Apply

Position Contact	Matthew Wilson, 02 6264 1909
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140557/

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Vacancy VN-0765328

Department of Home Affairs

Closing Date:Tuesday 09 December 2025

Civil Maritime Capability
CMC Acquisitions & Transition

Job Title	Engineer - Civil Maritime Acquisition - Multiple Vacancies
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$115,443 - $134,856
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	Executive Level 1
Position Number	JR 140622
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140622/

About our team

The Evolved Cape Class Patrol Boat Project Section and the Leased Vessel and Small Hulls Project Section are integral parts of the Civil Maritime Capability Acquisition and Transitions Branch (CMCATB) in the Civil Maritime Capability Division.

The Civil Maritime Capability Acquisition and Transition Branch manages the delivery of the Civil Maritime Capability projects from inception to transition into service.

Both sections consist of various disciplines (including engineering, project and contract management, commercial, logistics, and corporate enabling services). Operating in a complex, challenging and changing environment, characterised by a continual high tempo of activity in the delivery of capability to the Australian Border Force (ABF).

Projects often include high risk, high value (HRHV) strategic procurement in the hundreds of millions of dollars. The projects are often time critical and may be subject to change with operational imperatives and Government priorities.

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

Our ideal candidate

- CEng with Royal Institution of Naval Architects or equivalent.
- Experience as an engineer in maritime projects, with a good understanding of Class Society Requirements.
- Experience in the preparation of inspection and / or audit reports.
- Experience communicating and articulating technical subject matter to non-technical management forums.
- Strong theoretical and practical assessment / analysis skills.

Duties

- Provide acquisition engineering advice regarding capability and systems on ABF Vessels.
- Lead or participate in Marine Engineer capability development activities as a subject matter expert.
- Lead Marine Engineer capability lifecycle activities such as Engineer change proposals, future capability requirements and improving the capability of existing platforms.
- Understand and translate the Classification Society Requirements in order to meet AMSA, and Legislative and Regulatory requirements.
- Provide ongoing supervisory responsibility for junior and/or graduate Engineers and/or technical staff.

Additional information

Our successful candidate will:

- Hold a Maritime Engineering Qualification from an Australian Institution; or a professional qualification gained elsewhere that satisfies Australian engineering professional requirements.

- Have the tertiary qualifications and professional development sufficient to attain recognition as a Chartered Engineer in a relevant engineering stream with IMarEST, Engineers Australia or other recognised professional society, or
- Have qualifications and experience sufficient to attain an Engineer Class 1 qualification issued by the Australian Maritime Safety Authority (AMSA).
- Have significant, relevant experience in vessel design, operation or maintenance within a quality framework (or other relevant experience).
- Significant experience acting in a senior engineering role.

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:

- 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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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 agency.

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To Apply

Position Contact	Nicky Green, nicky.green@abf.gov.au
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140622/

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Vacancy VN-0765344

Department of Home Affairs

Closing Date:Wednesday 10 December 2025

Civil Maritime Capability
Civil Maritime Sustainment Branch

Job Title	Administrative Support Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$84,228 - $91,809
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 5
Position Number	140251
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140251/

About Our Team

The Australian Border Force (ABF) is an operational agency within the Home Affairs Portfolio. The ABF is responsible for operational activity that supports the Australian Government's border protection, investigations, compliance, detention and enforcement functions.

Within the ABF, Civil Maritime Sustainment Branch (CMSB) is responsible for the capability management and sustainment of vessels, a fleet of air and marine surveillance, patrol and response assets. Our capabilities include ocean going patrol, shallow water and coastal response vessels and contracted aircraft.

CMSB operates in a complex, challenging and changing environment that is characterised by a continual high tempo of operations.

The Large Hull and Small Vessel In Service Support (ISS) Section is responsible for the provision of contract management and contract administration, including stakeholder engagement for the ISS arrangements for a variety of vessels - large, small, alternative and most recently leased ABF vessels. This includes organising maintenance and ensuring safe operations of vessels within

legislative requirements. The section also manages the divisional contracted workforce contracts, oversight of contractor recruitment, contractor engagement and divisional finance co-ordination.

Our ideal candidate

Our ideal candidate will have solid skills and a willingness to learn and develop in order, to operate as an Administration Support Officer. You will have experience working under limited supervision to provide high quality administrative support to the section. Your sound administrative ability will include responding to enquiries, arranging meetings, data entry, reviewing sensitive information, reporting, triaging and coordinating correspondence, cultivating strong working relationships with internal and external stakeholders. In your previous positions, you may have had a role in various activities such as finance, human resources, contract administration, procurement, assurance and compliance and/or other corporate functions to ensure efficient operation of the section. We would like to work with you to build on this experience to support Australian maritime security operations.

Using your strong communication and relationship management skills, you will respond to challenges and resolve enquiries, while being collaborative, adaptable and delivering compliant outcomes, and achieving positive client experiences. Additionally, the ideal candidate will promote professionalism through accurate, timely, consistent and meaningful outcomes, which may include complex areas of implementing government legislation and policies, and accurate record-keeping in support of the work of the team.

Duties

- Development and maintenance of contract management and recruitment documentation, including usage of contract and records management systems and tools, updating relevant registers and tracking of correspondence and work tasks
- Assisting with recruitment enquiries, Employment Suitability Clearance (ESC) applications, onboarding and offboarding tasks for crewing and other contracted providers and their personnel.
- Contribute to reporting requirements for project, performance and schedule, including meeting documentation, briefs and minutes
- Assisting with creation of Standard Operating Procedures (SOPs) and applicable work instructions
- Under supervision, communicate with stakeholders providing accurate information, flexible advice, and demonstrating the ability to problem solve
- Assisting with project time sheeting and data entry enquiries
- Processing of claims, invoices or receivables, including usage of EasySAP and the Vendor Invoice Management System
- Management and monitoring of multiple group mailboxes.

Additional information

Required qualifications

- Certificate IV - Procurement and Contracting or similar
- Certificate IV - Business Administration or similar.

Desirable Skills

- Experience in administration governance, finance, contract management and/or procurement within a legal, compliance or public service environment is highly desirable
- Strong communication skills including the ability to establish and maintain relationships with internal and external stakeholders
- Strong computer and administration skills, including attention to detail
- Willingness to undertake training and/or relevant qualifications.

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:

- 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	Kristen Martens, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140251/

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Vacancy VN-0765356

Department of Home Affairs

Closing Date:Wednesday 17 December 2025

Operational Coordination & Planning
Tactical Support To Operations Digital Forensic Operations

Job Title	Digital Device Examination Regional Coordinator
Job Type	Full-Time, Ongoing
Location	Various locations - QLD QLD, Various locations - NSW NSW, Various locations - SA SA, Various locations - VIC VIC, Various locations - WA WA
Salary	$84,228 - $91,809
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 5
Position Number	140417
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140417/

About our team

The Digital Device Examination (DDE) capability provides subject matter expertise, support to DDE officers, governance of the DDE capability, XRY training and, manual examination of electronic devices training to officers at the border.

Digital Device Examination is coordinated by a team of DDE Regional Coordinators, one National Coordinator and an Inspector (EL1) who, are overseen by the TSO Branch and Digital Forensics Operations (DFO).

The role of DDE Regional Coordinators is to assist in the development of DDE policy and procedure, provide coaching and mentoring to DDE officers across the organisation, as well as providing a central point for all DDE issues, questions and queries.

A large part of this role is training - XRY and Manual Examination Training (MET).

The DDE Regional Coordinators are also to support frontline officers in conducting DDE activities across all DDE capable areas in the ABF.

What you'll gain from the experience:

This role provides a unique and challenging opportunity to enhance your leadership capabilities and deliver operational activities, while developing in-depth knowledge of Digital Device Examination legislation. As a part of the Digital Device Examination capability, the role also provides the opportunity to travel and build training skills.

Our ideal candidate

The Digital Device Examination Team is looking for people who enjoy working in a rapidly evolving and forward-thinking learning and development environment, with an ability to think on their feet. Our ideal candidate will be engaging, innovative, confident in liaising with internal and external stakeholders and committed to providing a supportive and safe environment for all.

The role is responsible for building operational capability through the identification of key capability requirements, planning, coordinating and conducting training delivery to meet operational priorities. The candidate is required to use initiative in pursuing solutions to issues and have the ability to communicate with stakeholders at all levels.

The Digital Device Examination Team is looking for a skilled and communicative leader who:

- Has a positive outlook and is committed to driving and modelling a positive workplace culture
- Has a strong interest or background in digital forensics, specifically Digital Device Examination
- Has a background in training and facilitation and is experienced in actively managing performance matters
- Has the ability to develop and manage stakeholder relationships and, can provide expert advice to support these when required
- Is self-motivated and able to work independently, as well as part of a team.

Duties

- Under limited supervision provide operational support, coaching, training, quality assurance and reporting for the Digital Device Examination capability to operational work areas across all Commands in a region

- Provide support for more complex electronic device examinations and, for the maintenance of technical DDE equipment and the storage of copied data
- Manage team correspondence, prepare and respond on routine matters and escalate complex or important issues appropriately
- Maintain strong relationships with key internal and external stakeholders while also providing input to business plans, operational policy and procedures in accordance with legislative requirements
- Undertake activities to develop best-practice knowledge and expertise in relation to professional skills.

Additional information

Skills and capability we need:

Mandatory

- Border Force Officer Foundational modules
- DDE trained officers, or equivalent electronic device examination or digital forensics experience

Desirable

- Have a keen interest in the examination of electronic devices, particularly the Digital Device Examination capability
- Have Certificate IV Training and Assessment and/or training experience

Please note, this role is a shift position.

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	Kellie Roche, 0466 535 179
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140417/

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Vacancy VN-0765389

Department of Home Affairs

Closing Date:Thursday 04 December 2025

ABF Operational Capability
Tactical Support To Operations National Tactical Operations

Job Title	Senior Border Force Officer - Technical Surveillance Operative
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	$84,228 - $91,809
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 5
Position Number	JR 140344
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140344/

About our team

The Technical Surveillance Unit (TSU) delivers specialist technical solutions to enhance ABF surveillance operations. This includes the design, deployment and management of sensitive surveillance methodologies, technologies and tools. Technical Surveillance Operatives utilise advanced platforms including optical, audio and RPAS-based systems to discreetly collect intelligence. TSU also provides technical support to physical surveillance operatives and ensures that technical capabilities remain contemporary, risk-assessed and compliant with legislative frameworks.

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

Our ideal candidate

- Experience operating and interrogating technical and electronic equipment including skills in a specialist discipline relevant to Surveillance Operations (IT, Electronics, Communications).
- Knowledge of commercial electronic technologies including wireless communications, computer operating systems, computer hardware and computer networks.
- Aptitude and/or practical experience in the provision of surveillance services in support of investigations.
- Operational knowledge and understanding of contemporary physical surveillance equipment, methodology, communications and surveillance product management processes.
- Knowledge of ABF investigative, enforcement and compliance functions.
- Understanding of relevant legislation in connection with surveillance activity.

Duties

Under the direction of the TSU Supervisor, the Technical Surveillance Operatives will support operations by:

- Successfully attain and maintain training to operate, deploy and manage technical equipment relevant to Technical Surveillance Operations.
- Complete work priorities, often in higher risk intervention activities.
- Contribute to Researching and acquiring new hardware, software, and other technologies to enhance the ABF's technical surveillance capability.
- Contribute to the development, implementation and continuous improvement of policy, procedures, and systems relating to technical services, in compliance with the ABF's legal obligations;
- Contribute to the strategic outputs of the Branch, including governance reporting.
- Support relationships with ABF stakeholders and partner agencies.
- Provide support to Physical Surveillance Unit teams in the deployment of discreet technical surveillance equipment.
- Provide technical advice and guidance to ABF and partner agencies on strategies and opportunities for discreet electronic collection of imagery, information and evidence.
- Provide support and build capability in the team to achieve identified priorities.
- Travel nationwide to assist in the deployment of discreet technical assets and/or undergo training with partner agencies.

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:

- 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.

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.

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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	Katey Kelly, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140344/

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Vacancy VN-0765405

Department of Home Affairs

Closing Date:Thursday 04 December 2025

ABF Operational Capability
Tactical Support To Operations National Tactical Operations

Job Title	Supervisor - Technical Surveillance Operative
Job Type	Full-Time, Ongoing
Location	Various locations - WA WA
Salary	$94,563 - $107,713
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	Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	JR 140342
Agency Website	www.homeaffairs.gov.au

About our team

The Technical Surveillance Unit (TSU) delivers specialist technical solutions to enhance ABF surveillance operations. This includes the design, deployment and management of sensitive surveillance methodologies, technologies and tools. Technical Surveillance Operatives utilise advanced platforms including optical, audio and RPAS-based systems to discreetly collect intelligence. TSU also provides technical support to physical surveillance operatives and ensures that technical capabilities remain contemporary, risk-assessed and compliant with legislative frameworks.

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

Our ideal candidate

- Skills in a specialist discipline relevant to Surveillance & Monitoring Operations (IT, Electronics, Communications);
- Significant knowledge of commercial electronic technologies including wireless communications, computer operating systems, computer hardware and computer networks;
- Ability to work on-call, extended hours or outside business hours as operationally required and undertake domestic travel.

Duties

The Supervisor in the TSU leads and manages technical surveillance in support of NTO and will undertake the following duties:

- Provide leadership and direction on some complex and sensitive technical surveillance matters.
- Support the Inspector, National Tactical Operations and exercise independence in decision-making to deliver safe and risk-based outcomes.
- Lead and develop Technical Surveillance Officers, building team capability, setting priorities and ensuring high performance in dynamic and high-risk environments.
- Oversee the procurement, deployment and effective use of specialist technical surveillance equipment, hardware and software, ensuring compliance with ABF's legal obligations.
- Drive continuous improvement by developing and reviewing policy, procedures and systems relating to technical surveillance and ensuring alignment with government and ABF priorities.
- Represent the unit in strategic forums, briefings and governance processes, including audit and assurance activities.

- Build and maintain productive relationships with ABF commands, partner agencies and external stakeholders, supporting collaboration and knowledge-sharing.
- Promote and ensure compliance with work health and safety legislation, policies and practices, fostering a safe, engaged and positive work environment.
- Manage significant resources and assets, ensuring effective planning, forecasting and performance monitoring.

Additional information

These positions serve as an excellent stepping stone for anyone aspiring to enter the ABF operative environment. With opportunities for professional development, hands-on experience, and exposure to advanced techniques, you will gain valuable skills that can propel your career forward. We encourage anyone who resides outside WA to apply if they are willing to relocate. Please note that in these circumstances, the candidate will need to be prepared to relocate at their own expense.

Role Requirements

- Ability to work on-call, different work time as operationally required, and undertake domestic travel.
- Maintain mandatory training requirements and demonstrate physical/mental fitness to perform surveillance duties during extended and/or changeable shifts.
- Verbal and written communication skills with the ability to work within a small team and confidently communicate at all levels.
- Assist or accept the assistance of other jurisdictions that may become involved in surveillance initiatives, and maintain professional relationships and a spirit of cooperation in such situations as directed.

It is a requirement of the successful candidates that they hold (or ability to obtain) the following:

- Use of Force (UoF) functional fitness and psychometric assessments;
- Attain and maintain a UoF permit as per the ABF Operational Safety Order (2022);
- Attain and maintain an Employment Suitability Clearance and NV1 (Secret) security clearance;
- Have technical aptitude, including with computers and electronic equipment;

- Practical industry or government expertise in any industry related to the above requirements; and
- Hold and maintain a valid State/Territory Driver license with no restrictions.

Eligibility

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

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To Apply

Position Contact	Katey KELLY, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140342/

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Vacancy VN-0765415

Department of Home Affairs

Closing Date:Thursday 11 December 2025

Critical Infrastructure Risk & Reg
Auscheck Communications & Engagement

Job Title	Senior Finance Officer
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - VIC VIC
Salary	$94,563 - $107,713
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 can be negotiated in accordance with our Enterprise Agreement and the operational requirements of the role.
Classification	APS Level 6
Position Number	140348
Agency Website	www.homeaffairs.gov.au

Job Description

https://jobs.homeaffairs.gov.au/job-invite/140348/

About Our Team

AusCheck Branch, within the Critical Infrastructure, Risk and Regulation Division, supports the mission to create a safer Australia by protecting critical infrastructure from malicious insider threats such as cyber-attacks, terrorism, and organised crime. AusCheck provides background checking services for security-sensitive critical infrastructure sectors in Australia.

The finance and procurement team provides end to end coordination and completion of AusCheck Branch procurement activities, is responsible for financial planning and reporting for the Branch including compliance with financial obligations, development of cost models, procurement, and contract management.

Our ideal candidate

- Have experience in a range of financial roles with a good knowledge of the Commonwealth financial framework and ability to quickly learn departmental IT systems, legislation and policy

- Strong written and oral communication skills including the ability to prepare and present information to Senior Executive and key stakeholders
- Be able to positively contribute in a team environment, displaying integrity and high ethical standards
- Possess good judgement and pay careful attention to detail in order to make lawful decisions confidently, while undertaking analysis and drawing accurate conclusions based on evidence
- Work collaboratively with others and remain calm under pressure in order to deliver efficient and accurate workplace outcomes.

Duties

- Preparation of financial journals and other calculations as needed
- Provide financial information to senior management and in support of New Policy Proposals, Senate Estimates Back Pocket Briefs
- Monitor and manage AusCheck debtors balance
- Contribute to build and manage AusCheck's budget
- Assist with system implementation changes and business improvement activities.

Additional information

The following will be highly regarded:

- Tertiary qualifications in commerce, accounting, finance, business or similiar
- Accounting knowledge or experience enabling them to conduct a range of financial and budget activities
- Competency using Microsoft Excel and the Microsoft Office Suite.

Eligibility

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

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Notes

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To Apply

Position Contact	Rachel McGrath, N/A
Agency Recruitment Site	https://jobs.homeaffairs.gov.au/job-invite/140348/

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Vacancy VN-0765302

Department of the Treasury

Closing Date:Sunday 07 December 2025

Corporate Division
People and Organisational Strategy Branch

Job Title	EL1 Assistant Director, Workforce Strategy and Analytics
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$132,786 - $152,319
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	Executive Level 1
Position Number	42-2025
Agency Website	www.treasury.gov.au

Job Description

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

This role leads a small team and play a key role in shaping how we use workforce data and insights to inform strategic decision-making. The team acts as the project management office for the APS Employee Census and Strategic Workforce Plan (SWP) delivery, provides twice-yearly updates on Treasury’s Workforce Intelligence, and leads delivery of the Treasury Location Plan and other SWP initiatives.

You’ll work closely with colleagues across People and Organisational Strategy Branch and the broader department to deliver high-quality workforce reporting, support strategic workforce planning, and contribute to initiatives that strengthen Treasury’s workforce management.

We’re after someone who is both people and data-savvy. You’ll enjoy working collaboratively, mentoring others, and getting into the detail when needed. You’ll be comfortable navigating ambiguity, and you’ll bring a proactive, solutions-focused mindset to your work.

Duties

We're particularly interested in people who have experience:

- Leading or contributing to workforce analytics, reporting, or planning activities.
- Using data to tell compelling stories and support strategic decision-making.
- Managing and improving data quality, particularly in HR systems.
- Preparing clear, concise, and insightful briefs and communications.
- Coaching and supporting team members to grow their capability and confidence.

Experience with PowerBI, Aurion, or project management is desirable.

This is a great opportunity to help shape Treasury's workforce strategy and contribute to meaningful, people-focused work. We're a collaborative, curious, and values-driven team. We value transparency, inclusion, flexibility, and celebrating our wins.

Eligibility

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

Notes

This recruitment process is being used to fill an ongoing position. A merit pool may be established to fill future ongoing or non-ongoing, 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 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	Hannah Noller, 02 6263 1527
Agency Recruitment Site	https://treasury.gov.au/the-department/recruitment-and-careers

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Vacancy VN-0765304

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 14 December 2025

Strategic Policy and Partnerships Strategic Policy

Job Title	Manager International
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD, Canberra ACT
Salary	$94,563 - $106,775
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 available and may be negotiated with the business area
Classification	APS Level 6
Position Number	407
Agency Website	

Job Description

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

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective

is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking an agile and highly skilled professional to manage the Reef Authority’s International engagement and capacity building activities, and to work in partnership with key stakeholders to promote awareness of threats to coral reefs globally.

The position will also support Australia’s leading role in the International Coral Reef Initiative and other forums and contribute to shaping the strategic direction of the Reef Authority.

About You

- You have exceptional written skills, an eye for detail and can work with limited direction to achieve high quality outcomes, applying judgement, logic and discretion appropriately.
- You are a strategic thinker and problem solver, and are known for seeing things through.
- You are an effective communicator who recognises the ideas and contributions of others and motivates and inspires through your actions.
- You are experienced in relationship and stakeholder management.
- You have experience working with international affairs.
- You thrive under pressure, have an eye for detail and don’t get flustered when faced with competing priorities.
- You enjoy being part of a cohesive team.

Duties

- Support the delivery of Reef Authority’s international activities including leading the Reef Authority’s contribution to international forums particularly the International Coral Reef Initiative; providing support to shape the strategic direction of the Reef Authority through international engagement, capacity building, and establishing and maintaining effective relationships; and co-ordinating the Reef Authority’s attendance at international conferences and hosting approved international delegations.

- Exercise sound professional judgement in anticipating, managing and resolving problems relevant to the Reef Authority's international business role, including monitoring budgets and progress towards key performance indicators.
- Contribute to managing the Reef Authority's responsibilities for Commonwealth, National and World Heritage matters, including liaising with other government departments.
- Coordinate and prepare high quality advice and written material that is timely, practical, transparent and risk-based. Advice will cover complex matters including international and the Reef Authority's involvement with international bodies. Material could include ministerial correspondence and cables, briefs, reports, position statements, strategic policies and plans.

Eligibility

Essential requirements

- Demonstrated experience in and/or understanding of Australia's international policy and heritage management arrangements.

Desirable qualifications or equivalent experience

- Tertiary qualifications or equivalent relevant experience in a marine or environmental field.
- Experience in public sector administration with an environmental focus or equivalent industry experience.
- Experience of the machinery of government.

Eligibility

To be eligible for employment candidates must be an Australian citizen at the time of application.

The position requires a Negative Vetting Level 1 security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.

The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

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 agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Justine Nordin, 0419 662 551
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0765338

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 07 December 2025

Major Projects Marine Park Policy and Planning

Job Title	Senior Policy Officer – Strategic Policy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Townsville QLD
Salary	$94,563 - $106,775
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 available and may be negotiated with the business area
Classification	APS Level 6
Position Number	923
Agency Website	

Job Description

The Great Barrier Reef Marine Park Authority (the Reef Authority) is a Commonwealth non-corporate entity, and a statutory agency established by the Great Barrier Reef Marine Park Act 1975 (Marine Park Act), reporting to the Minister for the Environment and Water. Our objective is the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

We are seeking a natural resource management or government policy or spatial planning professional to join our team. You will help develop and implement Marine Park / marine protected area policies and marine spatial plans under limited direction with reasonable autonomy and accountability.

As part of the planning team, you will provide high level support and technical advice on Marine Park planning matters and assist with the development and amendment of management plans and strategies for the management of the Great Barrier Reef Marine Park. This role may have a considerable level of public contact in relation to difficult or sensitive issues and may liaise with a range of stakeholders in a representational capacity.

You will be a team player, working closely and collaboratively with other areas of the Reef Authority, the Australian and Queensland government’s Reef Joint Field Management Program, Traditional Owners and other State and Commonwealth government partner agencies as well as a diverse network of stakeholders.

Please note this position is non-ongoing to 24 December 2026

About You

- You have experience in the development and application of policy and/or spatial planning management, ideally in an environmental management / marine protected area context.
- You will have excellent communication, relationship and stakeholder management skills and enjoy being part of a cohesive team.
- You understand the need for exploring innovative policy and regulatory solutions while appreciating the reasons for existing policy and legislation.
- You thrive under pressure, have an eye for detail, and don’t get flustered when faced with competing priorities.
- You seek to work collaboratively and are committed to seeing things through, and can prioritise and align operational activities to organisational objectives.

Duties

- Provide project management skills that support successful outcomes and delivery in a strategic but dynamic environment, with the application of knowledge and compliance with legislative, financial and administrative frameworks, government decision-making processes, and agency guidelines and regulations.
- Develop and implement spatial management strategies, policies and enabling legislation that provide for the long-term protection and conservation of the Great Barrier Reef as well as allowing for ecologically sustainable use.
- Work collaboratively to achieve Reef Authority goals by engaging effectively with internal and external stakeholders to achieve Reef Authority goals on strategic concepts, including with Queensland Government agencies to ensure alignment with joint permitting and joint field management arrangements.
- Manage a small team of staff to deliver on the strategic objectives of the Marine Park Policy and Planning section.
- Advise on the application of Marine Park legislation, plans, policies and procedures and prepare high quality written material and reports, including the provision of expert, timely, practical, transparent and risk-based advice to management.
- Actively participate, as part of a committed team member, to the work of the Policy and Planning Section, including contributing to delivering the broader Reef Authority’s corporate objectives.
- Be responsible for managing work priorities and monitoring progress to achieve results, demonstrating the ability to be agile and responsive to changing requirements.

Eligibility

Desirable qualifications or equivalent experience

- Experience or relevant tertiary qualifications in natural resource management, policy and/or planning.
- Knowledge of the multiple uses of, and the management framework for, the Great Barrier Reef Marine Park and World Heritage Area.
- Hold and maintain a current unrestricted Australian driver’s licence.
- Have the ability to travel – sometimes overnight or for multiple days.

Eligibility

1. To be eligible for employment candidates must be an Australian citizen at the time of application.
2. The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.
3. The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

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 agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Jana Hazelman, 0499 643 434
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

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Vacancy VN-0765346

Great Barrier Reef Marine Park Authority

Closing Date:Sunday 07 December 2025

Marine Park Operations Field Management Operations

Job Title	Assistant Director Compliance Investigations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Cairns QLD, Townsville QLD, Airlie Beach QLD, Gladstone QLD
Salary	$117,323 - $128,590
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 available and may be negotiated with the business area
Classification	Executive Level 1
Position Number	411
Agency Website	

Job Description

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

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Managing a reef roughly the size of Italy demands many skills and talents, so you don't have to be a marine biologist to contribute to our mission. From finance to marketing roles, we have a team almost as diverse as the ecosystem we protect. Our commitment and dedication to the Great Barrier Reef and the Australian public have a long-lasting impact, and we are looking for individuals who can bring their unique skills, experience, and knowledge to our high-performing and inclusive organisation.

The Position

The Assistant Director Compliance Investigations plays an important role in protecting the values and integrity of the Great Barrier Reef World Heritage Area (GBRWHA), through the application of best practice compliance management, to meet legislative obligations.

This position is a part of the Reef Joint Field Management Program (RJFMP) for the GBRWHA to assist in administering and coordinating the cooperative arrangements between the Australian and Queensland Governments. The Australian and Queensland Governments jointly fund and manage the Program.

The position is based within the Reef Authority's Field Management Program, staffed by Great Barrier Reef Marine Park Authority and Queensland Parks and Wildlife Service (QPWS). This area includes an Operations section which delivers a coordinated compliance program and undertakes key functions, including investigation and field operations. Field activities are delivered across the Great Barrier Reef Marine Park (Commonwealth, including Commonwealth islands), the Great Barrier Reef Coast Marine Park (State) and island National Parks (State), which are part of the World Heritage Area.

About You

- You have knowledge and understanding of contemporary compliance risk and enforcement strategies relevant to marine protected areas.
- You have knowledge of the application of legislation including native title legislation and provisions relevant to marine parks.
- You have a proven track record in negotiating successfully with partner agencies, stakeholders, and client groups.
- You are an effective communicator who recognises the ideas and contributions of others.
- You have well developed interpersonal, oral and written communication skills, and enjoy working as part of a small cohesive team.
- You are highly motivated and results driven.

Duties

- Provide leadership, coordination and supervision to the Reef Authority's team of investigators to prioritise, monitor and manage their caseloads to ensure timely and appropriate compliance recommendations for finalising cases.
- Oversee high-level investigations of offences against Great Barrier Reef Marine Park legislation, providing quality assurance for Briefs of Evidence for prosecution action, and participate in multi-agency investigations teams as a part of responding to major incidents that occur in the GBRWHA.
- Participate as a member of the Compliance Operations Group to review and advise on the performance of the investigations function and how this relates to the compliance program meeting its objectives.
- Provide high-level advice to Senior Managers, Executive Management, legal advisers and prosecutors regarding investigations and prosecutions.
- Manage the development, implementation, review and continuous improvement of policies, strategies, standards, procedures, guidelines and systems that underpin the investigation and prosecution approach of the Reef Authority and the Field Management Compliance Program.
- Coordinate and deliver compliance training to all Reef Authority Inspectors on an annual basis.

Eligibility

Desirable qualifications and equivalent experience

- Experience in investigation activities within law enforcement, compliance or regulatory agencies.
- Certificate IV in Government Investigations or a Diploma of Government Investigations or equivalent.

Eligibility

1. To be eligible for employment candidates must be an Australian citizen at the time of application.
2. The position requires a Baseline security clearance. Successful candidates will be required to obtain and maintain a clearance at this level.
3. The successful candidate will be willing to provide identity documents and undergo an identity pre-employment check through a Document Verification Service.

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 agency.

About the Great Barrier Reef Marine Park Authority

To Apply

Position Contact	Chris Cochrane, 0400 683 701
Agency Recruitment Site	https://www2.gbrmpa.gov.au/careers

Indigenous Land and Sea Corporation

Closing Date:Sunday 07 December 2025

Program Delivery

Job Title	Project Advisor (Identified)
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$103,842 - $115,130
Future Merit Locations	Brisbane
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Hybrid
Classification	APS Level 6
Position Number	0000
Agency Website	

Job Description

https://www.ilsc.gov.au/careers/

- **Full time ongoing roles based in Brisbane**
- **Opportunity to have a positive impact for the Aboriginal and Torres Strait Islander community**
- **Not-For-Profit Salary Packaging plus 15.4% Super**

Are you ready for a rewarding role that contributes to the self-determination of First Nations peoples?

We have an exciting opportunity for 2 Project Advisors (Identified) to join our dedicated team in our Eastern Division Office.

Who are we?

The Indigenous Land and Sea Corporation (ILSC) is a corporate Commonwealth entity established under the *Aboriginal and Torres Strait Islander 2005 Act (Cth) (*'the Act') and subject to the *Public Governance, Performance and Accountability Act 2013*. The ILSC assists Aboriginal and Torres Strait Islander people to realise economic, social, cultural and environmental benefits that the ownership and management of land,

water and water related rights can bring. The ILSC provides this assistance through the acquisition and management of rights and interests in land, salt water and fresh water country.

Duties

What is the role?

Under the direction of the Operations Manager you will develop and assess land and water acquisition and management enquiries and work with Indigenous organisations to progress projects to the point they are ready for ILSC investment. Collaborate with Indigenous organisations to manage land towards a divestment outcome and collaborate with existing Indigenous land owners to maximise sustainable opportunities to improve the Indigenous Estate. Project Advisors support the delivery of OCOF program outcomes, implement approved projects, develop and manage contracts through to completion, evaluate project effectiveness and prepare reports and recommendations in accordance with ILSC policy and procedures that assist in achieving the objectives of the ILSC.

Specifically, the Project Advisor will, assist in:

· Negotiate with stakeholders and facilitate a collaborative approach to project development to optimise and deliver sustainable economic, environmental, social or cultural benefits to Indigenous Australians.

· Proactively develop proposals for the ILSC to assist Indigenous Organisations to acquire land and water rights or manage land that they already own to deliver sustainable economic, environmental, social or cultural benefits.

· Undertake research, market analysis, project scoping, due diligence and feasibility analysis of projects to establish the business case for ILSC investment.

· Individually or in a team, prepare for and facilitate workshops to assist stakeholders and the ILSC to make informed decisions, and to set and monitor future objectives regarding land and water ownership and management.

· Plan, negotiate, develop and maintain effective relationships with stakeholders and agencies in order to foster beneficial partnerships to enhance and extend the application of ILSC programs.

· Prepare high quality reports, Board papers and briefings related to land and water acquisition and management functions in accordance with agreed ILSC processes and procedures.

· Manage existing and new land and water acquisition and management projects so that sustainable outcomes are achieved in a timely manner and project compliance is maintained.

Eligibility

At the ILSC we offer:

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

Generous leave entitlements and work conditions, including:

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

Health and wellbeing programs:

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

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

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

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

Applications are to include a current CV and covering letter (covering letter to be maximum 2 pages detailing how your skills and experience align with the position profile). Further information may be requested if you are selected for interview. You must be an Australian resident to apply for this role.

For more information, please contact **Nyaree Mewett – Eastern Division General Manager on 07 3854 4660**

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

Applications close Sunday 7 December 2025

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

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 Indigenous Land and Sea Corporation

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

To Apply

Position Contact	Nyaree Mewett, 07 3854 4660
Agency Recruitment Site	https://www.ilsc.gov.au/careers/

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Vacancy VN-0765243

National Native Title Tribunal

Closing Date:Friday 05 December 2025

National Native Title Tribunal
Dispute Resolution & Assistance Team

Job Title	Member Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Cairns QLD, Melbourne VIC, Perth WA, Sydney NSW
Salary	$94,563 - $105,910
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 arrangement available in-line with operational requirements.
Classification	APS Level 6
Position Number	0940-11-25
Agency Website	https://www.nntt.gov.au/Pages/Home-Page.aspx

Job Description

https://fcajobs.nga.net.au/?jati=9BA5DD3A-6A11-471A-FDBA-E46438DD799D

The position of Member Advisor is one which assists the members of the NNTT and where instructed the President and/or the Registrar, in the discharge of their functions and powers under the Act including future act application management, mediation, post-determination assistance and re-consideration of registration test decisions.

The primary role of the Member Advisor is to work directly with a member of the NNTT, providing high level support in relation to the range of work undertaken by members.

Under the supervision of the Manager, Mediation, this position provides dedicated legal, research and administrative support to NNTT members, often working with confidential material and under limited direction for extended periods. The Member Advisor works closely with a member/s and other NNTT teams to provide all aspects of support required for the discharge of the NNTT statutory functions.

Duties

- The Member Advisor will play a key role in providing high level support to the members in preparing for mediations, hearings, inquiries and arbitration. They may also conduct mediations or co-mediate subject to approval from the member.
- Liaise with the other NNTT Teams (as required) to facilitate administrative, research and secretarial support required for the member.
- Develop and maintain a professional knowledge of legislative frameworks, case law, decision-making processes, guidelines and regulations relevant to the work of the NNTT and the Registrar under the Act.
- Alert internal stakeholders of important changes in case law, legislation or policy that may impact upon the work of the NNTT or the Registrar as directed by the member or supervisor.
- Apply approved records and information management practices in compliance with the NNTT Records & Information Management Policy and Procedures.
- Support the Director, Dispute Resolution and the Director, Legal and Compliance, in providing legal support and advice to members, the President, and the Registrar as required.
- Provide support to the Director, Legal and Compliance in relation to Federal Court proceedings involving decisions of the member.
- Prepare documentation, including briefs, research papers, presentations, submissions, reports, conference papers, academic articles, policies and procedures, either independently or as part of a small team as required.
- Conduct high level legal research, providing quality written work in relation to native title and related issues, as required by member/s.
- Work with a high level of independence, setting priorities and managing competing workloads to ensure quality and timely outputs.
- Build and sustain effective working relationships with a network of key people internally and externally to achieve organisational goals and support members in the delivery of their statutory functions.

Note: Tasks and duties of the role may change from time to time, subject to operational needs. Some travel will be required, possibly to remote locations.

Eligibility

Selection Criteria

1. (a) Possessing and demonstrating an understanding of the issues affecting Aboriginal and Torres Strait Islander people; and

(b) Possessing and demonstrating an ability to communicate sensitively with Aboriginal and Torres Strait Islander people.

2. Proven ability to work independently, and as part of a team, while managing a variety of tasks to achieve results and meet deadlines.

3. Well-developed written communication and legal research skills with an ability to interpret and apply policies and procedures within a legislative framework

4. Proven ability to exercise good judgment and common sense and maintain high-level professionalism and discretion in handling confidential information.

5. Demonstrated knowledge of the legislative framework, case law, decision-making processes, guidelines and regulations relevant to the work of the NNTT and the Registrar under the Act.

6. Demonstrated professionalism, including the ability to work closely with one key stakeholder while simultaneously working constructively with a wide range of other stakeholders.

7. Well-developed verbal and interpersonal skills to manage complex relationships whilst operating within the boundaries of organisational processes and constraints.

Other Requirements

- Legal qualifications, admission as a legal practitioner, or the eligibility to be admitted, is not essential, but beneficial and highly regarded.
- Accreditation as a mediator is not essential, but beneficial and highly regarded.

Notes

How to apply

To apply, please complete the application form on the Court’s careers portal. If you have any issues with applying, please email recruitment@fedcourt.gov.au.

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 1,500). Please ensure this document is attached before submitting your application.

Eligibility

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

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

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

Diversity and Inclusion

Federal Court Australia is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability. First Nations peoples, 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.

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 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	Rebecca Apostolopoulos, (03) 8638 9692
Agency Recruitment Site	https://fcajobs.nga.net.au/?jati=9BA5DD3A-6A11-471A-FDBA-E46438DD

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Vacancy VN-0765433

Taxation Ombudsman

Closing Date:Thursday 04 December 2025

Deputy Tax Ombudsman - Reviews Reviews

Job Title	Policy Officer (APS employees)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Brisbane QLD, Melbourne VIC, Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - SA SA, Adelaide SA
Salary	-
Future Merit Locations	Sydney, Brisbane, Melbourne, Various locations - ACT, Various locations - QLD, Various locations - NSW, Various locations - SA, Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Sydney based staff to attend the office 2 days a week. Staff in other states work from home with travel and office attendance outlined below
Classification	APS Level 6
Position Number	s26-PO-25
Agency Website	https://igt.gov.au/

Job Description

https://www.igt.gov.au/careers/

We are seeking a talented and self-motivated Policy Officer to join our team. In this role, you will help maximise the influence and impact the Tax Ombudsman can have on key matters of tax and superannuation administration. This includes undertaking initial analysis of key matters being raised with the Tax Ombudsman, researching and drafting briefing papers and contributing to consultations. The role also plays an important part in holding the ATO and TPB to account in the delivery of the Ombudsman recommendations they have agreed, following up on implementation plans.

This is an opportunity to build your policy expertise, contribute to high-impact work and collaborate across government.

This role is suited to an existing member of the APS, with policy experience, looking for a new challenge.

The vacancy is open to current APS employees as a section 26 transfer. Initially the role will be offered non-ongoing for up to 12 months with a possibility of extension or potentially a permanent transfer. We may create an order of merit from this selection to fill similar roles in future.

To apply for this role please follow the instructions below. We request that you submit your resume and application via email.

Duties

Policy research, analysis and problem solving

· Undertaking research, gathering insights, conducting environmental scans and reporting on findings, as required on issues of interest to the Tax Ombudsman.

· Problem solving and developing of options and solutions to identified issues, often in collaboration with stakeholders or with the ATO

· Producing early drafts of policy discussion papers, submissions to Ministers or briefs, as required by the Tax Ombudsman

· Reviewing of draft legislation, consultation documents or monitoring of parliamentary inquiries to identify key issues for the agency's responses

· Supporting the Deputy Tax Ombudsman – Reviews in their liaison with Treasury on their areas of work related to tax administration

Planning, tracking and records management

· Use of research, data and insights to curate a list of emerging issues arising from complaints, reviews and stakeholders and referring them for a decision for action.

· Driving progress and following up on issues raised and options suggested to the ATO or Treasury to achieve problem resolution or closure

· Supporting the work of the broader team on systemic reviews, including planning and quality assurance

· Supporting the tracking, monitoring, and evaluation of ATO or government's action towards recommendations made by the agency.

· Supporting the agency to meet government privacy and records management frameworks, policies and procedures.

Eligibility

Skills and experience you will bring to the role:

- Experience of policy development within Commonwealth Government
- Strong written communication skills and the ability to develop briefs, submissions, or policy advice
- Proven experience in business analysis, research, and the ability to interpret and synthesise complex information, data and identify trends
- Strong interpersonal skills, teamwork and the confidence to manage stakeholder engagements
- Strong attention to detail, planning and organisational skills
- The ability to positively contribute and work as part of a team

- The ability to be a self-starter and meet competing deadlines

Desirable (but not essential) attributes:

- Qualifications in public policy, economics, law, accounting, politics, or a related field.
- An understanding or experience in tax administration.

Eligibility:

- Undergo pre-employment checks.
- Ability to obtain and maintain a national police check.
- Australian Citizenship is a condition of eligibility.
- Ability to obtain and maintain a baseline security clearance.

How to Apply:

To apply, please submit:

1. your resume (maximum 4 pages)

2. a 700-word pitch outlining your relevant skills and experience to the role.

You can submit your resume and application by email to recruitment@taxombudsman.gov.au. Applications close midnight on **30 November 2025.**

Location: Hybrid / working from home - New South Wales, Queensland, South Australia, Australian Capital Territory or Victoria.

Office arrangements: The agency office location is in Sydney. Sydney based applicants will be expected to attend the office a minimum of 2 days per week.

The Tax Ombudsman also welcomes applications from Queensland, regional New South Wales, South Australia, Australian Capital Territory and Victoria with a view to fully remote working from home, after an initial induction at the Sydney office. Twice yearly attendance at the Sydney office is expected post the induction. Other occasional attendance at the office may be requested. Where travel is required, expenses will be covered by IGTO in line with APS travel policies.

Why you'll love working at the Tax Ombudsman:

Meaningful work: At the Tax Ombudsman, you will have the chance to contribute to improving the fairness and transparency of Australia's tax system while supporting the rights of all taxpayers across Australia.

Small team, big impact: As a small agency, everyone in the team has an important role to play to contribute to the agency's purpose. You will be encouraged to apply your skills across a broad remit while also working in a supportive team environment.

Empowerment and innovation: We encourage our employees to take ownership of their roles and drive change, fostering a culture of innovation and progress. This is a brand new role, and you will be encouraged to help shape it to maximise the impact of your work.

Work-life balance: We offer hybrid working arrangements with flexible hours to ensure a balanced career and personal life. Approximately 30% of our workforce currently works remotely, supporting a flexible and inclusive work environment.

Career growth: This role offers a unique opportunity to contribute to key policy matters impacting the Australian community. You will have the opportunity to take the lead on policy analysis and producing draft advice and briefs, working closely with the SES and agency head. As part of a small, impactful team, you'll build valuable skills for your future in the Australian Public Service (APS).

Notes

The Tax Ombudsman acknowledges the value of a diverse workforce and the wealth of perspectives, experiences, and ideas it brings. A culture of inclusion strengthens collaboration, drives innovation, and enhances decision-making, allowing us to better serve the diverse communities we represent. We encourage applications from people of all backgrounds, including but not limited to, individuals from Aboriginal and Torres Strait Islander communities, people with disabilities, those from culturally and linguistically diverse backgrounds, and individuals of all sexual orientations and gender identities. We are committed to providing reasonable adjustments to support applicants through the recruitment process where necessary.

Please note that this opportunity is only available to Australian Public Service employees

About the Taxation Ombudsman

The Tax Ombudsman is an independent statutory office whose purpose is to improve the fairness and integrity of taxation and superannuation administration in Australia. In delivering against our purpose, our key activities are to: 1. investigate and help resolve complaints from taxpayers or tax practitioners on the administration of the ATO or TPB in a timely and efficient way 2. review and make recommendations on systemic issues relevant to improving tax administration 3. provide independent advice to the Government and Parliament on tax administration, and 4. raise awareness of the role of the agency and promote the integrity of the tax system. For further information about our office and our role, refer to the IGT website at igt.gov.au/

To Apply

Position Contact	Duy Dam, 02 8239 2108
Agency Recruitment Site	https://www.igt.gov.au/careers/

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Agriculture, Water and the Environment

Vacancy VN-0765150

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Friday 19 December 2025

Job Title	Assistant Director Environment
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	$126,984 - $144,236
Future Merit Locations	Canberra, Armidale
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	11251
Agency Website	https://apvma.gov.au/node/1063

Job Description

https://www.csexecutivegroup.com/job/enviro1125/

This is an outstanding opportunity to join the Science and Assurance Branch as an Assistant Director – Environment (EL1). In this role, you will contribute to the APVMA's post-market regulatory functions by providing high-level scientific assessments and leadership across environmental matters.

You will commission and peer-review environmental assessments, contribute to chemical review outcomes, develop technical and maintain guidance materials, and provide specialist advice to internal teams and external stakeholders.

Duties

- Managing projects and providing technical advice on the post-market assessments of environmental matters relating to the regulation of agricultural chemicals, veterinary medicines and other chemicals to internal and external stakeholders.
- Providing input to the development and implementation of strategies, operational policies, priorities and work practices for the S&A Branch to achieve results in line with APVMA operational goals.
- Assisting in making regulatory decisions in accordance with legislation and delegations.
- Developing and maintaining guidance materials for technical assessments and methodologies.
- Managing staff in the Science Assessments - Environment section as required.
- Using project management and efficient workflow and related practices to provide timely inputs to the work of the section.
- Preparing high level written materials incorporating scientific/technical considerations to contribute to briefs to decision makers, correspondence and other corporate documents as required.
- Undertaking special projects related to environmental safety under the direction of the Director - Environment or Executive Director, S&A Branch.

Eligibility

The following criteria are essential:

1. Appropriate tertiary qualifications and/or experience relevant to environmental toxicology, environmental chemistry or related exposure assessment.
2. Demonstrated knowledge of the regulatory framework in which the APVMA operates in assessment of agricultural and veterinary (agvet) chemicals, and experience of the use of agvet chemicals in the context of Good Agricultural and Veterinary Practices.
3. Demonstrated experience in developing and maintaining guidance materials for technical assessment processes and procedures, and engaging with domestic and international stakeholders regarding their interpretation and application.
4. High level communication skills, including the ability to prepare documents and reports, ability to communicate clearly and confidently with staff, internal and external stakeholders, and to represent the APVMA in a variety of forums.
5. Well-developed analytical and problem-solving skills, with proven ability to evaluate, provide pragmatic advice and propose regulatory decisions on complex information in both data-rich and data-poor environments.
6. Demonstrated ability to work in a team environment using effective interpersonal skills, and balance workflows and prioritise workloads / tasks to deliver high quality outcomes in a timely manner.

The following criteria is desirable:

- Postgraduate qualifications in environmental toxicology, environmental chemistry or related sciences.

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 agency.

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Helen Patronis, 0438 620 434
Agency Recruitment Site	https://www.csexecutivegroup.com/job/enviro1125/

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Agriculture, Water and the Environment

Vacancy VN-0765410

Australian Pesticides and Veterinary Medicines Authority

Closing Date:Sunday 14 December 2025

APVMA
Agricultural Chemicals Agricultural Chemicals 2

Job Title	Assistant Director Pesticides
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Armidale NSW
Salary	$126,984 - $144,236
Future Merit Locations	Canberra, Armidale
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements (including working from home) are outlined under the APVMA's Enterprise Agreement 2024-27.
Classification	Executive Level 1
Position Number	10216
Agency Website	https://apvma.gov.au/node/1063

Job Description

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

Are you eager to apply your expertise and technical knowledge to help evaluate applications to register agricultural products? Do you enjoy liaising with internal and external stakeholders, and possess effective people management capabilities?

The APVMA’s Agricultural Chemicals program is seeking applications for an Assistant Director Pesticides to evaluate the safety, efficacy, trade impact and labelling of regulated chemical and agricultural products within legislative timeframes.

Located in either Canberra ACT or regional Armidale NSW, you will gain experience in the Australian Public Service, have access to a variety of flexible working arrangements, and have the opportunity to exercise delegated powers for evaluation, to register new products, to vary existing products and to approve product labels.

Duties

Assistant Directors will apply a comprehensive knowledge of the APVMA’s operational policy and legislative framework in undertaking a range of scientific, technical, and operational tasks including:

- Taking responsibility for own and team achievements, planning and monitoring work processes and following through to deliver quality outcomes
- Directing and coordinating quality assurance practices and setting performance indicators
- Supervising and managing staff and providing expert advice and assistance to team members and peers
- Analysing, evaluating and applying risk assessment and management principles to the assessment of complex scientific and/or technical information
- Liaising with other senior staff to manage workflow and resource allocation to ensure corporate objectives and legislative requirements and timeframes are met
- Exercising delegations and responsibilities while ensuring adherence to legal requirements
- Liaising with internal and external stakeholders to resolve issues in an appropriate and timely manner
- Representing the APVMA in a range of forums
- Ensuring in-depth knowledge of and compliance with legislative frameworks and agency guidelines and regulations.

Eligibility

To be a strong contender for the role, you will have:

Essential:

- Experience within the agricultural chemical regulatory sector or equivalent regulatory regime in Australia and a thorough understanding of risk assessment and risk management principles
- Demonstrated ability and experience in the interpretation and evaluation of data, scientific reports, policies and procedures within a regulatory framework
- The ability to exercise sound judgement, demonstrate strong attention to detail, provide pragmatic advice and make decisions based on sound science and risk analysis for moderately complex application proposals
- Highly developed leadership skills including managing teams, coaching others, providing performance feedback, conflict resolution, establishing team priorities and achieving outcomes
- High level interpersonal skills, including the ability to communicate clearly and confidently with clients, staff and service providers to establish and maintain productive working relationships, and to represent the APVMA in a variety of forums
- A relevant tertiary qualification or demonstrated relevant 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 agency.

About the Australian Pesticides and Veterinary Medicines Authority

To Apply

Position Contact	Gary Dorr, 02 6770 2326
Agency Recruitment Site	https://candidate.aurion.cloud/apvma/production/

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Agriculture, Water and the Environment

Vacancy VN-0765278

Department of Agriculture, Fisheries and Forestry

Closing Date:Sunday 07 December 2025

ICT Services
Enterprise Platforms Enterprise Analytics and Technology Services

Job Title	Azure Data Platforms Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$95,438 - $108,360
Future Merit Locations	Canberra, Sydney, Melbourne, Perth, Adelaide, Brisbane, Darwin
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	APS Level 6
Position Number	2025/3860
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 ICT Services Division and the departments' goal.

The ICT Services Division delivers secure and modern technology solutions that enable the department to operate effectively around the clock. We manage ICT systems that support collaboration, innovation, and service delivery across all areas. Our goal is to provide a reliable digital environment that empowers staff to focus on outcomes, not technical barriers. By continuously improving our platforms and tools, we help the department stay agile, connected, and ready to meet future challenges.

We manage the enterprise platforms and systems that support the department’s core operations. Our team ensures these platforms are secure, scalable, and designed for long-term sustainability. We support innovation through DevOps practices and modern testing approaches, enabling faster and more reliable delivery of digital solutions. From records management to ERP and web systems, we provide the digital foundation that helps staff work efficiently and deliver services that meet public expectations.

Duties

This is where you play an important role.

Working under limited direction and in a fast-paced environment, you will be required to:

• provide technical support for data systems and products, including access management, workspace provisioning and monitoring

• undertake health checks to deliver Level 1 & 2 support including performing initial diagnostics and escalating issues as required

• develop, implement and maintain the Platform Solutions Team’s guidelines, procedures, processes and templates in SharePoint and DevOps Wiki as required

• ensure accurate, secure and efficient management of organisational data systems to support business operations

• review and provide quality assurance feedback on artefacts produced by the team or that are transitioning into business as usual (BAU)

• assist the delivery lead in timesheet/resource management as it relates to platforms and services

• assist in the planning and delivery of projects using the department's project management frameworks

• support innovation, continuous improvement and learning and development.

Please note that this recruitment process will **initially be used to fill one ongoing vacancy in the section that is only available in Canberra**. 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 vacancies in the branch** where the duties are of a similar nature. **These future vacancies may be able to be performed from any of the locations listed above**.

Our ideal candidate will have:

• demonstrated technical experience in cloud platform development, delivery and support

• ServiceNow (or equivalent service management tools) experience as it relates to incident management, problem management, change enablement or service request management (highly desirable)

• knowledge of database systems, data security, performance tuning and backup/recovery processes

• working experience in administering a cloud-based platform (such as Microsoft Azure), architecture, solutions and/or products involving configuration management, scripting (such as PowerShell) and automated reporting

• self-motivation, drive and the ability to deliver outcomes, both independently and in a team environment

• experience working in scaled agile (SAFe) delivery structures, leveraging DevOps practices/tools

• well-developed written and verbal communication skills and a demonstrated ability in providing high-level service to staff and stakeholders

• a highly developed ability to manage multiple competing priorities to deliver quality outcomes

• liaison skills to develop and maintain relationships with internal and external stakeholders, respond to their queries and to solve problems collaboratively.

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 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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Anthony Robson, Please use e-mail in the first instance.
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0765283

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 08 December 2025

ICT Services
Enterprise Platforms Web and Collaboration Systems

Job Title	Web and Collaboration System Analyst
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$84,794 - $93,020
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 5
Position Number	2025/3796
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

The **ICT Services Division** delivers secure and modern technology solutions that enable the department to operate effectively around the clock. We manage ICT systems that support

collaboration, innovation, and service delivery across all areas. Our goal is to provide a reliable digital environment that empowers staff to focus on outcomes, not technical barriers. By continuously improving our platforms and tools, we help the department stay agile, connected, and ready to meet future challenges.

We manage the digital platforms and systems that support the department's core operations. Our team ensures these platforms are secure, scalable, and designed for long-term sustainability. We support innovation through DevOps practices and modern testing approaches, enabling faster and more reliable delivery of digital solutions. From records management to ERP and web systems, we provide the digital foundation that helps staff work efficiently and deliver services that meet public expectations.

As a Web and Collaboration Systems Analyst, you will provide technical support and guidance across a variety of Microsoft products, including Microsoft Teams, SharePoint and Copilot. You will provide technical expertise and customer support to SharePoint based solutions such as the Intranet and the Instructional Material Library. You will monitor dashboards and task queues, respond to service requests, and troubleshoot technical issues to ensure systems operate smoothly and in line with governance.

Duties

The Job

As the Web and Collaboration System Analyst, you will be:

- providing technical support, end user advice and training to system users across Microsoft Teams, SharePoint, Copilot, the Intranet and the Instructional Material Library
- monitoring dashboards and/or task queues for incoming work
- responding to service requests, tasks, or actioning workflows in line with procedures
- identifying, troubleshooting and resolving incidents or technical issues experienced by users.

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

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants should be able to demonstrate the following knowledge or experience:

- experience in providing customer service and technical support to diverse user groups.
- experience following and improving standard operating procedures.
- awareness of accessibility, usability, and information management standards in a government context.
- understanding of digital collaboration platforms and content management systems, particularly Microsoft Teams, SharePoint and Copilot would be an advantage but not 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 agency.

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Cathy Wells, 0434 664 635
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0765314

Department of Agriculture, Fisheries and Forestry

Closing Date:Monday 08 December 2025

ICT Services
Enterprise Platforms Enterprise Analytics and Technology Services

Job Title	Assistant Director - Geospatial Technical Lead
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$124,861 - $134,295
Future Merit Locations	Darwin, Melbourne, Perth, Sydney, Brisbane, Canberra, Adelaide
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/3825
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 ICT Services Division and the departments' goal.

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We manage the enterprise wholesale platforms and systems that support the department's core operations. Our team ensures these platforms are secure, scalable, and designed for long-term sustainability. We support innovation through DevOps practices and modern testing approaches, enabling faster and more reliable delivery of digital solutions. From records management to ERP and web systems, we provide the digital foundation that helps staff work efficiently and deliver services that meet public expectations.

Duties

This is where you play an important role.

As the Assistant Director - Geospatial Technical Lead, you will:

• establish, mature and maintain the geospatial platform and services across DAFF

• coordinate with the section's delivery teams to prioritise and mature the existing geospatial platform and service offerings

• develop and lead the team’s work plan, resourcing, administration and day-to-day activities to meet objectives

• develop and represent technical designs for the delivery of solutions, including community of practices, architectural review, cyber assurance and transition to business-as-usual (BAU)

• develop and produce regular reports on geospatial platform delivery, cyber engagement and change management functions

• assist the Director and Delivery Leads with financial/resource and administrative management as it relates to geospatial platform services

• assist in problem solving and issue resolution, consult with subject matter experts and escalate to the Director as appropriate

• review and provide quality assurance feedback on artefacts produced by the team or that are transitioning into BAU

• work collaboratively as part of a high performing team/organisation and establish and maintain effective partnerships with key internal and/or external stakeholders to deliver business outcomes

• support innovation, continuous improvement and learning and development.

Please note that this recruitment process will **initially be used to fill one ongoing vacancy in the section that is only available in Canberra**. 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 vacancies in the branch** where the duties are of a similar nature. **These future vacancies may be able to be performed from any of the locations listed above**.

Eligibility

Our ideal candidate will have:

• demonstrated experience in technical delivery and/or leadership in Geographic Information Systems (GIS) development, delivery and support

• demonstrated experience in GIS capability and associated software including ESRI desktop, ArcGIS Enterprise solutions and SQL databases

• experience in data management, analysis and mapping

• self-motivation, drive and the ability to deliver outcomes, both independently and in a team environment

• experience working in scaled agile delivery structures, leveraging DevOps practices/tools

• highly effective negotiation and communication skills with the proven ability to present complex information to a variety of audiences

• the ability to develop and sustain complex customer, business and stakeholder relationships

• a highly developed ability to manage multiple competing priorities to deliver quality outcomes.

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 agency.

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About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Anthony Robson, Please use e-mail in the first instance.
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0765316

Department of Agriculture, Fisheries and Forestry

Closing Date:Wednesday 10 December 2025

Biosecurity Operations
Operational Strategy and Reform Operational Data, Reporting and Automation

Job Title	Automation Support Officer
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$77,728 - $84,619
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	subject to negotiation
Classification	APS Level 4
Position Number	2025/3832
Agency Website	https://www.agriculture.gov.au

Job Description

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

Who we are

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

The **Operational Strategy and Reform** is responsible for managing divisional governance, business planning and reporting, project management, operational change management, business continuity, data and analytics, recruitment, and financials including budget and cost recovery arrangements. The branch leads regulatory capability and uplift for the division through decision support capability and reform initiatives and supports regulatory assurance functions including the exercise of regulatory decisions relating to infringement notices given by biosecurity officers. The branch drives reform through detection technology capabilities, automation advances, operational business improvements and border modernisation initiatives.

Duties

The Job

As the Automation Support Officer, you will:

- Support digital platforms, including creating and using knowledge base articles, diagnosing and rectifying software issues.
- Engage with various stakeholders to provide guidance and support in the use of digital solutions and to troubleshoot issues.
- Support quality assurance and testing procedures by creating, executing, and evaluating the results of test cases.
- Conduct quality assurance verification for robotic process automation (RPA) solutions and document issues.
- Prepare written reports detailing the outcome of quality assurance and verification activities.
- Document issues and defects for escalation through to development team.
- Actively monitor and respond to technical support requests, user queries, and technical health indicators to ensure the effective functioning of live automations and applications.
- Independently problem-solve, investigate, assess impacts, and escalate to senior team members as appropriate.

Flexible working arrangements

We are open to discussing flexible working arrangements. To seek further information please speak with the contact officer prior to submitting your application.

Eligibility

What we are looking for

Knowledge and experience

The successful applicants should be able to demonstrate the following knowledge or experience:

- qualification and/or experience with technical support, software development, or robotic processing automation (RPA) would be an advantage
- knowledge of programming languages and frameworks such as React, Node.js, Typescript, C# and .NET would be an advantage
- knowledge of business analysis and agile software development practices would be an advantage.
- experience working in and with multidisciplinary teams, and in building and maintaining productive working relationships across teams
- an existing understanding or experience related to the operational context in which biosecurity operates, or ability to quickly develop this knowledge.

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 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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Grace Uglietta, 0466 447 964
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0765391

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 18 December 2025

ICT Services Division
ICT Enabling Services

Job Title	Software Commercial Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$124,861 - $134,295
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Subject to negotiation
Classification	Executive Level 1
Position Number	2025/3874
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 ICT Services Division and the departments' goal.

The ICT Services Division delivers secure and modern technology solutions that enable the department to operate effectively around the clock. We manage ICT systems that support collaboration, innovation, and service delivery across all areas. Our goal is to provide a reliable digital environment that empowers staff to focus on outcomes, not technical barriers. By continuously improving our platforms and tools, we help the department stay agile, connected, and ready to meet future challenges.

We deliver digital capabilities that support the department's operations and align with modern ways of working. Our team ensures that ICT services are reliable, secure, and responsive to business needs. We work closely with other areas to enable seamless collaboration, efficient workflows, and continuous improvement. By providing the right tools and support, we help staff stay productive and connected, ensuring the department can deliver its services effectively and adapt to future challenges.

This role provides leadership, technical expertise, and strategic direction to ensure effective acquisition, licensing, renewal and maintenance of commercial software solutions that support

departmental objectives and enhance operational efficiency. You will operate with a high degree of independence, manage competing priorities, and deliver outcomes in a complex environment, to ensure the successful delivery of commercial software services. You will work closely with stakeholders to understand business needs, manage priorities, and ensure compliance with government standards, contract terms and best practices.

Duties

This is where you play an important role.

As the **Software Commercial Manager**, you will:

- Lead and manage a small team to deliver software services that meet departmental objectives.
- Maintaining high standards of quality and compliance; including overseeing annual software audits and True Up/Down process activities.
- Provide professional leadership, enhancing the capability of a team.
- Use good judgement, expertise and knowledge to ensure decisions are governed by the application of regulations, best practice principles or the agency operating instructions and procedures.
- Champion a customer-focused, respectful, and inclusive workplace culture, while driving continuous improvement, innovation, and collaboration across the team.
- Foster and maintain effective relationships with a variety of business areas, clients and outsourced service partners to deliver quality results.
- Generate innovative and practical solutions to problems whilst understanding the implications for the department objectives and stakeholders.

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

Eligibility

Our ideal candidate will have:

- Proven ability to lead and manage teams and service partners, ensuring delivery within agreed timeframes, budgets, and quality expectations.
- Strong leadership skills to build and enhance the capability of a technical team and promote a customer focused, respectful, and supportive workplace culture.
- Experience managing software licensing and/or cloud contracts in an enterprise environment.
- Demonstrated success in managing complex initiatives and delivering outcomes in challenging environments.
- Excellent communication and stakeholder engagement skills, with the ability to present complex technical information clearly to diverse audiences.
- Skilled in collaboration, negotiation, and influencing to maintain productive relationships with internal and external stakeholders.
- Highly organised with the ability to manage competing priorities and adapt to changing business needs.

Notes

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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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Julie Ward, Julie.Ward@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Agriculture, Water and the Environment

Vacancy VN-0765411

Department of Agriculture, Fisheries and Forestry

Closing Date:Thursday 11 December 2025

ICT Services
ICT Enabling Services ICT Procurement

Job Title	ICT Procurement Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$95,438 - $108,360
Future Merit Locations	Canberra
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	subject to negotiation
Classification	APS Level 6
Position Number	2025/3889
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 ICT Services Division and the departments' goal.

The ICT Services Division delivers secure and modern technology solutions that enable the department to operate effectively around the clock. We manage ICT systems that support collaboration, innovation, and service delivery across all areas. Our goal is to provide a reliable digital environment that empowers staff to focus on outcomes, not technical barriers. By continuously improving our platforms and tools, we help the department stay agile, connected, and ready to meet future challenges

As an ICT Procurement Manager, you will support the ICT Service Division with timely procurement and contract management. The role involves managing high-volume of procurement activities, ensuring compliance, and providing leadership to enhance team capability. Responsibilities include fostering a customer-focused culture, building strong stakeholder relationships, and delivering innovative solutions. You will evaluate suppliers, analyse risks and market trends, and assist with negotiations to secure competitive terms, ensuring decisions align with regulations, best practices, and organisational objectives.

Duties

This is where you play an important role.

As the ICT Procurement Manager, you will:

- Deliver effective and timely ICT procurement and contract management support to the Department.
- Manage labour hire activities for the ICT Service Division maintaining high standards of quality and compliance.
- Provide professional leadership to enhancing the capability of a team.
- Apply sound judgement, expertise and knowledge to ensure decisions align with regulations, best practice principles or the agency operating instructions and procedures.
- Foster and promote a customer focused, respectful and supportive workplace culture.
- Collaborate, develop and maintain strong relationships with a variety of business areas, clients and outsourced service partners.
- Generate innovative and practical solutions to complex problems whilst understanding the implications for the department objectives and stakeholders.
- Evaluate potential suppliers and opportunities by understanding business area’s needs, analysing key risks, market trends and cost implications.
- Support business areas with negotiations with suppliers to secure competitive pricing and favourable terms.

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

Eligibility

Our ideal candidate will have

- Demonstrated ability to lead and deliver services in dynamic environments, embracing innovation and new ways of working.
- Strong leadership skills with a track record of managing teams to deliver outcomes within agreed timeframes, budgets, and quality standards.
- Demonstrated operational and professional skills and experience in procurement and contract management, including compliance with relevant policies and frameworks.
- High level of initiative and drive, with the ability to achieve results both independently and collaboratively within a team environment.
- Effective negotiation and communication skills with the capability to present complex information clearly to diverse audiences.
- Ability to develop and sustain complex customer, business and stakeholder relationships to achieve organisational objectives.
- Strong organisational skill and ability manage multiple competing priorities in a technical environment to deliver quality outcomes.

Notes

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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

About the Department of Agriculture, Fisheries and Forestry

To Apply

Position Contact	Janine Bilson, Janine.Bilson@aff.gov.au
Agency Recruitment Site	https://www.agriculture.gov.au/about/jobs/apply

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Attorney-General’s

Vacancy VN-0765082

Attorney-General's Department

Closing Date:Friday 12 December 2025

Solicitor-General's Office

Job Title	Counsel Assisting the Solicitor-General
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	$119,142 - $165,112
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with our Enterprise Agreement and the operational needs of the role.
Classification	Executive Level 1;Executive Level 2
Position Number	0358/25_SGO-EXT
Agency Website	https://www.ag.gov.au/Pages/default.aspx

Job Description

https://agcareers.nga.net.au/?jati=0165ABAD-DA93-53F2-5C02-E4630EBAFEB1

To obtain a copy of the Candidate Information Kits for this vacancy, please click on the ‘Apply Online’ button to the left of this advertisement.

Duties

Employment Opportunity

The Office of the Solicitor-General was established under the Law Officers Act 1964. The Solicitor-General is the second law officer of the Commonwealth.The Solicitor-General has an office based within the Attorney-General's Department in Canberra along with chambers in Melbourne. This position (together with the other Counsel Assisting position) is to be based in the Canberra office, although some limited travel may be required.

Duties of the Counsel Assisting the Solicitor-General will include:

- Participating as a member of the legal team in cases in which the Solicitor-General is briefed as counsel.
- Preparing and researching draft legal opinions, often involving complex constitutional and public law issues.
- Preparing draft papers for presentation by the Solicitor-General at internal and external conferences.
- Assisting in managing requests to brief the Solicitor-General
- Liaising with the Office of Legal Services Coordination and other areas of the department and Australian Government Solicitor as appropriate.
- Where practicable, occasional appearances as junior counsel.

The Executive Level 1 position will be non-ongoing from March 2026 to March 2027. The Executive Level 2 position will be non-ongoing from August 2026 to August 2027.

How you can help us make a difference

The Counsel Assisting the Solicitor-General will provide high level support to the Solicitor-General. As second law officer of the Commonwealth, the Solicitor-General provides written and oral advice on matters of significance to the Australian Government and appears as counsel in cases of constitutional significance, international cases and other cases of special government interest.

Our ideal candidate will be able to demonstrate:

- experience in litigation, advising and/or opinion writing, preferably specialising in matters of Australian public law
- outstanding research, legal analytical and communication skills
- a degree in law with 1st class Honours or equivalent
- post-graduate qualification in law and/or associateship (preferably at the High Court)
- a capacity to manage effectively competing demands on time
- an ability to work closely and effectively with the range of persons identified above
- exceptional interpersonal and persuasive skills
- excellent professional judgement.

Eligibility

To be eligible for employment at the Attorney-General's Department applicants must be Australian citizens.

Applicants offered employment will be required to successfully undergo a police record check and be able to obtain and maintain a security clearance at a specified clearance level. The successful applicant must be willing to disclose all relevant and required information.

Successful applicants engaged into the APS will be subject to a probation period.

Notes

A merit pool of suitable applicants may be created from this process, and will be active for 18 months after the date of this gazettal.

If you have any questions regarding the recruitment process or require any reasonable adjustments, please contact HR Assist at hr.assist@ag.gov.au or 02 6141 6111 (Option 2).

We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

Aboriginal and Torres Strait Islander people can contact us to discuss options for working from Co

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

About the Attorney-General's Department

The Attorney-General's Department delivers programs and policies to maintain and improve Australia's law and justice framework, and to facilitate jobs growth through policies that promote fair, productive, flexible and safe workplaces. Through the Australian Government Solicitor, we also provide legal services to the Commonwealth, including legal advice and representation. Our department is the central policy and coordinating element of the Attorney-General's portfolio. Our department is structured into four groups: • Australian Government Solicitor • Justice and Communities • Integrity and Security • Enabling Services The department operates in a diverse and complex environment to address challenging issues. We have a highly-skilled and engaged workforce involved in policy development and implementation and program administration. The department also has a large number of practicing lawyers, mainly within the Australian Government Solicitor Group within the department. The department is committed to having a flexible and inclusive workplace and recognises and values the diversity of the wider Australia community. We encourage and welcome applications from people with disability, Aboriginal and Torres Strait Islander peoples, LGBTIQA+ people, people from culturally and linguistically diverse backgrounds and mature age people.

To Apply

Position Contact	Christine Moy, (02) 6141 4139
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=0165ABAD-DA93-53F2-5C02-E4630E

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Attorney-General’s

Vacancy VN-0765158

Australian Federal Police

Closing Date:Saturday 13 December 2025

Job Title	ServiceNow Developer
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Darwin NT, Brisbane QLD, Adelaide SA, Hobart TAS, Melbourne VIC, Perth WA
Salary	$107,559 - $118,673
Future Merit Locations	Canberra, Sydney, Darwin, Brisbane, Adelaide, Hobart, Melbourne, Perth
Office Arrangement	Work From Home;On Site;Hybrid
Office Arrangement Details	This role is based in Canberra, however remote working options may be negotiated.
Classification	APS Level 6
Position Number	15523
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15523/

Did you know?

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

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

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra 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 11 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 arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

As a ServiceNow Developer you will be joining a collaborative technology team to support the on-going initiatives of the ServiceNow platform at the AFP. The role sits within the ServiceNow Capability Team within the Enterprise Policing Systems Branch of the CIO Command.

You will be responsible for the design, development, testing and implementation of ServiceNow solutions working closely with stakeholders and business analysts to deliver outcomes for the AFP. These solutions will be developed applying iterative techniques and agile methodologies. It will involve maturing the development capability using existing and emerging processes, frameworks and tools. The successful applicant will contribute to the successes of an agile, multi-disciplinary team focused on delivering business value and continuous improvement in accordance with agile methodologies, scrum principles and industry best practice.

As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

Applications are sought from suitably qualified applicants wishing to be considered for the role of ServiceNow Developer at the Band 6 levels. We aim to fill existing positions and create a pool of suitable applicants for future vacancies.

The role includes:

- Ensuring outputs are achieved within the strategic direction of the AFP.
- The development and implementation of ServiceNow solutions to support designed workflows.
- Maintaining technical documentation including designs and knowledge articles.
- Participate in testing, troubleshooting, and deployment activities.

- Monitor platform performance and participate in upgrades.
- Identify improvement opportunities and contribute to team roadmaps.
- Providing guidance and mentoring to junior members of the team.
- Maintaining currency in information technology processes and technical knowledge through ongoing professional development.

Eligibility

Essential Requirements

- You must be an Australian Citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain one.
- Experience working with the ServiceNow Platform and best practice coding standards.
- Strong understanding of ServiceNow architecture and application model.
- Ability to develop and configure business rules, UI policies, scripts, ACLs, and Flow Designer.
- Proficiency in JavaScript, HTML, CSS, and other relevant programming languages.
- Experience with Agile/Scrum methodologies and the ability to effectively contribute to scrum teams in a manner which is consistent with scrum principles and values.
- Experience with testing of application code.
- Excellent written and verbal communication skills.

Desirable Requirements

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

- Relevant tertiary qualifications or equivalent industry certifications or suitable industry experience.
- Relevant ServiceNow Certifications including ServiceNow Certified System Administrator.
- Integrations experience (API & REST).
- Experience in the use of Azure DevOps.

Notes

- This position is an AFP Band Level 6.
- This role is based in Canberra, however remote working options may be negotiated.
- AFP employees will receive a 4% increase to their base salary effective from 9 December 2025.

Commitment to Diversity and Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we

encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the 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	Simone Hopper, (02) 5126 0906
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15523/

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Attorney-General’s

Vacancy VN-0765248

Australian Federal Police

Closing Date:Friday 05 December 2025

Job Title	Senior Capability Delivery Advisor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT
Salary	$107,559 - $118,673
Future Merit Locations	Brisbane, Canberra
Office Arrangement	On Site
Office Arrangement Details	On Site
Classification	APS Level 6
Position Number	15502
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15502/

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

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

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

- Six weeks (30 days) of paid annual leave per year
- 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 11 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 arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The Australian Centre to Counter Child Exploitation (ACCCE) was established in 2018 by the Australian Government to drive a collaborative national response to counter the online exploitation of children. The AFP leads the ACCCE, which brings together capabilities from across the Commonwealth, law enforcement, non-government organisations, and other partners to build capability and drive a collaborative national response to counter the exploitation of children in Australia.

Applications are sought from suitably qualified applicants wishing to be considered for the position of Senior Capability Delivery Advisor. The role is responsible for assisting Capability Delivery Specialists (CDS) within the ACCCE Technical Capability Unit (TCU). The TCU integrates new and improved technologies to enhance the ACCCE's National capabilities and worldwide efforts in fighting online child sexual exploitation. This includes management of the ACCCE network and dedicated child protection systems in partnership with Chief Information Officer (CIO) Command.

As a Team Member in the AFP you will be required to contribute to the achievement of outcomes in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance Instruments. It is expected that the successful applicant will deliver on the core responsibilities and meet any requirements of the position as outlined below.

What will you do?

Senior Capability Delivery Advisor responsibilities will include**:**

- Support ACCCE Capability Specialists to implement and troubleshoot new technology and tools for Child Protection Operations.
- Provide advice and support to resolve incidents in ACCCE systems and services.
- Support ACCCE software and hardware provided to our State and Territory Police partners and ACCCE members.
- Data import activities for the receipt, distribution, analysis, ingestion and dissemination of child exploitation material (CEM) on behalf of ACCCE Operational teams and in support of investigations.
- Assist in developing training packages, Standard Operating Procedures (SOP) and technical guides.
- Providing guidance, coaching, and mentoring to junior ACCCE Capability Delivery Advisors.
- Work with CIO Command teams for the resolution of ICT incidents, planned work and updates to the ACCCE Network.

Eligibility

Essential Requirements

- You must be an Australian citizen at the time of application.
- A Negative Vetting 1 (Secret) security clearance or the ability to obtain.
- Ability to complete psychological clearance (Requirement for the role).
- Demonstrated experience in System Administrator roles using Windows Operating and Server systems.
- Proficiency in using, navigating or working with Microsoft Office products.
- Proficiency in working with SQL and other databases formats.
- Proficiency in creating and administering Virtual Machines.
- Demonstrated ability to independently troubleshoot advanced technical issues.
- Adept in presenting clear and concise technical information to a range of business stakeholders.

Desirable Requirements

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

- Qualification or Certifications in Information Technology, Computer Science or related.
- Experience in file hashing, hash formats and using forensic tools and systems.
- Experience in administering, using and supporting the Citrix File Sharing Platform.

Notes

- The ACCCE is located in Brisbane QLD and applicants are expected to be based in Brisbane. Consideration will also be given to performing the role from AFP Headquarters in Canberra.
- This is an AFP Band 6.
- This role attracts a composite allowance in recognition of expanded working hours, normal patterns of attendance and shift patterns (such as afternoon shifts, weekends and Designated Public Holidays) that are required under the Operations working pattern. In accordance with the AFP Enterprise Agreement, an employee who is required to work in accordance with the Operations working pattern will receive a Core Composite of 22% in addition to their base salary, which will count as salary for superannuation. The Commissioner has the authority to remove a composite from a role.

Commitment to Diversity and Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and

linguistically diverse backgrounds, First Nations people, women, the 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	Ben Moses, +61 (0)2 51267104,
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15502/

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Attorney-General’s

Vacancy VN-0765293

Australian Federal Police

Closing Date:Monday 08 December 2025

Job Title	Deputy Director, Various Directorates - APG
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$118,673 - $127,101
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site
Office Arrangement Details	Onsite with WFH options available
Classification	Executive Level 1
Position Number	15534
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15534/

The Asia/Pacific Group on Money Laundering (APG)

Officially established in 1997, the Asia/Pacific Group on Money Laundering (APG) is an inter-governmental arrangement between over 40 jurisdictions, that works to ensure its members effectively implement the international standards against money laundering (AML), terrorist financing (CTF), and proliferation financing related to weapons of mass destruction.

The APG collaborates with the Financial Action Task Force (FATF), other FATF-Style Regional Bodies (FSRBs), and a range of international stakeholders to deliver a program of work that spans:

- mutual evaluations of member's implementation of standards (including training, planning, delivery, and follow-up)
- coordination and delivery of technical assistance to uplift compliance and capabilities
- research and reporting around identified and emerging risks
- engaging internationally in the policy and management of the FATF international standards

As the largest FSRB, the APG is supported by a Secretariat hosted by the AFP and reporting to AFP Deputy Commissioner Crime (as the APG Co-Chair). The Secretariat operates primarily from two AFP offices – Sydney and Canberra – with employees engaged under the AFP employment frameworks to:

- manage the delivery of the APG's program of work, particularly the delivery of mutual evaluations
- deliver additional programs of work related to specific voluntary contributions
- coordinate engagement across the APG membership and with key stakeholders
- deliver the enabling services to support service delivery and coordination with the AFP

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra 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 11 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 arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The APG recently began a new round of member evaluations, which must be delivered at an unprecedented tempo. The Secretariat has been working to respond to the shifts in its operating environment by realigning and reforming its operating model, structure, and capabilities.

To meet these new demands, the Secretariat is establishing a talent pool to address current, anticipated, and potential vacancies in team and technical leadership roles across its Directorates (refer to the Candidate Pack for further information).

The talent and capabilities of Deputy Directors is integral to the success of the Secretariat and they work with the Secretariat's executive leadership, most particularly the heads of each of the Directorates, to deliver roles that may:

- build the capability of APG members to collaborate in mutual evaluations of members' frameworks
- collaborate with stakeholders to coordinate and deliver the mutual evaluation schedule
- monitor the outcomes against and processes following members' mutual evaluations

- identify and respond to insights in money laundering vulnerabilities and build members' capacities to respond
- design and deliver programs funded by members build specific capability or support policy objectives
- drive good governance and engagement and active management of the APG's policy environment
- actively manage the Secretariat's talent, finances, risks, and technical capabilities

What will you do?

With its broad menu of enterprise and operational deliverables, the Secretariat offers a rewarding environment for Deputy Directors that:

- are committed to improving global and regional safety and integrity
- enjoy leading diverse teams on complex and sustained tasks
- embrace diversity in thinking, approaches and policy, especially in international partners
- can use an analytical and practical mindset to drive positive change
- actively balance immediate demands with strategic opportunities
- can mentor and uplift their peers and subordinates

On a day-to-day basis, among other things, you may be involved in or lead:

- the active management of a team and its deliverables across team members
- the preparations for and the delivery of elements of mutual evaluations, including travelling internationally
- training or major engagement events and workshops
- preparing briefings for and being involved in significant international plenaries and forums
- reviews of policy and standards, and their interpretation and application
- development of analytical products and reports
- the development and management of program plans and benefits frameworks
- work on enterprise plans, HR frameworks, budgets, and capability roadmaps
- reform projects that improve the Secretariat's governance and efficiency
- contributions to the Secretariat's business intelligence capabilities

You can find more details on specific roles in the Candidate Information Pack

Eligibility

Essential Requirements

- NV1 Security Clearance (or ability to obtain one)
- High standard of written and verbal communication skills
- Advanced analytical skills and demonstrated ability to apply strategic thinking
- Demonstrated ability to lead a team and foster positive team culture (if applicable to the Directorate)
- Relevant qualifications and/or technical expertise
- Ability to undertake international travel (including the associated medical clearance)

Desirable Requirements

You will benefit from previous experience working with:

- international partners or institutions, or in the international policy environment
- FATF technical standards and mutual evaluation processes

Notes

- This role is an AFP Band 7 level
- This role is located in ACT and or NSW and applicants are expected to be based in either location for the role, or relocate at own expense.

Commitment to Diversity and Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the 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	Michelle Harwood, +61251266048
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15534/

Attorney-General's

Vacancy VN-0765294

Australian Federal Police

Closing Date:Monday 08 December 2025

Job Title	Policy Officer, Various Directorates - APG
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$99,285 - $107,559
Future Merit Locations	Canberra, Sydney
Office Arrangement	On Site
Office Arrangement Details	Onsite with WFH options
Classification	APS Level 5
Position Number	15535
Agency Website	https://careers.afp.gov.au

Job Description

https://careers.afp.gov.au/job-invite/15535/

The Asia/Pacific Group on Money Laundering (APG)

Officially established in 1997, the Asia/Pacific Group on Money Laundering (APG) is an inter-governmental arrangement between over 40 jurisdictions, that works to ensure its members effectively implement the international standards against money laundering (AML), terrorist financing (CTF), and proliferation financing related to weapons of mass destruction.

The APG collaborates with the Financial Action Task Force (FATF), other FATF-Style Regional Bodies (FSRBs), and a range of international stakeholders to deliver a program of work that spans:

- mutual evaluations of member's implementation of standards (including training, planning, delivery, and follow-up)
- coordination and delivery of technical assistance to uplift compliance and capabilities
- research and reporting around identified and emerging risks
- engaging internationally in the policy and management of the FATF international standards

As the largest FSRB, the APG is supported by a Secretariat hosted by the AFP and reporting to AFP Deputy Commissioner Crime (as the APG Co-Chair). The Secretariat operates primarily from two AFP offices – Sydney and Canberra – with employees engaged under the AFP employment frameworks to:

- manage the delivery of the APG's program of work
- deliver additional programs of work related to specific voluntary contributions
- coordinate engagement across the APG membership and with key stakeholders
- deliver the enabling services to support service delivery and coordination with the AFP

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

- Six weeks (30 days) of paid annual leave per year + additional paid Christmas stand down
- 4 extra 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 11 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 arrangement that provides work/life balance
- Health & wellbeing services – with a focus on early intervention, education and prevention
- Access to ongoing training and professional development opportunities

Duties

The APG recently began a new round of member evaluations, which must be delivered at an unprecedented tempo. The Secretariat has been working to respond to the shifts in its operating environment by realigning and reforming its operating model, structure, and capabilities.

To meet these new demands, the Secretariat is establishing a talent pool to address current, anticipated, and potential vacancies in team and technical leadership roles across any of its Directorates.

The talent and capabilities of Team Members are integral to successfully deliver the Secretariat's work to the APG membership. Under the leadership of the Directorates, the Team Member roles:

- support the capability of APG members to collaborate in mutual evaluations of members' frameworks
- collaborate with stakeholders to coordinate and deliver the mutual evaluation schedule
- support follow up processes following members' mutual evaluations

- identify and respond to insights in money laundering vulnerabilities and build members' capacities to respond
- contribute to the design and delivery of programs funded by members to build specific capability or support policy objectives
- contribute to good governance and engagement and active management of the APG's policy environment
- contribute to the management of the Secretariat's talent, finances, risks, and technical capabilities

What will you do?

With its broad menu of enterprise and operational deliverables, the Secretariat offers a rewarding environment for Team Members that:

- are committed to improving global and regional safety and integrity
- enjoy working on complex and sustained tasks
- embrace diversity in thinking, approaches and policy, especially in international partners
- can use an analytical and practical mindset to contribute to positive change
- actively manage and communicate competing work priorities
- contribute to a positive team environment

On a day-to-day basis, among other things, you may be involved in:

- the preparations for and the delivery of elements of mutual evaluations, including travelling internationally
- training or major engagement events and workshops
- preparing briefings for and being involved in significant international plenaries and forums
- reviews of policy and standards, and their interpretation and application
- development of analytical products and reports
- the development and management of program plans and benefits frameworks
- work on enterprise plans, HR frameworks, budgets, and capability roadmaps
- reform projects that improve the Secretariat's governance and efficiency
- contributions to the Secretariat's business intelligence capabilities

You can find more details on specific roles in the Candidate Information Pack

Eligibility

Essential Requirements

- NV1 Security Clearance (or ability to obtain one)
- High standard of written and verbal communication skills
- Advanced analytical skills and demonstrated ability to apply strategic thinking
- Relevant qualifications and/or experience

It is important that applicants also note that many roles in the Secretariat will involve international travel and this will necessitate short-term or ongoing medial clearances (supported by medical processes).

This is a mandatory requirement for roles involved in the management and delivery of mutual evaluations (as identified in the Candidate Information Pack).

Desirable Requirements

You will benefit from previous experience working with:

- international partners or institutions, or in the international policy environment
- FATF technical standards and mutual evaluation processes

Notes

- This role is an AFP Band 5 level
- This role is located in ACT and NSW and applicants are expected to be based in ACT or NSW to complete the role, or relocate at own expense.

Commitment to Diversity and Inclusion

At the AFP we value the different perspectives, approaches and lived experiences of our people, and recognise that our collective intelligence and diversity is what makes us stronger. As such, we encourage applications from people from all walks of life, including people from culturally and linguistically diverse backgrounds, First Nations people, women, the 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	Chris Ely, 02 5126 6701
Agency Recruitment Site	https://careers.afp.gov.au/job-invite/15535/

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Attorney-General's

Vacancy VN-0765324

Australian Federal Police

Closing Date:Tuesday 09 December 2025

Job Title	Chief Medical Officer
Job Type	Full-Time, Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	Canberra based role
Classification	Senior Executive Service Band 1
Position Number	1031
Agency Website	https://careers.afp.gov.au

Job Description

https://executiveintelligencegroup.com.au/vacancies/

Join Our Team

The Australian Federal Police (AFP) have a clear mission statement to defend and protect Australia and Australia's future from domestic and global security threats, with five organisational priorities supporting this.

As we continue to evolve to meet emerging challenges, we are strengthening our focus on innovative technology, enhancing capability, and supporting the wellbeing of our people.

The AFP is key player in the Australian security landscape, rising to complex challenges to protect Australians as new threats emerge. We break new ground every day and as such, a career as a member of the AFP requires a diversity of skills and knowledge, as well as an ability to combine innovation with policing to create intelligent action.

To continue as one of the most adaptive, effective and advanced police forces in the world, the AFP is seeking a suitably qualified professional for the role of Chief Medical Officer (CMO).

Duties

The CMO is the senior clinical leader for the AFP, responsible for shaping the AFP's approach to supporting the health, safety and wellbeing of our people. The role has a broad range of responsibilities across the organisation providing clinical representation both internally and across various external forums.

The CMO is responsible for the strategic clinical leadership, oversees health governance, and ensures AFP members operate under evidence based, ethical and compliant medical practices. The CMO supports the preparedness of the AFP workforce and operations from a clinical health perspective.

The CMO works alongside and collaborates with the Manager Shield on internal and external health and wellbeing factors to drive policy and improve health outcomes. Relevant areas of work include for example:

- Workforce health, safety and wellbeing
- Policy and program development
- Clinical governance, assurance and continuous improvement processes
- Complex case management
- Public and occupational health advice and travel medicine
- Collaboration with the AFP Chief Psychologist in support of mental health and wellness.

The role of the CMO involves:

- Providing clinical leadership, strategic direction and advice for the provision of occupational health services to the AFP, AFP Leadership, and operational commands in support of AFP operations
- Technical governance and oversight of AFP health related information and services including internal and contracted capabilities
- The provision of clinical advice in the development of policy on a range of health issues and medical planning for high-risk operations, international deployments, major events and critical incidents
- Ensure a contemporary and relevant clinical governance framework, in support of the delivery of safe and high-quality occupational health services
- Leading a multi-disciplinary team in the coordination of occupational health services and medical clearances
- Develop, oversee and provide advice on medical standards, in accordance with inherent requirements, including assessments of fitness for role, international deployment, recruit entry, pre and post deployment, and specialist roles.
- Serve as the AFP's senior clinical representative for internal and external committees and boards, representing the AFP at inter-departmental government meetings relating to health issues impacting on AFP members.
- Provide medical guidance to all areas of the AFP in support of AFP business objectives
- Provide Medical review services for Professional Standards including, for example, advice regarding prohibited drugs, pharmaceutical products, and alcohol and positive drug screen results.
- Act as a liaison with service providers when medical repatriations are required and give timely and expert advice to members unwell on posting overseas or on their return.

All AFP appointees must ensure that the achievement of outcomes is in accordance with the regulatory framework, the AFP Code of Conduct and the AFP Governance instruments.

Eligibility

For more information on this role, eligibility requirements and how to apply, please download the candidate pack.

Notes

Applications are to be submitted through the Executive Intelligence Group website

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	Tricia Searson or Karina Duffey at Executive Intelligence Group, (02) 6232 2200
Agency Recruitment Site	https://executiveintelligencegroup.com.au/vacancies/

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Attorney-General's

Vacancy VN-0765290

National Anti-Corruption Commission

Closing Date:Monday 08 December 2025

Enabling Services

Job Title	Assistant Director Inclusion and Capability
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$118,549 - $144,065
Future Merit Locations	Brisbane, Melbourne, Sydney, Perth, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid
Classification	Executive Level 1
Position Number	106_10/25
Agency Website	https://nacc.gov.au/

Job Description

https://nacc.nga.net.au/

Working with us

This is an exciting time to join the NACC. We are looking for outstanding individuals to embed robust systems and processes, deliver exciting and diverse projects and demonstrate innovation and commitment to integrity in the public service.

NACC staff work in a complex and dynamic setting where exceptional judgement and an ability to achieve results is critical.

Successful candidates will have the ability to cooperate, manage, lead and perform successfully across corporate and operational functions.

About the Role

The Assistant Director Inclusion and Capability will report to and work closely with the Director People Team to deliver key learning and development programs while supporting an inclusive culture to ensure the NACC delivers its goals.

Working under limited direction, the Assistant Director Inclusion and Capability will provide advice on various aspects of capability building, assist with the drafting and implementation of a new Inclusion Program and manage all aspects of procurement and contract management of learning and inclusion programs.

Duties

The successful candidate will work under the general direction of the Director People.

Key activities of this position include:

- Lead and support the development and ongoing implementation of a new NACC Inclusion program covering Australian Government strategies for First Nations Peoples, disability and gender initiatives.
- Lead and support the development and ongoing implementation of a NACC Reconciliation Action Plan.
- Support employees and managers to advise on and implement workplace adjustments as required.
- Lead the implementation of key capability policies and programs including induction, essential learning, studies assistance and the Rewards and Recognition Program.
- Provide best practice and contemporary advice and support to staff and managers on capability and career management to support organisational performance.
- Manage the procurement of inclusion and capability programs in accordance with Whole of Australian Government policies and procurement rules.
- Manage the central capability budget to produce equitable outcomes across the NACC.

- Represent the Branch and the NACC at internal and external forums.
- Demonstrate leadership in fostering an inclusive and learning workplace culture.

The NACC is a small agency. In addition to these activities, from time to time you may be asked to undertake tasks that are outside your usual span of duties but that are within the range of your capabilities. Supporting one another in this way provides opportunities for exposure across the agency and is an integral part of the NACC's positive workplace culture.

Eligibility

Employment with the National Anti-Corruption Commission (NACC) is subject to the following conditions:

- **Citizenship** – Applicants must be an Australian Citizen.
- **Security Clearance** – This is a Designated Security Assessment Position (DSAP). The occupant of this position must obtain and retain an AGSVA security clearance to Negative Vetting 1.
- **Suitability assessment** – The NACC must be satisfied that successful applicants are of suitable character. They must undergo a rigorous pre-employment suitability screening process that can be intrusive in nature including (but not limited to) detailed background, character, employment, police, and financial checks.
- **Probation** - A probation period will apply to any new ongoing engagement to the Australian Public Service.

We encourage applications from the Australian community including Aboriginal and Torres Strait Islander people, people with disability, people of all ages and those from culturally and linguistically diverse backgrounds.

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 agency.

About the National Anti-Corruption Commission

The National Anti-Corruption Commission (NACC) is an independent Commonwealth agency that commenced in 2023. The NACC mission is to enhance integrity in the Commonwealth public sector by deterring, detecting and preventing corrupt conduct involving Commonwealth public officials through education, monitoring, investigation, reporting and referral.

To Apply

Position Contact	Bronwyn, (02) 6203 8068
Agency Recruitment Site	https://nacc.nga.net.au/

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Attorney-General's

Vacancy VN-0765350

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 21 December 2025

Job Title	Financial Officer, Finance Team
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$87,840 - $112,652
Future Merit Locations	Various locations - ACT, Canberra
Office Arrangement	On Site
Office Arrangement Details	Canberra based, flexible working arrangements negotiable
Classification	APS Level 5;APS Level 6
Position Number	0368/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=F1DD115D-CD05-1118-674B-E4659D33611D

Who are we?

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The InspectorGeneral is an independent statutory office holder with oversight of the activities of Australia's intelligence

and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The Opportunity

The Finance team manages and provides specialist in-house advice on a range of finance, procurement and contract management matters, whilst also increasing capabilities across the organisation on these processes through training, guidance and support.

Please note, this position is Canberra-based with the opportunity to negotiate flexible working arrangements, including hybrid working arrangements; however, the majority of the work will need to be conducted at the Canberra office.

Key responsibilities of Assistant Director, Intelligence Oversight include:

- performing accounting duties including accurate and timely processing of supplier invoices, raising invoices, maintaining registers, undertaking reconciliations and providing supporting documentation for internal and external audit
- assisting with internal and external budget management, including liaison with the Department of Finance and other government agencies
- assisting with travel queries and processing of travel allowance payments and staff reimbursements
- managing the administration and monitoring of corporate credit cards
- maintaining the financial policies, processes and procedures, and providing financial advice.

In addition to the above, key responsibilities at the APS Level 6 include:

- preparation of regular finance tasks including end of month journals, payroll review, BAS and CBMS reporting
- assist with asset management such as annual stocktakes

To be successful in this role you will have:

- a desire to work in a productive, values-driven organisation and to achieve results
- a positive attitude, energy and commitment to the objectives of the OIGIS

- a collaborative and respectful approach to all aspects of your work
- the ability to conduct your work in an organised and flexible manner
- excellent stakeholder relationship skills and the ability to work collaboratively internally and across government; and
- be approachable, and highly professional in handling complex financial matters.

Essential skills and experience

- tertiary qualifications in financial management/accounting, or equivalent experience

Desirable skills

- demonstrated experience in providing excellent customer service
- demonstrated success in providing administrative support.
- financial Management Information Systems (FMIS) experience
- understanding of government procurement and contract management processes
- understanding of financial management and/or Australian Government budgeting processes.

Eligibility

Security, suitability and integrity requirements

- **Citizenship** - you must be an Australian citizen
- **Employment Suitability Assessment (ESA)**– appointment to our Office depends on the outcome of an ESA.
- **Security Clearance** – appointment and ongoing employment at the Office are subject to a Positive Vetting/Privileged Access clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting/Privileged Access clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through IGIS Recruitment Portal on our website by 11:30pm AEDT on the closing date.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your current resume;
- contact details of two referees (one of these must be your current supervisor/manager)
- a written statement noting which position you are applying for (APS Level 5, APS Level 6, or both), why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the APS Level 5 or APS Level 6. Information about the ILS is available on the Australian Public Service Commission website.

About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment Team, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=F1DD115D-CD05-1118-674B-E4659D

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Attorney-General's

Vacancy VN-0765352

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 21 December 2025

Job Title	IT Support Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Canberra ACT
Salary	$87,840 - $112,652
Future Merit Locations	Various locations - ACT, Canberra
Office Arrangement	On Site
Office Arrangement Details	Canberra based, flexible working arrangements negotiable
Classification	APS Level 5;APS Level 6
Position Number	0369/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=CE82A1CD-AAC9-7DDC-BD4F-E4659D7366F6

Who we are

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The InspectorGeneral is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The Opportunity

An IT Support Officer supports the core work of the IGIS, demonstrating analytic and critical thinking skills to understand agency activities, identify issues and enable the smooth running of all of the IGIS IT functions. This supports IGIS officers to regularly engage stakeholders across a broad range of intelligence agencies, and to actively contribute to the broader functions of IGIS.

The role of IT Support Officer will allow you to further your career in the APS in a demanding and valued position, supported by our team of professional, experienced and values-driven officers. As a member of our team you will develop transferable skills, be exposed to strategic and innovative thinking, build relationships and harness your research capabilities. You will gain exposure and experience in the processes of government, and the mechanics of the National Intelligence Community (NIC).

We will help you build an understanding of the legislative frameworks that underpin the agencies responsible for national security, and we will mentor you to develop a network of professional colleagues both in the NIC and across the APS.

Please note, this position is Canberra-based with opportunity to negotiate flexible working arrangements, including hybrid working arrangements; however, the majority of the work will need to be conducted at the Canberra office.

Key responsibilities of IT Support Officer include:

- contribute to providing the services required for reviews (also known as inspections and inquiries) of intelligence agency activities
- providing expert advice
- build productive, but independent, working relationships with colleagues in the agencies
- contribute to accurate record keeping and documentation of activities
- contribute to communication (verbally and in written form) to a wide variety of audiences, including with external agencies
- handle highly classified and sensitive information on a daily basis
- support broader Office activities by completing a range of tasks related to the mission of the Office as required
- exercise professional discretion.

To be successful in this role you will have:

- strong interpersonal, verbal and written communication skills
- desire to be accountable for their actions, advice and decisions
- ability to work effectively both independently and as part of multi-disciplinary teams
- strong stakeholder engagement skills and an ability to contest views whilst maintaining relationships
- demonstrate leadership behaviours, diligence, professionalism and communication standards
- willing to challenge the traditional ways of doing business while operating within defined policy and guidelines
- outcome-focused mindset with an ability to get practical results
- adaptability, resilience and flexibility
- be a team player and be adaptable, supportive and considerate with all staff

Essential skills and experience

- experience working in an IT support role

- knowledge of common cybersecurity threats, vulnerabilities and attack vectors
- ability to work in a fast-paced, high-pressure environment
- strong problem-solving and analytical skills
- motivation to investigate and learn about new IT products
- excellent written and verbal communication skills
- ability to interpret and apply ACSC's Essential Eight strategies
- willingness to assist at times with non-core duties to support office functionality

Desirable skills

- tertiary qualifications in ICT networking and support
- familiarity with case, incident and ticket management
- experience with incident management and investigation procedures

Eligibility

Security, suitability and integrity requirements

- **Citizenship** - you must be an Australian citizen
- **Employment Suitability Assessment (ESA)**– appointment to our Office depends on the outcome of an
- **Security Clearance** – appointment and ongoing employment at the Office are subject to a Positive Vetting/Privileged Access clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting/Privileged Access clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

Positions at IGIS are positions of trust. In addition to the above, all IGIS staff are required to make annual conflict of interest declarations to support the independence and integrity of the Office.

The successful candidate must be located in Canberra or willing to relocate. The IGIS offers relocation assistance to new employees relocating to Canberra from interstate.

Notes

How to apply

Applicants must be submitted through IGIS Recruitment Portal on our website by 11:30pm AEDT on the closing date.

NOTE: All applications must be provided at the OFFICIAL level. Classified applications will not be accepted.

As part of your application you will need to provide:

- your current resume;
- contact details of two referees (one of these must be your current supervisor/manager)

- a written statement noting which position you are applying for (APS Level 5, APS Level 6, or both), why you are interested in IGIS and how your education, skills, knowledge and experience make you suitable for the position (maximum 750 words)

When framing your response, you should also refer to the Integrated Leadership System (ILS) and the capabilities required to be successful at the APS 5 or APS 6 Level. Information about the ILS is available on the Australian Public Service Commission website.

About the Office of the Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security is an independent statutory office holder who reviews the activities of six intelligence agencies within IGIS jurisdiction: • Australian Security Intelligence Organisation - ASIO • Australian Secret Intelligence Service - ASIS • Australian Signals Directorate - ASD • Australian Geospatial-Intelligence Organisation – AGO • Defence Intelligence Organisation - DIO • Office of National Intelligence - ONI The purpose of this review is to ensure that these agencies act legally and with propriety, comply with ministerial guidelines and directives and respect human rights. The functions of the Inspector-General are prescribed under sections 8, 9 and 9A of the Inspector-General of Intelligence and Security Act 1986 (Comlaw). The Inspector-General can undertake a formal inquiry into the activities of an agency in response to a complaint or a reference from a minister. The Inspector-General can also act independently to initiate inquiries and conducts regular inspections and monitoring of agency activities. In conducting an inquiry, the Inspector-General has significant powers which include requiring the attendance of witnesses, taking sworn evidence, copying and retention of documents and entry into the premises of an agency within jurisdiction. The Inspector-General can also conduct preliminary inquiries into matters in order to decide whether to initiate a full inquiry.

To Apply

Position Contact	OIGIS Recruitment Team, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=CE82A1CD-AAC9-7DDC-BD4F-E4659

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Attorney-General's

Vacancy VN-0765393

Office of the Inspector-General of Intelligence and Security

Closing Date:Sunday 21 December 2025

Job Title	Assistant Director, Physical Security and Facilities
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Barton ACT
Salary	$121,089 - $134,987
Future Merit Locations	Various locations - ACT, Barton
Office Arrangement	On Site
Office Arrangement Details	Canberra based, flexible working arrangements negotiable
Classification	Executive Level 1
Position Number	0370/25_OIGIS-EXT
Agency Website	https://www.igis.gov.au/

Job Description

https://agcareers.nga.net.au/?jati=615BDC3F-4724-6382-A21E-E465D9A0B40E

Who we are

The Office of the Inspector-General of Intelligence and Security (IGIS) is central to the independent oversight of the Australian intelligence and security agencies. The InspectorGeneral is an independent statutory office holder with oversight of the activities of Australia's intelligence and security agencies to ensure they act legally and with propriety, comply with ministerial guidelines and directives, and respect human rights. The work of the Inspector-General and his staff provides assurance to ministers, the parliament and the public that these agencies are using their powers as intended.

We are a small portfolio agency, proud of our contribution to the national interest. We recognise that our people are our greatest asset – we recruit and retain highly capable, motivated professionals with high levels of integrity and personal drive; and we invest in, and value, their development. Further, we offer a rewarding, positive, and inclusive environment, empowering staff to work flexibly in their contribution to the achievement of agency goals.

It is an exciting time for our office, as we undergo a period of change and growth. As a result of an expected expansion in our jurisdiction and new powers granted to intelligence agencies in recent years, the office is expected to grow to strengthen our capabilities.

Duties

The Opportunity

The Security team at the IGIS is robust, flexible, hard-working and team oriented. We are small in size with a diverse range of experience and attributes.

The security team provides support to the entire office across a range of specialist security areas. The security team builds on the security posture in line with the requirements of the Protective Security Policy Framework (PSPF) and manages compliance and assurance within the security governance framework required in a highly classified environment.

Please note, this position is Canberra-based with opportunity to negotiate flexible working arrangements, including hybrid working arrangements; however, the majority of the work will need to be conducted at the Canberra office.

Key responsibilities of Assistant Director, Security include:

Typical activities of this security role include but are not limited to:

- fulfilling the functions of Security Adviser in respect of physical security
- ensuring the Office's security arrangements are operationally effective and provide a secure workplace for personnel and resources
- managing compliance and assurance within the security governance framework, including the mandatory requirements of the Government's Protective Security Policy Framework (PSPF) and the Office's security plan
- identifying security risks and implementing appropriate, proportionate treatments to mitigate them
- provide advice on physical security measures in a high security environment, including office access controls, visitor management and secure storage.
- interpreting, drafting, implementing and managing policy and procedures for effective protective security
- overseeing the management of Office property, including facilities maintenance
- managing security and property-related projects, including assisting with relevant procurement activities
- contributing to strategic planning for the Office's protective security and property, and translating this planning into actionable priorities and quality outcomes
- developing and delivering security-related training to Office staff
- developing and maintaining effective relationships with internal and external stakeholders to achieve outcomes.

To be successful in this role you will have:

- a desire to work in a productive, values-driven organisation and to achieve results
- a positive attitude, energy and commitment to the objectives of the Office
- a collaborative, respectful approach and high levels of discretion
- the ability to work autonomously with limited direction
- an organised, flexible approach and excellent time management
- a commitment to best practice and ongoing professional development
- the ability to motivate and lead by example, and
- flexibility and resilience in response to changing requirements or priorities.

Essential skills and experience

- demonstrated experience of working in government and applying the PSPF and its application in high security environments
- excellent written and verbal communication skills
- experience leading incident responses and managing investigations related to physical or personnel security breaches
- highly developed stakeholder management skills
- demonstrated ability to work in a high-security workplace and to handle sensitive matters discreetly
- a desire to resolve complex problems
- ability to manage both variety and repetition in day-to-day activities, while seeking opportunities for continuous improvement
- demonstrated ability to consistently exercise sound judgment, and
- ability to work effectively in a small team environment.

Highly Desirable skills

- relevant security qualifications, such as a Certificate IV or Diploma in Government (Security)
- experience in, and/or the ability to quickly acquire an understanding of, key aspects of property management, and
- proven ability to conduct or oversee physical security audits, facility inspections and risk assessments.

Eligibility

Security, suitability and integrity requirements

- **Citizenship** - you must be an Australian citizen
- **Employment Suitability Assessment (ESA)**– appointment to our Office depends on the outcome of an
- **Security Clearance** – appointment and ongoing employment at the Office are subject to a Positive Vetting/Privileged Access clearance being granted and maintained. You must be willing to undergo a security clearance vetting process at the Top-Secret Positive Vetting/Privileged Access clearance level and must be willing to fully cooperate in the assessment process, including the timely provision of information and documentary evidence. Security vetting may take many months to complete and requires candidates to provide significant personal information to the vetting authority.

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To Apply

Position Contact	OIGIS Recruitment Team, (02) 6141 4490
Agency Recruitment Site	https://agcareers.nga.net.au/?jati=615BDC3F-4724-6382-A21E-E465D9A

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Defence

Vacancy VN-0765025

Department of Defence

Closing Date:Sunday 01 February 2026

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Maritime Geospatial Analyst
Job Type	Full-Time, Ongoing
Location	Wollongong NSW
Salary	$86,887 - $93,066
Future Merit Locations	Wollongong
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DIG/09023/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2358263E-EF04-E533-048B-E46564013DC1

Duties

The Role

The Australian Hydrographic Office is seeking people who are passionate about marine and geospatial sciences, shipping and automation.

As a Maritime Geospatial Analyst you will work within the Australian Hydrographic Office's team to ingest, manage and validate complex marine geospatial data and produce navigational products and services that will maintain safe trading routes and directly contribute to Australia’s maritime interests.

You will work with a range of geospatial software and systems to prepare and deliver reliable and timely products to mariners. You will have an opportunity to combine an exceptional and meaningful career with a highly desirable coastal lifestyle where you will have access to excellent workplace conditions and working arrangements.

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 Australian Hydrographic Office (AHO) is Australia's national authority responsible for producing nautical charts and other products and services in support of Australia's maritime interests and Defence operations, ensuring safety of navigation and protection of the marine environment.

The AHO is technically focused with a range of subject matter expertise in marine data complexities. The team works together to combine a range of data sources, through validation, integration and quality control tasks then on to the production and dissemination of navigational products and web-services. Tasks are guided via work flow and Quality Management Systems to meet international and national standards and specifications.

We provide an open plan office working environment that offers you a range of work, flexibility to be innovative, talented colleagues, a focus on training and development and the guidance and support to ensure that you always have everything that you need to succeed. You will have the opportunity to become a subject matter expert in maritime data. "Hydrography delivers the data required, for the science we need, for the Ocean we want".

Our Ideal Candidate

If you are keen to learn, flexible, accountable and proactive and you are interested in starting or developing a career in maritime sciences and mapping, please consider applying. Training offered is internationally recognised, there are opportunities for career growth in Wollongong and opportunities to engage with like-minded international colleagues.

- Be accountable to deliver validated geospatial data that and products that adhere to quality systems, procedures, standards and legislative requirements.
- Prioritise workload and monitor task progress against performance expectation to meet business objectives.
- Build and sustain effective relationships with team members and actively mentor less experienced team members.
- Work collaboratively with local, national and international stakeholders on matters of strategic, national and Defence interest when required.
- Develop expertise in data management and manipulation in relation to use and maintenance of geospatial databases.

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 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	Name Withheld, 02 4286 9661
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2358263E-EF04-E533-048B-E46

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Defence

Vacancy VN-0765079

Department of Defence

Closing Date:Sunday 07 December 2025

Associate Secretary Group
Data

Job Title	Data Engineer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Fairbairn ACT, Melbourne VIC, Sydney NSW
Salary	$86,887 - $93,066
Future Merit Locations	Brisbane, Canberra, Fairbairn, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	ASG/08944/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B6DA9EC8-2D08-1EB4-40CA-E4630E57A419

Duties

The Role

The Data Engineering and Operations Directorate is looking to fill an APS 5 vacancy for a Data Engineer. The position will be responsible for data engineering and data operations to load data from Defence data source systems and deliver complex data products on a modern data platform leveraging a data lakehouse architecture.

Duties will include the following:

- Leveraging your experience and training to extract, load and transform data using key open source data engineering technologies; Apache NiFi, Spark and Airflow; Development will be done on the Cloudera Data Platform and involve some data (and metadata) integration work on Neo4j, Alation and OpenText InfoArchive.
- Provide direct data engineering operations support and assistance for other Defence Groups and Services data specialists to develop and publish their domain specific data products within a multi-tenanted operating model within the Defence strategic data platform.
- Work with other data specialists to extract, load and transform Defence key data sources and integrate data to create data products of value to the Defence mission.

- Assist with the implementation of the Data Division Data Engineering standards, practices and patterns and Data Access and Security framework as implemented on the strategic data platform.

This role will allow you to build your technical expertise through the mentorship from senior data engineering specialists and from the multi-disciplined data and analytics coaching available from the specialists throughout Data Division and from within the Defence data domains you will be supporting and enabling.

About our Team

The Data Engineering and Operations team have an exciting opportunity to play a key role in Data Division's implementation of the Defence data strategy. The team is assisting Defence to transition from traditional, often siloed, data warehousing to a federated modern data platform where data products are discoverable and readily shared between data domains.

There are three challenging and highly technical roles for the Data Engineering and Operations Directorate. The operations component of the Directorate's mission is the administration, configuration and access management for each of the strategic data platform applications. The second vital role is to provide assurance to Data Custodians by effectively implementing Data Division's data access and security framework. The final role is the provision of data engineering services on the strategic data platform and this includes the extraction, loading and transformation of data and leading the management of best practice data engineering standards, patterns and practice.

Our Ideal Candidate

The successful candidate will have the proven ability or foundational knowledge and aptitude to:

- Communicate effectively, both verbally and in writing, including drafting technical documentation and providing input into the Directorate's management and status reports;
- Support the selection and development of data engineering methods, tools and techniques under the Software Development Lifecycle (SDLC) for on premise and cloud based data engineering solutions;
- Develop data solutions for advanced structure and data storing for usage in analytics, machine learning, data mining and sharing with applications;
- Support the design, development and implementation of structured and unstructured data pipelines ensuring data is fit for purpose;
- Contribute to the integration, consolidation, curation, migration, and transformation of data, aligning to relevant guidelines;
- Collaborate with other data professionals and business stakeholders to determine the required data sets and data structures;
- Identify process improvements, apply data quality frameworks and assist the governance of data engineering design patterns and practices;

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 agency.

About the Department of Defence

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To Apply

Position Contact	Glenn Goodwin, 02 5130 9870
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B6DA9EC8-2D08-1EB4-40CA-E4

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Defence

Vacancy VN-0765085

Department of Defence

Closing Date:Sunday 07 December 2025

Associate Secretary Group
Data

Job Title	Data Engineer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/08945/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=98A74332-4867-04A7-9AEB-E4630F74D1B0

Duties

The Role

The Data Engineering and Operations Directorate is looking to fill an APS 6 vacancy for a Data Engineer. The position will be responsible for data engineering and data operations to load data from Defence data source systems and deliver complex data products on a modern data platform leveraging a data lakehouse architecture.

Duties will include the following:

- Leveraging your experience and training to extract, load and transform data using key open source data engineering technologies; Apache NiFi, Spark and Airflow; Development will be done on the Cloudera Data Platform and involve some data (and metadata) integration work on Neo4j, Alation and OpenText InfoArchive.
- Provide direct data engineering operations support and assistance for other Defence Groups and Services data specialists to develop and publish their domain specific data products within a multi-tenanted operating model within the Defence strategic data platform.
- Work with other data specialists to extract, load and transform Defence key data sources and integrate data to create data products of value to the Defence mission.

- Assist with the implementation of the Data Division Data Engineering standards, practices and patterns and Data Access and Security framework as implemented on the strategic data platform.

This role will allow you to build your technical expertise through the mentorship from senior data engineering specialists and from the multi-disciplined data and analytics coaching available from the specialists throughout Data Division and from within the Defence data domains you will be supporting and enabling.

About our Team

The Data Engineering and Operations team have an exciting opportunity to play a key role in Data Division's implementation of the Defence data strategy. The team is assisting Defence to transition from traditional, often siloed, data warehousing to a federated modern data platform where data products are discoverable and readily shared between data domains.

There are three challenging and highly technical roles for the Data Engineering and Operations Directorate. The operations component of the Directorate's mission is the administration, configuration and access management for each of the strategic data platform applications. The second vital role is to provide assurance to Data Custodians by effectively implementing Data Division's data access and security framework. The final role is the provision of data engineering services on the strategic data platform and this includes the extraction, loading and transformation of data and leading the management of best practice data engineering standards, patterns and practice.

Our Ideal Candidate

The successful candidate will have the proven ability or foundational knowledge and aptitude to:

- Manage one or two junior data engineers to deliver or enable the development of data products;
- Communicate effectively, both verbally and in writing, including drafting technical documentation, performance reporting and providing input into the Directorate's management and status reports;
- Support the selection and development of data engineering methods, tools and techniques under the Software Development Lifecycle (SDLC) for on premise and cloud based data engineering solutions;
- Design, implement and develop data solutions for advanced structure and data storing for usage in analytics, machine learning, data mining and sharing with applications;
- Initiate the design, development and implementation of structured and unstructured data pipelines ensuring data is fit for purpose;
- Plan and contribute to the integration, consolidation, curation, migration, and transformation of data, aligning to relevant guidelines;
- Collaborate with other data professionals, vendors and business stakeholders to determine the required data sets and analysis tools;
- Identify process improvements, apply data quality frameworks, maintain and govern appropriate data engineering design patterns and practices;

- Coach and train junior data engineers.

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 agency.

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To Apply

Position Contact	Glenn Goodwin, 02 5130 9870
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=98A74332-4867-04A7-9AEB-E46

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Defence

Vacancy VN-0765097

Department of Defence

Closing Date:Sunday 07 December 2025

Associate Secretary Group
Data

Job Title	Data Analyst - Developer
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	ASG/08946/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=515BB0B1-5D8C-5389-6739-E46310C1FEDC

Duties

The Role

The Business Intelligence and Visualisation (BI&V) directorate is looking to fill an exciting role for a candidate that is looking to utilise their data analytics skills while also have experience in leading and managing teams. This role will also provide opportunities for a candidate looking for career development into leadership roles in the data profession. Working as an APS 6 in the Directorate involves delivery of fundamental BI capability, business engagement and team management.

Duties may include the following:

- Working within a specialised team analysing data, developing and delivering products, including stakeholder engagement for scope and requirements gathering.
- Lead advice and guidance on tools and information/reporting products including SME support on data concepts.
- Analysis and troubleshooting of issues on the analytical platform and delivered products.
- Co-ordination, management and presentation of training delivery.
- Initiate and support client communication and provide advice on innovation and business improvement.

- Development and provision of guidance, advice and support on the development of data interpretation, insights and visualisations.
- Experience with data skills, data practices and BI procedures and trends.
- Experience with analytical tools and techniques to define, structure and develop dashboards and reports.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action where appropriate.
- Contribute to project management to support development of data products.
- Experience in managing and developing teams.

About our Team

BI&V provide high quality and reliable business intelligence analysis and visualisation services to the Defence enterprise. The team are skilled and trained data professionals who utilise their highly refined knowledge and understanding of the Defence business and data landscape to produce business intelligence artefacts for internal customers, reducing time to actionable insights.

BI&V work with customers in their data value chains from the Process phase through to the Disseminate phase creating re-usable data products where possible.

By working closely with customers at each stage of the process and utilising best practices and guidelines, each data product produced is designed to deliver enterprise effects as fast as possible.

Within the Data Division’s service model, BI&V also provides ongoing support for managing existing business intelligence artefacts such as dashboards and reports within the One Defence Data platform. Within this service model, the team also share relevant business intelligence and visualisation expertise with customers, and provide continuous business improvement relating to business intelligence activities.

Our Ideal Candidate

We are looking for an individual that can apply their knowledge and experience to make an immediate and enduring impact to the activities of the team.

The ideal candidate for the role will have:

- Demonstrated experience in the development, delivery, sustainment and/or support of analytical and information products, including stakeholder engagement. (Essential)
- Demonstrated experience-managing teams and have aspiration into leadership roles. (Essential)

- A proactive, resilient and methodical approach to managing workload including the ability maintain composure under pressure, particularly in periods of high tempo and where client needs demand a quick turn-around.
- Well-developed written and verbal communication skills, including the ability to communicate complex technical matters to non-technical audiences.
- Knowledge and experience of the Defence business and data landscape (desirable).
- Knowledge in programming languages such as SQL and data analysis and visualisation tools such as Tableau, Power BI, Cloudera Data Visualisation.
- Experience in managing and coordinating data projects, particularly in a public sector environment would be highly regarded.
- Strong analytical and problem-solving skills to interpret complex datasets and generate meaningful insights
- Understanding and experience with data modelling and data warehousing/lake concepts
- The ability to work effectively and collaboratively with others, to actively contribute to team goals and lead team members in achieving shared objectives.

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 agency.

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To Apply

Position Contact	Cintia Kaul, 02 5109 9645
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=515BB0B1-5D8C-5389-6739-E46

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Defence

Vacancy VN-0765118

Department of Defence

Closing Date:Sunday 07 December 2025

Army
ADFHQ - Office of Chief of Army

Job Title	Director - Command Safety
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$139,681 - $167,659
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	ARMY/09048/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F5C98A26-68FE-C57F-BA2F-E463100331E3

Duties

The Role

As the Director Command Safety your primary function is the implementation of Workplace Health and Safety (WHS), inclusive of Youth Safety and Protection, and policy oversight within the Australian Army Cadets (AAC). Your highest priority is ensuring the organisation operates within the Defence Youth Safety Framework, which is a direct consequence of the Royal Commission into Institutional Responses to Child Sexual Abuse.

Key responsibilities of the Director Command Safety include, but are not limited to:

- Provision of safety related strategic advice to senior management and stakeholders, both internal and external to the AAC and Defence.
- Responsible for the management and execution of WHS and Defence Youth Safety Framework outcomes, including the development of AAC, Army and Defence Work Health and Youth Safety and Protection Policy.
- Provide technical safety oversight for all National and Regional cadet activities.
- Coordinate with National/State/Territory Government bodies and institutions, Defence Safety agencies, Reserve Cadet Support Division, Royal Australian Air Force (RAAF) and Royal Australian Navy (RAN) Cadet organisations, in order to ensure relevant, up to date and common safety practices are maintained across the AAC and wider Defence.
- Contribute to Army and Defence strategic planning and policy development, implement initiatives and provide reporting to National/State/Territory and Defence organisations.
- Undertake, coordinate or review investigations into safety incidents that occur within the This can include working with Comcare, State and Territory, Defence safety organisations, legal teams and emergency services.
- The position requires a composed, well-organised individual, who can manage conflicting priorities and deadlines, and a diverse team in a high tempo rapidly changing work environment.
- Is the senior APS Officer within the AAC, and as such, is responsible for mentoring and the provision of advice in regards to all matters concerning APS management.

Travel will include work in an outdoor/field environment to assess compliance with WHS and the Defence Youth Safety Framework.

The position is located at Headquarters Australian Army Cadets, Brindabella Park Offices, Canberra and cannot be performed remotely from this location.

Time worked outside of core hours will be compensated through time in lieu in accordance with the Defence Enterprise Collective Agreement 2024.

About our Team

The Australian Army Cadets is an Army youth development organisation, consisting of military, APS, adult volunteers and cadet youth. The organisation has 21,000 personnel, including 19,000 cadet youth, and is geographically dispersed across the Nation under a National and nine Regional Headquarters. The core element of the AAC is our adult volunteers, who are our front line staff directly responsible for the safe delivery of the Army cadet program in accordance with direction from Headquarters AAC, and within the Defence Youth Safety Framework.

The Command Safety Branch consists of the EL 2 Command Safety Director, an EL 1 Safety Manager and an Army Reserve Safety and Compliance Officer. The Branch provides technical

advice to the nine Regional Formation Safety Advisers, to ensure that the Army Cadet Program is delivered in accordance with mandated Workplace Health & Safety, and Youth Safe Protection legislation and policy. The Branch also has oversight of AAC policy development, which is led by an APS 6 Policy Officer.

The Branch engages with Senior Executives, National/State/Territory Government bodies and institutions, Defence Safety agencies; Reserve Cadet Support Division, RAAF and RAN Cadet organisations in order to ensure relevant, up to date and common safety practices are maintained across the AAC and wider Defence.

Our Ideal Candidate

Our ideal candidate must have practical working knowledge and experience of Youth Safety and Protection requirements and working with youth, in a youth development program. This is to ensure that the AAC program meets all safety and working with youth legal responsibilities.

Additionally, the candidate must have a demonstrated ability to deliver youth safety and protection outcomes in a geographically and culturally diverse, predominantly volunteer based youth development organisation.

Our ideal candidate must be a strong communicator (written and verbal) and critical thinker who can analyse and solve complex problems to:

- Provide the Senior Executive (HQ AAC, Army and Defence) with options.
- Write business submissions, reports, briefs and ministerials.
- Influence change.
- Develop and maintain working relationships, all within a highly geographically and demographically dispersed youth development organisation.

The candidate must be able to:

- Manage complex conflicting workloads.
- Adapt to change.
- Analyse critical safety related information.
- Meet deadlines and achieve results.

They will be a strong team leader, committed to the ongoing development and professionalisation of all AAC staff and cadet youth, and have a sound understanding of the Australian Army Cadet youth development program.

Our position offers the right applicant exposure to executive strategic planning and implementation, engagement with Senior Leaders and the opportunity to build on their career.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

Within six months of commencing in the role:

- Obtain a National Police Check Clearance
- Obtain a Working with Vulnerable People Certificate
- Obtain an Australian Defence Force Investigative Service (ADFIS) clearance (For serving and ex-serving military personnel only).

Notes

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To Apply

Position Contact	Sarah Isdale, 02 5108 4748
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F5C98A26-68FE-C57F-BA2F-E4

- that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette
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Defence

Vacancy VN-0765123

Department of Defence

Closing Date:Monday 08 December 2025

Defence Digital Group
Enterprise Systems

Job Title	ICT Project Costing Partner
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Laverton VIC, Melbourne VIC, Perth WA, Sydney NSW, Townsville QLD
Salary	$120,303 - $135,701
Future Merit Locations	Adelaide, Brisbane, Canberra, Darwin, Laverton, Melbourne, Perth, Sydney, Townsville
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DDG/07200/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D54AC3A1-F6B1-3790-DFA8-E463C257DA86

Duties

The Role

Defence Digital Group (DDG) is seeking an experienced ICT Costing Partner to assist our project managers to ensure costings for our ICT projects underpin sound business cases, assist in strategic decision-making and value-for-money outcomes and meet the need to build Defence ICT capability. Our ICT Costing Partner will operate in a dynamic environment where strategic priorities and competing demands require you to balance accuracy, timeliness, and stakeholder expectations.

You will (with consultation with our project managers) and using your ICT project management experience:

- Draft cost models through end-to-end project cost estimates initiation phase and adjust through project life cycle.
- Prepare financial documentation and reporting for various Defence and Government processes.
- Undertake cost assurance and review activities as needed through deep dives.
- Provide financial input for contract change proposals, escalation calculations, and budget establishment.

Support the establishment and professionalisation of cost estimation practices across DDG and contribute to the development of a Cost Estimation Framework, common standards, and exemplars.

About our Team

The Defence Digital Group (DDG) operates to generate and sustain digital capabilities and effects in order to defend Australia and its national interests. Its vision is a secure, integrated and scalable information and communications environment able to fight and win in the digital age. As part of DDG, the Digital Capability Division and Military Systems and Enterprise Systems Divisions' plan, deliver and enhance ICT capabilities that meet Defence's needs and ensure Defence is ready to fight and win in the digital age. The Chapter Lead Cost will work alongside other Chapter Leads in the Program Management Office Branch to deliver capability within the Military and Enterprise Systems Divisions.

The Program Management Office increases productivity by:

- Building
- Matching our resources with the right skills to the right work at the right
- Continually improving how we work so that outcomes are consistently delivered on time, within budget and to-scope.

We commit to providing additional professionalisation for the right candidates so you can continue to grow and develop your career. We will also provide mentorship and coaching to ensure you reach your potential.

Our Ideal Candidate

To be successful in this role you will demonstrate:

- Proven track record of assisting in costing activities for business cases for ICT projects with hands-on experience in project cost estimation methodologies, tools, and models, ideally applied to ICT transformation.
- Understanding of project management methodologies such as SaFE, waterfall and PRINCE2.
- Critical and analytical skills, able to assess complex information, challenge assumptions, and develop evidence-based insights that strengthen business cases and investment decisions.
- Strong stakeholder engagement and communication skills, with the ability to influence, build trust, manage relationships with senior leaders, delivery partners, and finance specialists.
- Ability to navigate competing priorities, delivering high-quality outcomes within tight
- A collaborative mindset and willingness to contribute to building a new, high-performing professional chapter in cost estimation.

Your chapter will provide you with professional development and peer support to ensure your continual growth in the Cost Estimation career and of your general APS/ICT skills.

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	DDG recruitment, ddg.recruitment@defence.gov.au
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D54AC3A1-F6B1-3790-DFA8-E4

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Defence

Vacancy VN-0765128

Department of Defence

Closing Date:Monday 15 December 2025

Defence Finance Group
Budget & Financial Services

Job Title	Category Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$95,187 - $108,734
Future Merit Locations	Canberra, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/08913/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=4309947E-FDA5-E9DE-1D4C-E463C2709395

Duties

The Role

An exciting opportunity exists for a high-performing commercially savvy individual who is passionate about achieving excellent outcomes for Defence to join the Strategic Market Management team within the External Workforce Reform (EWR) branch.

You will be build understanding of the professional services category, services delivered, and the commercial issues facing users across Defence. You will make an ongoing contribution to the strategy for the category.

The Strategic Market Management team helps Defence to be an effective user of the services provided by the firms. The category management team will review and advise Defence users on their use of the market. You will be engaged to refine project scope so that well-defined needs and clear requirements are incorporated in appropriate approaches to market.

Our vision is to make Defence the best user of consulting support in Government. The market intelligence you gather on suppliers and their performance for Defence will guide approaches to market. Contributing artefacts to the knowledge bank will ensure that colleagues have access to insights on the market and detailed examples of best practices.

You will be motivated by a passion for public outcomes and a respect for the value that external workforce provides when we partner with them well. You will record and have access to detailed information about suppliers, their services, and Defence experience using them. You will provide well researched advice to business areas when they are seeking to engage the market.

As you will be working at the junction between Defence and market you will maintain the highest standards of integrity and demonstrate the APS and Defence values in everything you do.

About our Team

The EWR branch was established to embed an enduring change to the way Defence interacts with and utilises the external workforce. The team has a broad agenda focused on building a culture that ensures contracted support is only used where it provides the best value for the Australian taxpayer.

The team will be pivotal in enabling Defence to achieve the transformational change required to deliver the agenda outlined in the National Defence Strategy.

Through the External Workforce Reform Action Plan, the team are extending the work started in March 2023 across all parts of the external workforce. Built on three pillars of effort; the External Workforce Hub, Australian Defence Consulting, and Strategic Market Management, the goal is to

ensure Defence can deploy the right resources at the right time to deliver is mission sustainably and with maximum effect.

Defence is the largest user of consulting firms and consulting support in the Commonwealth. We account for around 70% of the Federal Government use of consulting firms. They are an integral part of the external workforce that supports Defence to deliver its mission.

Our Ideal Candidate

EWR Branch prides itself on a positive, collaborative, and supportive workplace culture. For us it is all about the team, and we want people who are keen to be part of the culture we have created.

You will be a member of a small team and have relationships with colleagues within the EWR branch and across Defence. Our ideal candidate will be team-orientated, with strong relationship building skills.

To be successful in the role you will:

- Have strong communication and engagement skills, and a track record as an effective team member building and sustaining relationship with colleagues and suppliers;
- Be proactive and have a ‘can do’ attitude when working through a range of activities in a fast paced environment with competing priorities;
- Have research, analytic, and writing skills to build and convey deep understanding of supplier approaches;
- Demonstrate empathy, maturity and discretion when dealing with complex situations; and
- Have a passion and commitment for Defence’s mission and outcomes, with the integrity and professionalism to uphold APS and Defence Values and Behaviours.

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 agency.

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To Apply

Position Contact	Ian Dyson, 0408 114 870
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=4309947E-FDA5-E9DE-1D4C-E4

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Defence

Vacancy VN-0765134

Department of Defence

Closing Date:Sunday 07 December 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Assistant Director - Financial Policy
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$120,303 - $135,701
Future Merit Locations	Canberra, Melbourne
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/08113/25
Agency Website	

Job Description *https://defencecareers.nga.net.au/?jati=57AE82CB-612C-1987-D247-E463C2BFFA7A*

Duties

The Role

Working within a supportive team, to deliver policy outcomes and solve unique and interesting financial policy issues.

The role will include maintenance of the financial framework that includes:

- Accountable Authority Instructions (AAIs);
- Financial delegations;
- Policy and guidance; and
- Grants management framework and reporting.

As an EL 1 Assistant Director you will be accountable for the following:

- Managing, influencing and implementing changes to the Defence financial framework;
- Complex problem solving and issues management;
- Delivery on reporting requirements; and
- Providing relevant, accurate and timely finance policy advice to a broad range of stakeholders including Portfolio Ministers, Secretary of Defence, Chief of the Defence Force and Senior Leaders within the Department.

About our Team

The Financial Policy Directorate sits within the Financial Compliance Branch in Budgets and Financial Services Division. We are a high performing and cohesive team which supports continuous improvement and delivers results. The Directorate performs the essential function of developing and maintaining core financial frameworks, to assist Defence staff in performing their financial responsibilities.

Elements of what the team are responsible for are fast paced and highly visible, requiring the management of limited resources to deliver on competing priorities and deadlines. A range of professionalisation opportunities are available to help enhance skills, leadership and expertise.

Our Ideal Candidate

If you enjoy working with others to solve problems this is job for you. Ideally, you will possess the following attributes:

- Working knowledge of the Commonwealth Resource Management Framework.
- Ability to exercise initiative and judgement.
- Someone who enjoys engaging with and influencing others to achieve outcomes.

- Highly organised, independent and capable of managing competing priorities to ensure effective contribution to team outcomes and deadlines.
- Has a strategic outlook and the ability to plan and deliver results.
- Focus on continuous improvement.

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	Lara Ledger, 02 5130 4084
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=57AE82CB-612C-1987-D247-E4(

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Defence

Vacancy VN-0765135

Department of Defence

Closing Date:Monday 08 December 2025

Security and Estate Group
Service Delivery Division

Job Title	Base Support Officer
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	$79,176 - $86,438
Future Merit Locations	Fishermans Bend
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	SEG/07811/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=2C1DDAAE-46CE-6950-C48F-E463C379C552

Duties

The Role

As the APS Level 4 - Base Support Officer, you will work closely with both internal and external stakeholders to ensure essential services are delivered and that our Defence Bases and office environments are maintained to a high standard.

You will design and recommend solutions, recommending appropriate management strategies to whole of base operational and service delivery issues.

You will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

This role will suit you if:

- You are customer focused – able to hear the voice of the customer and drive improvements in service delivery.
- You are positive, optimistic and willing to ‘go that extra step’.
- You have the confidence to engage with stakeholders at various levels and in different forums.
- You are interested in self-improvement and developing your communication and interpersonal skills.
- You have demonstrated ability to ‘think on your feet’, consider options and initiate appropriate action.
- You are a ‘team player’

About our Team

Security and Estate Group, Directorate Service Delivery, South East Zone is seeking to fill a position at the APS 4 level. The Directorate of Service Delivery in the South East Zone is responsible for the operational performance and issue management to support services delivered across Southern NSW, Victoria and Tasmania.

These services include, but are not limited to, Estate and Building Maintenance; Project Delivery Support; Land, Environment and Heritage Management; Accommodation and Housing; Transport; Waste Management; Hospitality and Catering; Cleaning; Sport and Recreation; Safety, Security and Emergency Management.

Our Ideal Candidate

The Service Delivery Division prides itself on its positive, collaborative, and supportive workplace culture. For us, it is all about the team and we want people who want to be a part of the culture we have created. Our ideal candidate will enjoy working in a dynamic workplace on a wide variety of tasks.

You will demonstrate the following characteristics:

- A customer centric approach to service delivery.
- Resilience, personal drive and a focus on enabling others in support of Defence capability.
- An ability to manage competing priorities and meet deadlines.
- A flexible approach while maintaining attention to detail within a dynamic environment.
- Outcome focused.
- Sound verbal, written and negotiation skills.
- Willingness to learn and be challenged.
- Initiative and sound judgement in the interpretation and operational application of policy.

If you are looking for a position where you will be out and about, engaging with various stakeholders and you enjoy coming to work where no two days are the same then we recommend you engage with the contact officer and discuss further.

Eligibility

Security Clearance:

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

Notes

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To Apply

Position Contact	Christine Cavanagh, 0418 939 343
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=2C1DDAAE-46CE-6950-C48F-E4

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Defence

Vacancy VN-0765156

Department of Defence

Closing Date:Monday 08 December 2025

Joint Capabilities Group
Cyber Operations Division

Job Title	ICT Enterprise Architect
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Laverton VIC
Salary	$139,681 - $167,659
Future Merit Locations	Canberra, Laverton
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	JCG/07744/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6ADE3D33-7980-976B-CA9E-E46474FD99D5

Duties

The Role

An EL 2 ICT Enterprise Architect operates with significant independence, leading complex enterprise architecture initiatives within Defence. They possess deep expertise in legislative frameworks, government processes, and Defence policies, using this knowledge to shape strategies, policies, and operational practices. The role involves providing strategic advice to senior stakeholders and managing work with political and operational significance. As a leader, they oversee human and physical resources, set strategic direction, and drive team performance through coaching and development. They are responsible for aligning work with Defence's strategic objectives and fostering continuous improvement. With extensive technical and professional knowledge, they translate ICT methodologies into actionable strategies and collaborate across functional areas. Strong stakeholder engagement is essential, with a focus on building relationships and achieving shared outcomes. The position includes people management responsibilities, requiring the ability to lead a high-performing, cohesive team.

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

Joint Capabilities Group (JCG) was formed in July 2017 and has continued to evolve since its inception. We are a fully integrated civilian-military-contractor workforce, drawing on high-quality and motivated people from diverse backgrounds and academic disciplines who embody Defence and Australian Public Service values.

JCG is a multi-domain Group comprising of Space, Cyber and the Defence Networks, and delivering Military Strategic Effects and Logistics for the Defence Enterprise.

Cyber Operations Division (COD) is responsible for the integration, operation, management and security of Defence's global strategic communications capability that enable military operations and support Defence business. COD is also responsible at the strategic level to the Chief of Defence Force and Chief of Joint Operations for advice and technical control for the Command, Control, Communications and Cyber security in support of ADF Operations.

Our Ideal Candidate

An EL 2 ICT Enterprise Architect in Defence leads strategic enterprise architecture initiatives, ensuring integration across Defence and its partners. They manage teams by setting clear expectations, guiding development, and fostering collaboration. The role involves overseeing resources, prioritising work, and evaluating outcomes. Architects direct enterprise-wide architecture and strategy development to support Defence’s strategic goals, using market insights to assess risks and benefits. They contribute to project planning and act as a key liaison between senior leadership and staff. The position requires anticipating organisational change, resolving conflicts, and promoting cooperative behaviour. They analyse complex enterprise issues, applying architectural expertise to recommend solutions and ensure alignment between business strategies, transformation activities, and technology directions. Their work has strategic significance and demands high-level judgement, leadership, and communication skills.

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 agency.

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To Apply

Position Contact	Christie Boyd, 03 9269 5643
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6ADE3D33-7980-976B-CA9E-E4

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Defence

Vacancy VN-0765175

Department of Defence

Closing Date:Thursday 18 December 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Finance Data Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$120,303 - $135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/09079/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=D5A3DD4A-9E5C-2318-C96D-E465D97F11D9

Duties

The Role

This is an opportunity for finance and data governance professionals with strong accounting and data management capabilities to work within a small multi-disciplined team of professionals, supporting finance business stakeholders during a period of major system and organisational change.

Your key responsibilities will include:

- Managing and leading a team, including providing clear and consistent communication, setting clear performance and behavioural standards, managing performance, delegating responsibility and guiding and developing people.
- Setting work area priorities, managing workflows, developing strategies and evaluating business outcomes.
- Influencing and shaping finance data and information policy and strategies, implementing guidance documentation integral to good data management & financial reporting and accounting outcomes.
- Establishing centralized finance data governance and management practices across complex, large and sensitive data assets within the finance domain.

- Leading the planning, acquisition, storing, cataloguing, destroying and archiving of finance data across the data lifecycle.
- Optimising processes, encouraging consistency across business areas, championing data quality and resolving complex data issues.
- Establishing broad networks to drive informed, comprehensive and effective organizational / domain improvements in financial reporting and accounting outcomes reliant upon quality data.
- Collaborating with other data professionals, business stakeholders, and IT specialists to drive system and process changes that enable the organisation to realise strategic goals.
- Coaching and training other data managers, and contribute to developing data management capability including representation and co-ordination on behalf of finance group at cross-domain data working groups or forums.
- Supporting the data components of financial systems projects to improve business processes and overall outcomes.

Suitable professional backgrounds for this opportunity includes:

- Strong experience leading teams undertaking financial systems management (major ERP’s like SAP, SAP HANA etc.) and/or report development e.g. Business intelligence (BI) tools like Cognos, TM1, Power BI etc.
- Strong experience as a data manager or data analyst governing complex and shared data assets within an enterprise data warehouse.
- Experience supporting teams in the BI and data analytics space in their undertaking of complex financial modelling leveraging data from core financial systems or finance data warehouses.

About our Team

The Defence Transformation Strategy identified the need to establish a continuous improvement culture a component of which includes becoming a more data-informed Defence organisation. Foundational to this will be the ability to establish high quality data providing the right information on the right things at the right time to support decision-makers. Strategic direction to the organisation on how data is to be managed in a more deliberate and disciplined manner including how information is collected, stored, analysed and applied in the decision making process is being provided through the implementation of a Defence Data Strategy.

Key enablers of these strategies include the proposed One Data Defence (1DD) and Enterprise Resource Planning (ERP) capabilities, both of which require Defence Groups and Services to begin to catalogue data sets, undertake data remediation and enrichment and implement improved data governance and management practices in support of the deployment of these improved capabilities.

Defence has adopted a federated approach to enterprise data governance. A federated data governance model can be described as a ‘hub’ and ‘spoke’ model. For Defence, the central ‘hub’ represents the Data Division under the leadership of the Chief Data Integration Officer (CDIO) and

the central ‘spoke’ for Finance Group being the Directorate of Financial Information Management (DFIM). This means that the execution of data governance and management practices are decentralised ensuring flexibility for the Groups and Services accommodating their respective needs.

DFIM plays an active role as custodians of the finance data assets. This includes oversight, standardisation and coordination of data governance, establishing foundational data management practices and capabilities, articulating data requirements, facilitating data sharing, improving and maintaining data quality, establishing curated datasets and integrated data warehouses and supporting analytics and business intelligence teams across DFG. DFIM operates a small but evolving team out of Victoria Barracks Melbourne.

Our Ideal Candidate

You are a capable, flexible problem solver with strong data management, analytical and conceptual skills and are able to operate as part of a multi-disciplined team. You will be required to identify, anticipate and respond to stakeholders’ needs and expectations to achieve Defence outcomes. You will be accountable to lead a team, set work priorities, communicate effectively, manage workflow and resources whilst working in a dynamic and busy environment.

Core competencies we are targeting include:

- Strategic outlook, strong planner and organiser.
- Accountable for providing clear and consistent communication, setting clear performance and behavioral standards, managing performance, delegating responsibility and guiding and developing people.
- Demonstrated ability to drive sustainable change by partnering collaboratively across the Defence organisation and externally.
- Ability to influence with strong written/verbal communication. Collaborative approach with a strong client focus.
- Demonstrated skills to translate technical information into business guidance, policy documentation and outcomes.
- Build and sustain stakeholder engagement, including the ability to communicate with influence and negotiate effectively.
- Influence and motivate team members and actively lead group activities.
- Strong problem solving and analytical approach with conceptual capabilities and flexible approach.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.

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 agency.

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To Apply

Position Contact	Jamie Linton, 0402 290 830
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=D5A3DD4A-9E5C-2318-C96D-E4

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Defence

Vacancy VN-0765194

Department of Defence

Closing Date:Wednesday 07 January 2026

Associate Secretary Group
Data

Job Title	Deputy Director Data Interoperability
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$120,303 - $135,701
Future Merit Locations	Brisbane, Canberra, Melbourne, Sydney
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ASG/08943/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=3D70ED47-3156-56B9-EFD3-E46437B4B5DB

Duties

The Role

The Data and Analytics Branch is looking to fill an EL 1 vacancy for the role of Deputy Director Data Integration and Interoperability in the Directorate of Data and Information Architecture. The position is a hands on role with leadership responsibilities and is suited to individuals with a data architecture and/or cyber background.

The role and function is critical in the ongoing integration and interoperability of data across Defence and with Coalition stakeholders. Responsible for engaging with stakeholders on simple and complex business requirements, the position develops and provides advice on integration designs to meet interoperability requirements. The role engages with a range of highly technical teams and military functions to realise defined outcomes. Additional responsibilities and duties include:

- Leveraging your experience, training and knowledge to support continued alignment of the One Defence Data Capability to the departmental and business requirements.
- Work with highly technical teams on contemporary technology to translate business objectives into technical activities.

- With the broader operations team, plan, manage and coordinate interoperability outcomes for delivery.

The role exercises significant influence on data outcomes within Data Division and across Defence. It is a key role in supporting the Department of Defence to realise data and analytics priorities.

About our Team

The Directorate of Data and Information Architecture is responsible for the realisation of the One Defence Data Platform and data capabilities that enable Defence.

The team is primarily focussed on the transformational change as a result of the One Defence Data Capability. The transition from traditional, often siloed, data warehousing to a federated modern data platform where data products are discoverable and readily shared across the Department in additional to realising significant uplift in analytics in critical areas of the Department. This is a challenging and dynamic role.

Our Ideal Candidate

The successful candidate will have the proven ability to:

- Excellent stakeholder engagement and communication skills for both technical and non technical elements of data and technology integrations.
- The ability to translate business objectives and aims into general and technical documentation.
- Has relevant technical knowledge of contemporary technologies that underpin data lake and lake house architectures for the management of data and development of analytical outcomes.
- Has technical knowledge across numerous data integration approaches with excellent critical analysis skills to translate requirements into architectural designs.
- Has applied knowledge of key international standards including military specific requirements
- Knowledge of data modelling practices.
- Demonstrated experience in applying risk management practices and managing risk.
- Ability to assess and prioritise assigned tasks in a dynamic environment.
- Demonstrated ability to lead and collaborate with other data professionals and business stakeholders to support and drive agile behaviours within a large and diverse program of works.
- Sound knowledge of the Department of Defence.
- Holds a NV2 security classification;

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 agency.

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To Apply

Position Contact	Michael Newsham, 02 5130 8513
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=3D70ED47-3156-56B9-EF[illegible]D3-E4[illegible]

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Defence

Vacancy VN-0765208

Department of Defence

Closing Date:Thursday 11 December 2025

Defence Science and Technology Group
Platforms

Job Title	Discipline Lead Air Explosives / Discipline Lead Damage Control, Sensors & Data
Job Type	Full-Time, Ongoing
Location	Fishermans Bend VIC
Salary	$139,681 - $167,659
Future Merit Locations	Fishermans Bend
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	DSTG/09190/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=242804F5-6CE7-12A2-9605-E464397824E9

Duties

The Role

We are seeking two highly motivated Discipline Leaders with a passion for delivering innovative and valued outcomes to Defence in the area of Naval Platform Survivability (NPS).

The **Discipline Lead Air Explosives** is responsible for leading research in analytical, numerical and experimental methods that support material, system and whole-of-vessel survivability assessments to above water weapon effects.

The **Discipline Lead Damage Control, Sensors & Data** is responsible for providing advice, developing technologies and assessing technical risks to Defence maritime platforms relating to damage control, recoverability and habitability from explosive and non-explosive damaging events.

The Discipline Leads will:

- Ensure the teams' science & technology (S&T) outcomes to Defence are high quality; delivered within timelines and meet internal and/or external reporting requirements; maintain accurate data into relevant systems through the NPS Group Leader and Program Leaders in Defence Science Technology Group (DSTG) and Defence.

- Foster networks within DSTG and Defence; and with national and international partners in industry, academia and other nation's defence agencies.
- Create an inclusive environment by mentoring staff; contribute to the group strategy and planning; provide clear and consistent communication; set well-defined performance and behavioural standards; and delegate responsibility.

About our Team

DSTG is the Australian Government's lead agency dedicated to providing innovation, science and technology support for the country's defence and security needs under the leadership of the Chief Defence Scientist.

Platforms Division applies S&T to the capability analysis, research and development of platforms and systems relevant to the Australian Defence Force.

The Signatures and Survivability (SAS) resides within the Platforms Division. SAS undertakes research and development activities involving platform signatures, weapon and hazard effects, platform survivability and recoverability - including NPS - in support of the Australian Defence Force and National Security.

Our Ideal Candidate

Prospective Discipline Leaders in DSTG must have experience in leadership and management to build collaborative multi-discipline teams in science, engineering, mathematics and data. You will need to think strategically, anticipate the needs of Defence, problem solve and operate under broad guidelines. You will be expected to manage teams, facilities and resources necessary for S&T delivery and be able to effectively connect to the Defence and S&T ecosystems.

As **Discipline Leader Air Explosives**, you will have the knowledge and experience that will allow you to:

- Guide the experimentation, simulation and analysis of above water weapons impact and detonation against maritime materials, systems and platforms;
- Lead the research into novel methodologies that enhance DSTG's capability to measure, analyse and report on weapon effects, including: explosive shock, blast, fragmentation, and high-strain responses.

As **Discipline Leader Damage Control, Sensors & Data**, you will have the knowledge and experience to:

- Guide the modelling and assessment of damage control and habitability systems on Defence maritime platforms, including fire-suppression, flood, smoke, atmospheric control, and integrated platform management systems;
- Identify methodologies to simulate, integrate and assess new and novel damage control technologies into maritime platforms or Defence training environments; including, data

analytics and machine learning, augmented and virtual environments, and remote and autonomous sensors.

Eligibility

Security Clearance:

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

Mandatory Qualifications:

The S&T6/EL2 Discipline Leader - Platform Systems position requires:

• academic qualifications in one or more of the following related fields of research;

• or relevant skills and work experience.

Ref 1297.0 ANZSRC Fields of Research 2020:

Division 31 – Biological Sciences

3199 Other Biological Sciences

Division 34 – Chemical Sciences

3403 Macromolecular & Materials Chemistry

Division 40 – Engineering

4001 Aerospace Engineering

4015 Maritime Engineering

4016 Materials Engineering

4017 Mechanical Engineering

4099 Other Engineering

Division 46 – Information & Computing Sciences

4602 Artificial Intelligence

Division 49 – Mathematical Sciences

4901 Applied Mathematics

Division 51 – Physical Sciences

5103 Classical Physics

5104 Condensed Matter Physics

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 agency.

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To Apply

Position Contact	Madeleine Burchill, 03 9344 2861
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=242804F5-6CE7-12A2-9605-E46

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Defence

Vacancy VN-0765218

Department of Defence

Closing Date:Thursday 08 January 2026

Capability Acquisition and Sustainment Group
Joint Aviation Systems Division

Job Title	Business (Project) Support Officer
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$95,187 - $108,734
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	CASG/09131/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=51368124-6A81-848D-E701-E4643AA19DDE

Duties

The Role

The Utility Helicopter Systems Program Office (UHSPO) is looking for a Business Support Officer to join the UH-60M Black Hawk team.

As the UHSPO Business Support Officer, you will be responsible to the LAND 4507 Director Business Management and Governance and will work independently with the opportunity for reasonable autonomy and accountability for the achievement of the outcomes of your assigned work.

You will exercise both initiative and judgment in the interpretation of policy and in the application of practices and procedures. The UHSPO Business Support Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex or difficult issues.

The UHSPO Business Support Officer is critical to delivering a utility helicopter capability for the Australian Army, why not be part of it?

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 Army Aviation Systems Branch (AASB) purpose is to deliver military aviation systems to the capability managers. AASB is responsible for the acquisition and through-life support of all Army helicopters and tactical unmanned aerial systems through both Project Offices (PO) and Systems Program Offices (SPO) within Australia and overseas.

Join the UHSPO and be a part of a team that is dedicated to enhancing the Australian Army's helicopter capability through the acquisition of 40 UH-60M Black Hawk helicopters. As a member of UHSPO, you will have the opportunity to work on a high-profile project and contribute to the development of a sustainment organisation that will meet the strategic needs of the Australian Army, whilst also gaining valuable experience and professional development in a dynamic, inclusive and collaborative environment.

Our Ideal Candidate

Our Ideal candidate will have:

- The ability to acquire in-depth knowledge of, and to apply and advise on, legislation, policy and procedures in order to achieve business unit objectives that contribute to Defence’s mission.
- Very strong analytical and problem solving skills with the ability to negotiate desirable outcomes.
- Excellent written and oral communication skills and the ability to engage collaboratively with diverse stakeholders.
- Demonstrated financial and business acumen, ideally in areas including but not limited to Foreign Military Sales Case financial management, asset management and procurement support.

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	Vivienne Hunter, 02 5109 5945
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=51368124-6A81-848D-E701-E46

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Defence

Vacancy VN-0765219

Department of Defence

Closing Date:Thursday 11 December 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Risk & Governance Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$95,187 - $108,734
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	JCG/09144/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=42C40A5A-418D-508A-E943-E46561C09C3A

Duties

The Role

The APS 6 Risk and Governance Officer within the Directorate of Maintenance Services (DMS) is accountable under broad direction for the Coordination, Governance and Oversight of the corporate Risk and Governance Management Framework at DMS. You will be accountable, to ensure the Risk and Governance Framework remains compliant with legislative frameworks, government decision-making and policy requirements, as it is applied to support the delivery of maintenance services across the Joint Logistics Units.

Duties include, but not limited to:

- Identify, assess and monitor corporate risk that may impact delivery of maintenance services, including mitigation strategies.
- Develop and Maintain policies, procedures and plans related to the DMS Risk and Governance Management Framework.
- Develop and maintain the DMS risk register.
- Brief DMS Executives on the status of Risk and Governance issues.
- Improve risk management practices through the conduct of regular working groups and workshops.

About our Team

The Directorate of Maintenance Services is part of Logistics Operations Branch within Joint Logistics Command. We provide logistics services to support ADF operations and exercises both domestically and overseas. Our key function is to nationally manage the regional delivery of maintenance services, through our industry partners and a network of Joint Logistic Units across Australia. Maintenance Services are provided for a wide range of Defence's Land, Air and Marine assets, comprising all levels of activity from scheduled servicing to heavy grade repair ad supporting functions, which may be conducted by the in-house industry partner or a wide network of external small to medium enterprises.

Our Ideal Candidate

Our ideal candidate is a motivated individual, capable of working both alone and as part of wider team, who has experience in risk management and/or corporate governance, or the ability to quickly gain such skills.

You will require:

- To be able to manage multiple priorities and deadlines, with the ability to adapt and reprioritise at short notice.
- Strong written and verbal communication skills.
- Ability to build and sustain positive working relationships with a wide variety of internal & external stakeholders.
- Sound judgement and analytical skills.
- Formal qualifications in risk management or corporate governance would be beneficial but not essential.
- Experience in maintenance services or contract management would be beneficial but not essential.

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 agency.

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To Apply

Position Contact	Pukar Gurung, 03 8531 9405
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=42C40A5A-418D-508A-E943-E46

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Defence

Vacancy VN-0765229

Department of Defence

Closing Date:Thursday 11 December 2025

Joint Capabilities Group
Joint Logistics Command

Job Title	Director of Logistics Explosive Ordnance
Job Type	Full-Time, Ongoing
Location	Orchard Hills NSW
Salary	$139,681 - $167,659
Future Merit Locations	Orchard Hills
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 2
Position Number	JCG/08980/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B4FBA061-E908-FFB6-2C17-E4643B328DCF

Duties

The Role

Reporting to the Director General Explosive Ordnance within Joint Logistics Command (JLC), the Director of Directorate of Logistics – Explosive Ordnance (DLOG-EO) is responsible for the management and operation of the JLC Class V storage and distribution network within the Defence Logistics Network.

In the delivery of this effect key responsibilities of the role include:

- Prioritising resources to support the detailed planning for the Class V logistics requirements of ADF capabilities, which are currently accelerating and expanding. This includes delivery of new infrastructure with increasing requirements for assessing critical safety/security impacts, safety management systems and regulatory compliance;
- Explosive Ordnance Branch's (EOB) lead for the management of the Defence owned Port of Point Wilson for the bulk importation and exportation of Class V explosive assets;
- Contract Authority for governance and delivery of the $100m per annum Explosive Ordnances Services Contract providing industry support to the warehousing and distribution of the Class V explosive inventory across Australia, and;
- EOB lead for the delivery of prioritised infrastructure sustainment for the JLC Class V network and the delivery of the explosive limit licensing function.

About our Team

DLOG-EO is a key planning and delivery agent in Joint Logistics Command.

The DLOG-EO Director position is broadly responsible for EOB's established Class V explosives network including storage (Major Hazard Facilities), national distribution, ADF capability implementation planning, infrastructure sustainment and explosive limit licensing.

To support this role the Director is designated Contract Authority for governance and delivery of the $100m per annum Explosive Ordnances Services Contract providing industry support to the warehousing and distribution of the Class V explosive inventory across Australia.

Our Ideal Candidate

The ideal candidate would possess:

- Advanced leadership and organisational skills;
- Proven ability to manage a diverse range of competing priorities;
- Advanced communication skills – written and oral;
- Extensive commercial acumen (including logistic and contract management skills);
- A strategic focus;
- Understanding of regulatory compliance frameworks that apply to dangerous goods;
- Understanding of Major Hazard Facility legislation;
- The ability to influence a range of stakeholder groups to achieve results;
- Experience working in a large organisation or government department.

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	Commodore James Nash, 02 5108 6324
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B4FBA061-E908-FFB6-2C17-E4

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Defence

Vacancy VN-0765231

Department of Defence

Closing Date:Sunday 07 December 2025

Associate Secretary Group
Data & Analytics

Job Title	Solution Architect - Branch Operations
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	$120,303 - $135,701
Future Merit Locations	Sydney, Brisbane, Canberra, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	ASG/08850/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E7059B8F-53DA-90D6-0A92-E464B0D5AC79

Duties

The Role

The Data and Analytics Branch is looking to fill an EL 1 vacancy for a Solution Architect in the Branch Operations team. The position is a hands on role with leadership responsibilities. Leading the Branch Operations team, the role is responsible for engaging with stakeholders on simple and complex business requirements, initial definition of analytical requirements, defining service delivery requirements and coordinating service delivery across a number of highly technical teams and functions to realise defined outcomes. Additional responsibilities and duties include:

- Leveraging your experience, training and knowledge to support continued alignment of the One Defence Data Capability to the departmental and business requirements.
- Inform and engage with senior leadership on opportunities, risks under management and, value created as a result of projects enable or delivered by the Data and Analytics Branch.
- Work with highly technical teams on contemporary technology to translate business objectives into technical activities.
- With the broader operations team, plan, manage and coordinate service delivery of data management and analytics across the Branch.

Through your leadership and with your team, the role exercises significant influence on data management and analytics and services delivered by the Branch. It is a key role in supporting the Department of Defence to realise data and analytics priorities.

About our Team

The Data and Analytics Branch is responsible for the realisation of the One Defence Data Platforms including but not limited to service delivery across the Department, enabling federated data management and, delivery of analytical outcomes up to and including Artificial Intelligence solutions.

The team is primarily focussed on the transformational change as a result of the One Defence Data Capability. The transition from traditional, often siloed, data warehousing to a federated modern data platform where data products are discoverable and readily shared across the Department in additional to realising significant uplift in analytics in critical areas of the Department. This is a challenging and dynamic role.

Our Ideal Candidate

The successful candidate will have the proven ability to:

- Communicate to a very high standard for both technical and non-technical elements of data solutions.

- The ability to translate business objectives and aims into general and technical documentation.
- Has relevant technical knowledge of contemporary technologies that underpin data lake and lake house architectures for the management of data and development of analytical outcomes.
- Has technical knowledge across DEVSECOPS specifically analytical application development and sustainment across a number of technical implementations.
- Demonstrated experience in applying risk management practices and managing risk.
- A detailed understanding of data integration, management and activities to define high level project requirements;
- Demonstrated ability to lead and collaborate with other data professionals and business stakeholders to support and drive agile behaviours within a large and diverse program of works.
- Sound knowledge of the Department of Defence, preferably with former military service.
- Holds a NV2 security classification;

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 agency.

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To Apply

Position Contact	Michael Newsham, 02 5128 2359
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E7059B8F-53DA-90D6-0A92-E4(

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

Defence

Vacancy VN-0765242

Department of Defence

Closing Date:Monday 08 December 2025

Defence Intelligence Group
Intelligence Capability Division

Job Title	Test and Evaluation Manager
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$120,303 - $135,701
Future Merit Locations	Brindabella Business Park
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DIG/09147/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=97402A65-E5E0-AE50-E282-E4643846F945

Duties

The Role

Defence Intelligence Group (DIG) and Defence's Cyber Domain are seeking experienced Test and Evaluation (T&E) practitioners and project managers with experience obtaining, analysing and presenting evidence.

Successful candidates will possess an analytical mindset, excellent communication skills and the ability to evaluate test and capability development documents to provide leadership and direction for intelligence capability and cyber domain projects.

The T&E manager will be responsible for:

- Managing the development and implementation of program and project T&E documentation.
- Leading a small team of APS, ADF and contracted personnel to develop and manage Operational T&E (OT&E) programs.
- Allocating resources to develop and execute strategies and evaluate test requirements.
- Stewardship of Standard Operating Procedures (SOPs) to ensure they remain fit for purpose for appropriate T&E management and consistent with broader Defence policies.
- The role will be required to draw on technical and managerial expertise to lead, plan and guide the work of the personnel under their remit.

Minimum Negative Vetting 1, with the expectation that a Positive Vetting security clearance is obtained after commencement is required for DIG staff. Cyber Domain staff will need a minimum of Negative Vetting 2 or Positive Vetting.

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

Intelligence Capability Division (ICD) manage and coordinate intelligence enterprise capability and support functions on behalf of the Chief of Defence Intelligence. The mission is to deliver integrated enterprise intelligence capability, including the management and development of the intelligence workforce.

Intelligence Capability Portfolio Support (ICPS) within ICD provides centralised guidance and support across the Intelligence Capability Division projects to ensure success through alignment with Defence priorities and the One Defence Capability System.

The T&E team, within ICPS, are responsible for the development and coordination of DIG’s T&E program and assure, plan, conduct and support T&E activities to provide objective quality evidence in order to support capability milestones. This position is based at Brindabella Business Park, ACT.

Our Ideal Candidate

Our ideal candidate will:

- Possess excellent communication skills and have experience writing briefs, reports, managing meetings and providing verbal updates to senior stakeholders.

- Exercise a considerable degree of independence and perform a leadership role. They will demonstrate sound decision-making and judgement to provide expert T&E advice.
- Have knowledge and experience in the planning, conduct and reporting of T&E activities (or transferable experience in obtaining, analysing and presenting evidence) in support of capability milestone declarations.
- Analyse and evaluate capability development documents, and a variety of test reports, in order to advise senior leaders on capability states and capability risks.
- Be able to provide strategic direction and clearly articulate goals to achieve program, project and product objectives in accordance with Defence policies and procedures.
- Work collaboratively to provide innovative, outcome-focused solutions and develop and implement plans and processes.
- Actively manage internal and external stakeholder relationships and collaborate closely with other T&E staff across Defence.
- Exercise good people management skills to lead a high performing and cohesive team.

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 agency.

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To Apply

Position Contact	Contact Name Withheld, 02 5108 8265
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=97402A65-E5E0-AE50-E282-E46

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Defence

Vacancy VN-0765250

Department of Defence

Closing Date:Thursday 11 December 2025

Defence People Group
People Services and Wellbeing

Job Title	Suicide Prevention Project Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$95,187 - $108,734
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DPG/09043/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=966C94C6-34D8-A2D7-F379-E46473FB3CE7

Duties

The Role

The APS 6 Suicide Prevention Project Officer within the Psychosocial Wellbeing and Suicide Prevention Directorate contributes to the development and implementation of suicide prevention initiatives across Defence.

They will require an in-depth knowledge of suicide prevention, intervention, and postvention initiatives in a workplace context, and a desired knowledge of workplace psychosocial risks.

Key duties include:

- Assist with contract management and implementation for key directorate projects, including the Defence suicide postvention framework.
- Contribute to the evaluation of suicide prevention initiatives, including the Defence and Veteran Mental Health and Wellbeing Strategy and Action Plans.
- Review, draft and enact proposals for suicide prevention reform including, but not limited to, reform in response to the Royal Commission into Defence and Veteran Suicide.
- Engagement with internal and external stakeholders to progress work and meet Mental Health and Wellbeing objectives, including Defence Groups and Services, healthcare providers, government and non-government agencies, Department of Veterans' Affairs, research institutions and universities.

About our Team

The Mental Health and Wellbeing (MHW) Branch is the lead for Workforce Mental Health policy and programs and enables the assured and continuous improvement of Mental Health & Wellbeing across the Defence enterprise. The Branch, comprised of military members and civilian employees, forms an inter-disciplinary team focused on improving the mental health and wellbeing of the Defence community. A primary function of the Branch is the facilitation and implementation of the Defence and Veterans' Mental Health and Wellbeing Strategy 2025-2030.

The Strategic Advisory Group (SAG) within the MHW Branch, is a high-performing team of public health and allied health subject matter experts. The Psychosocial Wellbeing and Suicide Prevention (PWaSP) directorate within SAG provides evidence-based initiatives, insights, and policy guidance to advance Defence's psychosocial and suicide prevention systems.

Our Ideal Candidate

We are seeking a highly motivated health professional with a background in suicide prevention and an understanding of workplace psychosocial risks, to build and drive initiatives across the Department.

Our ideal candidate will demonstrate the following capabilities:

- Able to translate suicide prevention research into practice.
- Compile, analyse and interpret suicide prevention data to inform continuous improvement.
- Engage internal and external stakeholders to progress mental health and wellbeing objectives.
- Work effectively in an integrated environment to build and maintain strong, collaborative relationships.
- Able to prepare briefings, proposals, and reports informed by evidence-base best practice and research.

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	Sharnarra Crawley, 03 9200 0509
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=966C94C6-34D8-A2D7-F379-E4(

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Defence

Vacancy VN-0765252

Department of Defence

Closing Date:Thursday 18 December 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Finance Data Officer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC
Salary	$95,187 - $108,734
Future Merit Locations	Melbourne
Office Arrangement	On Site
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DFG/09081/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=90726E58-3C3E-EA99-5116-E46474189E98

Duties

The Role

This is an opportunity for finance and data governance professionals with strong accounting and data management capabilities to work within a small multi-disciplined team of professionals, supporting finance business stakeholders during a period of major system and organisational change.

Your key responsibilities will include:

- Supporting work area priorities, managing workflows, contributing to strategies and evaluating business outcomes.
- Understanding finance data and information policy and strategies, drafting guidance documentation integral to good data management and financial reporting and accounting outcomes.
- Managing and supporting centralised data management practices and undertaking data management tasks as directed by supervisors within the finance domain.
- Assisting with planning, acquisition, storing, cataloguing, destroying and archiving of finance data across the data lifecycle.
- Working within the team and utilising processes to support consistent data quality and resolve data issues.

- Contributing to develop data management capability, including learning activities and participation at cross-domain data working groups and forums.
- Supporting the data components of financial systems projects to improve business processes and overall outcomes.

Suitable professional backgrounds for this opportunity includes:

- Strong experience leading teams undertaking financial systems management (major ERP's like SAP, SAP HANA etc.) and/or report development e.g. Business intelligence (BI) tools like Cognos, TM1, Power BI etc.
- Strong experience as a data manager or data analyst governing complex and shared data assets within an enterprise data warehouse.
- Experience supporting teams in the BI and data analytics space in their undertaking of complex financial modelling leveraging data from core financial systems or finance data warehouses.

About our Team

The Defence Transformation Strategy identified the need to establish a continuous improvement culture a component of which includes becoming a more data-informed Defence organisation. Foundational to this will be the ability to establish high quality data providing the right information on the right things at the right time to support decision-makers.

Strategic direction to the organisation on how data is to be managed in a more deliberate and disciplined manner including how information is collected, stored, analysed and applied in the decision making process is being provided through the implementation of a Defence Data Strategy. Key enablers of these strategies include the proposed One Data Defence (1DD) and Enterprise Resource Planning (ERP) capabilities, both of which require Defence Groups and Services to begin to catalogue data sets, undertake data remediation and enrichment and implement improved data governance and management practices in support of the deployment of these improved capabilities.

Defence has adopted a federated approach to enterprise data governance. A federated data governance model can be described as a 'hub' and 'spoke' model. For Defence, the central 'hub' represents the Data Division under the leadership of the Chief Data Integration Officer (CDIO) and the central 'spoke' for Finance Group being the Directorate of Financial Information Management (DFIM). This means that the execution of data governance and management practices are decentralised ensuring flexibility for the Groups and Services accommodating their respective needs.

DFIM plays an active role as custodians of the finance data assets. This includes oversight, standardisation and coordination of data governance, establishing foundational data management practices and capabilities, articulating data requirements, facilitating data sharing, improving and

maintaining data quality, establishing curated datasets and integrated data warehouses and supporting analytics and business intelligence teams across DFG. DFIM operates a small but evolving team out of Victoria Barracks Melbourne.

Our Ideal Candidate

You are a capable, flexible problem solver with data management, analytical and conceptual skills able to operate independently and as part of a multi-disciplined team. You will be required to respond to stakeholders' needs and expectations to achieve Defence outcomes. You will be accountable to work within a team, provide leadership, achieve against work priorities, communicate effectively, and manage your allocated work workflows and resources whilst working in a dynamic and busy environment.

Core competencies we are targeting include:

- Operating within an integrated team with an inclusive style.
- Adherence to performance and behavioural standards, ownership of delegated responsibility and guiding and supporting people.
- Demonstrated ability to support sustainable change partnering collaboratively across an organisation and externally.
- Ability to influence with written/verbal communication. Collaborative approach with a client focus.
- Ability to translate technical information into business guidance, policy documentation and outcomes.
- Sustains stakeholder engagement, including the ability to collaborate and communicate effectively.
- Motivating team members and actively contribute to group activities.
- Problem solving and analytical approach with conceptual capabilities and flexible approach.
- Improvement focus, strong results orientation, and seeks to add value through improving processes and systems.

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	Jamie Linton, 0402 290 830
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=90726E58-3C3E-EA99-5116-E46

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Defence

Vacancy VN-0765257

Department of Defence

Closing Date:Thursday 11 December 2025

Defence Science and Technology Group
Human and Decision Sciences

Job Title	Team Leader
Job Type	Full-Time, Ongoing
Location	Fairbairn ACT
Salary	$95,187 - $108,734
Future Merit Locations	Fairbairn
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DSTG/08674/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=516A8369-41E6-2CB7-FA83-E46474F95543

Duties

The Role

Within the Administration function an APS6 Administration Officer is accountable under broad direction to perform and achieve complex procedural, operational, administrative and business support work within an integrated workforce. They are accountable to ensure they have knowledge of and compliance with legislative frameworks, government decision-making and Defence's mission and policy requirements.

An APS6 Administration Officer will work independently with the opportunity for reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures. They will provide detailed administration, professional and policy advice in relation to complex work and contribute to strategic planning, program and project management and policy development.

An APS6 Administration Officer may be a team coach or lead a team and be accountable to set work priorities and manage workflows. They are expected to be capable of building team capability through coaching, feedback and developing the quality of work undertaken by others within a work unit. They may exercise the associated people and financial responsibilities to achieve work unit outcomes.

An APS6 Administration Officer will have considerable level of stakeholder engagement and will liaise with stakeholders in relation to complex issues. They will be required to identify, anticipate and respond to stakeholders' needs and expectations to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

About our Team

As we evolve, the Enabling Services Team is focused on a high performing and continuous improvement culture. We are a diverse, adaptable team who are geographically dispersed across six states. We are inclusive and work collaboratively to support each other to achieve our collective outcomes. We align our behavioural expectations with the Defence Values.

Collectively, we deliver a wide range of administrative, business, corporate and policy initiatives services to the science and technology team. As a new face in our team you can expect a welcoming reception to ensure you feel a part of the team which will give you a good head start and an enjoyable journey with us.

We will provide you with training and development opportunities to ensure you remain adaptable, equipped and able to move into other positions which will support your continued growth and development.

Our Ideal Candidate

Our ideal candidate demonstrates initiative and plans ahead. You are resourceful and able to partner with key stakeholders in the Division, Group and across Defence to ensure that your time is well managed to meet the priorities of the Division, even as they shift. You are innovative and take opportunities to initiate projects which encourage continuous improvement.

As a leader you understand how to adapt your leadership style to meet the needs of the moment and coach and mentor your team to yield high performance. You are an adaptive communicator who can vary your style to convey your message with clarity and influence according to the requirements of your audience. You flourish in a dynamic environment where the provision of assistance to senior and scientific staff is constant and highly valued.

As a lifelong learner, you seek out opportunities to grow and develop your skills and knowledge to ensure that you are using best practices and providing high quality contemporary solutions to problems.

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 agency.

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To Apply

Position Contact	Lisa Torrance, 03 8534 1336
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=516A8369-41E6-2CB7-FA83-E46

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Defence

Vacancy VN-0765261

Department of Defence

Closing Date:Thursday 11 December 2025

Security and Estate Group
Service Delivery Division

Job Title	Administration Officer
Job Type	Full-Time, Ongoing
Location	Amberley QLD, Bandiana VIC, Hobart TAS, Williamtown NSW
Salary	$86,887 - $93,066
Future Merit Locations	Amberley, Bandiana, Hobart, Williamtown
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	SEG/07132/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8863A68B-70B0-5D66-3806-E4647546EB22

Duties

The Role

The Directorate of Estate and Land Management (DELM) within the Service Delivery Division is responsible for planning, delivering, and maintaining Estate Upkeep and Land Management services, ensuring compliance across the Defence estate. The Business Operations section provides critical administrative support to enable these functions. As an Administration Officer, you will deliver high-quality administrative services, including managing shared inboxes, coordinating tasks, maintaining business rules, and supporting the development of standard operating procedures. Working within a small, collaborative team, you will have autonomy to prioritise tasks and manage workflows to achieve outcomes. This role involves significant stakeholder engagement, liaising with internal and external parties on Estate Upkeep activities. You will contribute to continuous improvement and professional development while supporting a geographically dispersed team. Occasional travel may be required.

About our Team

The Business Operations team is one of five sections within the Directorate of Estate & Land Management. The Directorate delivers a range of essential services across the Defence estate, including Estate Upkeep, Land Management, Firefighting, and Aerodrome Operations Support. It operates as a geographically dispersed organisation across four states. This role reports to the Facilities Program Officer and forms part of a small, dedicated administrative team.

Our Ideal Candidate

Our ideal candidate will be a proactive and highly organised professional with a strong focus on delivering exceptional administrative support. You will demonstrate excellent attention to detail, strong communication skills, and the ability to manage competing priorities in a dynamic environment.

Key attributes and skills include:

- Outstanding written, verbal, and interpersonal communication skills, with the ability to prepare accurate documentation and liaise effectively with stakeholders.
- Exceptional organisational and time management abilities, ensuring deadlines are met and processes run smoothly.
- Strong stakeholder engagement skills, with the capability to build positive relationships across Government and industry.
- Proven ability to think critically and identify process improvements, contributing to continuous improvement initiatives.
- Results-driven mindset, with a focus on achieving practical and efficient outcomes.
- Adaptable, resilient, and flexible, thriving in a fast-paced and evolving environment.
- Comfortable with challenging traditional approaches, bringing curiosity and innovation to administrative practices.

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	Stefan Schilko, 0412 898 662
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8863A68B-70B0-5D66-3806-E46

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Defence

Vacancy VN-0765267

Department of Defence

Closing Date:Thursday 04 December 2025

Capability Acquisition and Sustainment Group
Industry Engagement

Job Title	Data Analyst
Job Type	Full-Time, Ongoing
Location	Brindabella Business Park ACT
Salary	$86,887 - $93,066
Future Merit Locations	Brindabella Business Park
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	CASG/08458/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=8581E9BD-8A6E-E6E1-B6EC-E464763B0B0B

Duties

The Role

The Industry Intelligence Capability (IIC) within the Office of Defence Industry Support (ODIS) Branch in Industry Division, Capability Acquisition and Sustainment Group (CASG) team is seeking an APS 5 Data Analyst to join the team. This role involves supporting the on-boarding and maintenance of systems, that enabling data driven decision making across the Defence.

This role will contributing to future-state planning for the IIC including collaborating with a diverse range of stakeholders including Joint Capability Group (JCG) and Defence Digital Group (DDG). The systems under IIC's charge are at various stages of their lifecycle, offering a dynamic working environment and opportunity to shape and improve Defence's data capabilities.

Responsibilities include:

- Supporting technical work the across IIC systems.
- Conducting data refreshes for various reports, dashboards, and systems.
- Assisting in the development of system documentation.
- Developing documentation for standardised operation procedures.
- Collaborating with both technical and non-technical stakeholders.
- Requirements gathering and assessing systems internal and external to Defence to find the best fit for purpose.
- Building data pipelines and visualisations as required.
- Supporting data governance to ensure alignment to Defence and Whole of Government standards.
- Provide 1 Defence Data (1DD) advice and guidance to the broader team.
- Provide technical expertise as requested by the broader team.

About our Team

The IIC is working to provide a Defence-wide internal asset that is the centre of industry capability and capacity, market and supply chain knowledge. The IIC provides the systems and tools that provides the data and information to undertake analysis to support data-driven decision making and enable speed to capability. The IIC also provides support analytics on Defence Industry and contributes to activities including supply chain mapping and security.

The APS 5 Data Analyst will be in the IIC team that is responsible for the various ICT systems which make up the IIC. There are multiple programs/systems within the team, each providing a unique way of examining Australian Defence Industry and Defence Supply Chains.

Our Ideal Candidate

Our ideal candidate will have a developing ICT background and/or a developing understanding ICT systems and tools. Due to the varied and dynamic systems within the team we are seeking an applicant with an understanding of ICT systems holistically including but not limited to data, cyber, cloud, and governance. This role will work dynamically within the team to support Project Managers as required.

Our ideal candidate will demonstrate:

- Strong organisational and coordination skills with the ability to manage multiple priorities and competing deadlines.
- The ability to work with data including Extract-Transform-Load processes, data cleansing, visualisation etc.
- Strong stakeholder engagement and management skills.
- Clear, confident and professional communication, both written and verbal.
- The ability to interpret and implement controls from technical documentation.
- The ability to adapt to the evolving and dynamic Defence ICT landscape.
- Informing PMs up to date and across changing standards, ICT environments etc.

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 agency.

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To Apply

Position Contact	Hugh Morrison, 02 5109 6133
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=8581E9BD-8A6E-E6E1-B6EC-E4

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

Defence

Vacancy VN-0765279

Department of Defence

Closing Date:Sunday 18 January 2026

Joint Capabilities Group
Joint Logistics Command

Job Title	Work Health and Safety Officer
Job Type	Full-Time, Ongoing
Location	Guildford WA
Salary	$86,887 - $93,066
Future Merit Locations	Guildford
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	JCG/09052/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=F4797F15-2428-D365-1B8F-E464AE571F2B

Duties

The Role

JLU-W is seeking an enthusiastic and organised Work Health and Safety Officer to support its logistics operations across the Perth metropolitan area. Able to work under limited supervision, the ideal candidate will have a well-developed understanding of relevant Work Health and Safety legislation, regulations and frameworks and be able to apply those to the workplace.

The WHS Officer will be responsible for a range of duties including:

- Providing WHS inductions for new starters and annual and ad-hoc training
- Conducting scheduled and ad-hoc audits, assessments, workplace safety and hazardous chemical inspections and investigations
- Oversight of appointments of relevant support officers
- Oversight of emergency preparedness arrangements.
- Coordinating and attending meetings across the various sites
- Adherence to appropriate record keeping and governance processes including maintenance of central registers and reporting systems.

The WHS Officer will be required to develop and maintain professional relationships with stakeholders including APS, ADF, Industry Partners and external contractors.

About our Team

JLU-W combines Australian Defence Force, Australian Public Service, and Industry Partners in a unified logistics capability. The unit forms part of the Logistics Operations Branch under Joint Logistics Command. JLU-W provides regional logistics support to Defence capability throughout Western Australia. JLU-W operates across a number of sites including HMAS Stirling on Garden Island off the coast of Rockingham, Palmer Barracks in South Guildford and RAAF Base Pearce in Bullsbrook. JLU-W logistics services include:

- Warehousing and distribution
- Materiel maintenance
- Contingency stores management
- Loan pool / equipment and vehicles

Our Ideal Candidate

The ideal candidate will have a strong working knowledge of Work Health and Safety legislation, regulations and frameworks and be able to apply those to the workplace. They will be confident liaising with and developing relationships with a variety of stakeholders including public servants, ADF members and contracted workers. They will be diligent with reporting requirements and be confident to manage and escalate issues as appropriate. The ideal candidate will be organised, demonstrating an ability to coordinate a number of tasks across a number of different sites according to a schedule and respond to ad-hoc requests as necessary. The ideal candidate will observe and respect the Defence Values and Behaviours and conduct themselves appropriately in the workplace.

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 agency.

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To Apply

Position Contact	Sally Watkins, 0428 666 638
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=F4797F15-2428-D365-1B8F-E46

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Defence

Vacancy VN-0765280

Department of Defence

Closing Date:Sunday 01 February 2026

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Maritime Geospatial Analyst
Job Type	Full-Time, Ongoing
Location	Wollongong NSW
Salary	$79,176 - $86,438
Future Merit Locations	Wollongong
Office Arrangement	On Site;Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 4
Position Number	DIG/09146/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=1E2D4AC5-43DC-C673-D868-E464AEDC3F34

Duties

The Role

The Australian Hydrographic Office (AHO) is seeking people who are passionate about marine and geospatial sciences, shipping and automation. As a Maritime Geospatial Analyst you will be required to ingest, manage and validate marine geospatial data and produce navigational products and services that will maintain safe trading routes and directly contribute to Australia’s maritime interests.

You will work with a range of geospatial software and systems to prepare and deliver reliable and timely products to mariners. You will have an opportunity to combine an exceptional and meaningful career with a highly desirable coastal lifestyle where you will have access to excellent workplace conditions and working arrangements.

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 AHO is Australia's national authority for producing nautical charts and related products and services that support maritime interests and Defence operations, ensuring safety of navigation and protection of the marine environment. Our technically focused team consists of subject matter experts in marine data who collaborate to bring together diverse data sources.

Through rigorous validation, integration and quality control processes, they produce and deliver high-quality navigational products and web-services. Tasks follow defined workflow and Quality Management Systems to meet industry standards and specifications. We provide an open-plan office environment with diverse and engaging work, the flexibility to be innovative, talented colleagues, and a focus on training and development.

You will receive guidance and support to ensure that you succeed and have the opportunity to become a subject matter expert in maritime data. "Hydrography delivers the data required, for the science we need, for the Ocean we want."

Our Ideal Candidate

As the ideal candidate, you will bring experience in the spatial sciences, a passion for the maritime environment and an understanding of AHO navigation products and services. You will apply your skills to perform moderately complex geospatial analysis and/or production work within an integrated workforce.

You will enjoy a process driven workflow, using your attention to detail to adhere to processes, specifications and standards. You will be a team player and be able to contribute your skills and knowledge to improve team performance and efficiency alongside advances in technology. You will be willing to receive internationally recognised training, with opportunities for career development in Wollongong.

If you have an eye for detail and are interested in spatial data and contributing to modernising electronic navigation and maritime spatial data infrastructure, then this is an amazing time to be a part of the AHO team. Not only will you be able to contribute to our goal of digital transformation, but you will also have the opportunity to grow and engage while working on new and innovative projects, doing work found nowhere else in Australia.

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	Contact Name Withheld, 02 4286 9611
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=1E2D4AC5-43DC-C673-D868-E4

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Defence

Vacancy VN-0765282

Department of Defence

Closing Date:Thursday 11 December 2025

Capability Acquisition and Sustainment Group
Aerospace Systems

Job Title	International Commercial Manager
Job Type	Full-Time, Ongoing
Location	Williamtown NSW
Salary	$120,303 - $135,701
Future Merit Locations	Williamtown
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	CASG/08933/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=67BAA47D-374D-0CA1-C38D-E464AF138B16

Duties

The Role

The EL 1 International Commercial Manager role supports the F-35 Project within Air Combat Systems Program Office (ACSPO), based at RAAF Williamtown.

The position is accountable under broad direction to:

- Develop complex to very complex procurement planning, contract development and management work within an integrated workforce.
- Coordinate engagement of specialist advice from within and outside Defence, including price and cost analysis, probity advice and legal services as required.
- Draft and review complex to very complex contracting correspondence and provide advice in relation to commercially sensitive documents as required.
- Address complex contracting issues, including negotiation and conflict resolution through the application of legal and commercial risk strategies.
- Ability to manage a multi-disciplinary team in a high tempo and complex environment.

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 Agreement (DEA), for positions in occupational disciplines/classifications that are critical to Defence capability. For further information, please contact the contact officer.

About our Team

ACSPO organisationally sits in the Aerospace Combat Systems Branch in CASG, within the Department of Defence. ACSPO is the aviation asset management in-service support agency for the Australian F-35A Lightning II Air System. ACSPO engages with local, regional and international enterprise partners and suppliers of the F-35 Global program; consisting of both foreign governments and industry, to provide sustainment support for the Capability Manager, the Royal Australian Air Force.

ACSPO is based at RAAF Williamtown in NSW and supports the Australian F-35A Fleet. The F-35A aircraft are based at RAAF Williamtown and RAAF Tindal in the Northern Territory. The primary focus for ACSPO is governing across the Australian F-35A Air Combat Capability. This includes the ongoing management, execution and continuous improvement of the various governance frameworks, processes and procedures in order to provide leading aviation asset management.

Our Ideal Candidate

The successful candidate will demonstrate:

- Experience in complex to very complex procurement and contracting activities including ability to interpret and apply policy, legislation and understand critical commercial risks and performance requirements related to procurement and contract management.
- Experience in international cooperative contract arrangements.
- In-depth knowledge of and compliance with legislative frameworks, government decision-making and Defence’s mission and policy requirements.
- Excellent interpersonal, time-management, written and communication skills, including strong emotional intelligence, resilience and adaptability, tailoring your approach when targeting audiences,
- The ability to influence, negotiate and collaborate with stakeholders at all levels to identify best-fit organisational solutions.
- The ability to flexibly adapt to changing situations, including using sound judgement under pressure, to ensure the success of key deliverables.

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	Liam Shaw, 02 4077 7979
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=67BAA47D-374D-0CA1-C38D-E4

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Defence

Vacancy VN-0765298

Department of Defence

Closing Date:Thursday 18 December 2025

Security and Estate Group
Infrastructure Division

Job Title	Environment & Sustainability Manager
Job Type	Full-Time, Ongoing
Location	Rockhampton QLD, Adelaide SA, Darwin NT, Townsville QLD, Cairns QLD
Salary	$95,187 - $108,734
Future Merit Locations	Rockhampton, Adelaide, Darwin, Townsville, Cairns
Office Arrangement	Flexible
Office Arrangement Details	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	SEG/07616/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=C82C12CB-B82D-673A-8EF7-E464B25BA5B8

Duties

The Role

Do you have a passion for environmental management and want to contribute to Australia's national Defence priorities? The Department of Defence is currently looking for enthusiastic environmental management professionals to join our Environment & Sustainability Teams across the country to provide effective environmental advice and support to local Defence outcomes and activities.

In this role, you will be the local lead for environmental advice. This is your chance to play a key role in the implementation of national Defence and environmental policies, plans and initiatives at a local level and to work on diverse issues from contamination to heritage, biodiversity to biosecurity, and environmental assessments and approvals. Common projects include new construction, remediation of legacy contamination, weed and pest management and support for Defence training activities.

You will undertake and contribute to complex environmental work that helps ensure Defence activities are managed, sustainable and compliant. You will collaborate with a variety of teams and stakeholders including military and industry partners.

In this role, you will have access to unique environmental 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. Whilst primarily office-based, this role includes occasional on-site work and travel to non-metropolitan regional and remote Defence operational sites. Roles are located in all states and territories and work from a major Defence base to support multiple sites.

If you are someone who wants to contribute to environmental outcomes at an operational level we would love to hear from you.

About our Team

As the largest Commonwealth landowner, with a 3 million-hectare portfolio consisting of more than 1000 owned and leased properties, 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. These Environment and Sustainability teams provide environmental management advice to internal and external stakeholders in support of Defence outcomes, activities and sites. Their work directly contributes to Australian Government initiatives and commitments such as action on climate change and management of biodiversity.

The Environment and Sustainability teams work across all aspects of environmental management including environmental assessments and approvals, compliance, pollution prevention, contamination, heritage, biodiversity, biosecurity, and sustainability. The teams are made up of a diverse and skilled workforce who work together to achieve Defence outcomes.

Working within the Environment and Sustainability team provides access to environmental work, sites and experiences unique to Defence and not commonly found within other environmental roles or industry sectors. It also provides the ability to greatly diversify, develop and expand your professional environmental management knowledge, skill set and experience as part of your role and responsibilities.

You will also work within a broader Branch that is focused on maintaining Defence environment and engineering policies, and contributing to Australian Government priorities. You will have exposure to the development of policy and the opportunity to bring project and site-specific knowledge to improve national guidance.

Our Ideal Candidate

Our ideal candidate will enjoy working in a dynamic and fast-paced workplace on a wide variety of issues, and will have the following characteristics:

- Experienced in operational environmental management including identifying issues and potential solutions, and overseeing the delivery and assurance of outcomes. The ideal candidate will have knowledge across environment, heritage and sustainability related disciplines;
- Experience interpreting legislative and policy requirements to provide project specific guidance and advice;
- An excellent communicator focused on developing and maintaining positive and effective relationships to generate results who can communicate effectively across diverse stakeholders;
- An excellent collaborator, who can work collaboratively across a geographically dispersed team to deliver Defence environmental management outcomes and build team knowledge;
- An ability to manage multiple issues with effective time management and prioritisation;
- A motivated and collaborative team member who contributes to a positive organisational and team culture, who will share their knowledge and innovative ideas with others to help problem solve and generate results, and who is eager to learn and grow.

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	Rebecca Worrall, 0418 627 552
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=C82C12CB-B82D-673A-8EF7-E4

- 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

Defence

Vacancy VN-0765308

Department of Defence

Closing Date:Sunday 01 February 2026

Job Title	Senior Executive Service Band 2 – Chief Information Security Officer (CISO)
Job Type	Full-Time, Ongoing;Non-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;Flexible
Office Arrangement Details	Office Arrangement maybe discussed with successful candidate
Classification	Senior Executive Service Band 2
Position Number	JCG/09323/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=172A3329-5D8E-BD7B-20FA-E464B289F57F

Duties

Introduction

Defence is seeking dynamic senior executives to drive the organisation forward and deliver on Defence's mission – to defend Australia and its national interests.

As part of the Senior Leadership Group, you will play a key role in promoting and influencing a shared commitment to the strategic direction of Defence, as most recently detailed in the National Defence Strategy.

You will:

· Lead and manage practicing inclusive leadership, collaboration and integrity;

· Demonstrate strong judgement and capitalise on innovative alternatives to resolve complex problems;

· Effectively challenge the status quo when required;

· Demonstrate resilience and personal accountability for the quality of advice and delivery of results; and

· Demonstrate exceptional communication skills, both written and verbal.

The ideal candidate will be a collaborative leader, exemplify the Defence Values and Behaviours, and engender a culture of innovation and agility. They will be self-aware, positive in considering and respecting a diversity of ideas and perspectives of others. They will demonstrate the capability to provide timely and accurate advice to senior leaders and Government on complex matters. They will have outstanding judgement, strategic awareness, and parliamentary and media acumen.

As part of this selection process, a Merit Pool of highly suitable candidates will be established to fill current vacancies and any similar vacancies that may arise over the next 18 months.

Your Role

The Department of Defence is seeking a dynamic and outstanding senior executive for Defence's Chief Information Security Officer (CISO) role within Joint Capabilities Group (JCG).

JCG is responsible for the generation and delivery of Space and Cyber Power, Information Operations and National Support effects, as part of the integrated force in competition and conflict. The Chief of Joint Capabilities is the Australian Defence Force lead for the Cyber Domain, and as the Defence CISO, you will report directly to the Chief of Joint Capabilities, working with the whole Department and within the broader Defence portfolio to achieve cyber security goals.

As the Defence CISO, you will be responsible for:

· Providing ICT security advice and guidance on significant cyber security risks that contributes to the overall security performance and agency level risk of Defence.

· Providing strategic level guidance for cyber security in Defence.

· Ensuring compliance with Government directed cyber security policy, standards, regulations and legislation for Defence.

· Advising on and influencing the design, build, operate and defend functions of the Defence digital operating model, and the ICT security management systems and resources across Defence.

·Working with the Chief Security Officer, provide strategic oversight of all cyber security related risk and ensure it is codified in the Enterprise Risk Framework.

· Assisting with the transformation of the cyber security posture of the largest Federal Government Department.

To be a strong candidate for this role, you will need to have extensive experience in cyber security in more than one organisation, and preferably have global experience. You will require knowledge and experience in delivering ICT cyber security strategy, the conduct of ICT cyber security operations, and providing cyber security technical direction in a large, complex and diverse organisation. You will be a strategic thinker with significant leadership and management ability and possess strong written and verbal communication skills. You will be a persuasive leader who can simplify and communicate highly technical information to non-technical senior Defence executives.

Eligibility
Notes

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To Apply

Position Contact	Jonathan Beaumont, (02) 6126 4500
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=172A3329-5D8E-BD7B-20FA-E4

Defence

Vacancy VN-0765320

Department of Defence

Closing Date:Wednesday 10 December 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Financial Compliance Data Analytics Manager
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Melbourne VIC
Salary	$120,303 - $135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	DFG/09060/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=B7C9BD65-DC9A-9ADE-BB62-E46563828659

Duties

The Role

As an EL1 Financial Compliance Data Analytics Manager you will:

- Lead the Financial Data Analytics and Automation stream within Directorate of Finance Compliance Assurance (DFCA), managing a team of APS data analysts and compliance officers.
- Develop and implement DFCA’s data analytics strategy to proactively detect financial non-compliance and improve Defence’s control environment.
- Oversee the design and delivery of advanced analytics tools and dashboards using Power BI and One Defence Data, transitioning to machine learning and other AI tools where appropriate.
- Manage assurance reviews on high-risk financial processes (travel, grants, procurement, debt management) and ensure quality insights reporting to senior leadership.
- Manage ongoing compliance programs.
- Provide expert advice to the CFO and governance committees on financial risk trends and compliance insights.

- Drive automation initiatives to embed compliance monitoring into ERP systems and support the Enterprise Risk Uplift Project.
- Build and maintain strong stakeholder relationships across Defence, including Defence Digital Group and finance process owners.
- Mentor and develop team members, ensuring delivery of DFCA's annual work program and strategic priorities.

About our Team

The Financial Compliance Assurance Directorate undertakes financial compliance assurance audits and activities in accordance with Defence financial policies, frameworks, guidance and legislation. The team applies a risk-based approach to its strategic objectives, leveraging automation and data analytics to identify financial business process risk, issues and integrity related matters, which require further investigation. The team also provides advice to DFG and other stakeholders to improve Defence's financial compliance control environment and operational business processes.

Our Ideal Candidate

Our ideal candidate will have the following skills and attributes:

- Demonstrated leadership in data analytics, risk management, or financial assurance.
- Advanced proficiency in data analytics tools (Power BI, SQL, Python/R) and experience with ERP systems.
- Strong understanding of Commonwealth Risk Management Policy, Fraud Control Framework, and financial governance principles.
- Excellent stakeholder engagement and communication skills, including the ability to influence at senior levels.
- Proven ability to manage complex projects and deliver outcomes under tight timeframes.

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	Hinal Merchant, 03 8626 4244
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=B7C9BD65-DC9A-9ADE-BB62-E

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Defence

Vacancy VN-0765355

Department of Defence

Closing Date:Wednesday 17 December 2025

Governance Group
Defence Integrity

Job Title	Fraud Investigator
Job Type	Full-Time, Ongoing
Location	Campbell ACT
Salary	$95,187 - $108,734
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	GG/09333/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=E821D543-9392-D296-08B9-E4659F2516EC

Duties

The Role

APS6 Fraud Investigators are accountable, under supervision, to perform and achieve fraud investigation work within an integrated workforce. They maintain knowledge of, and compliance with, legislative frameworks, government decision-making and Defence's mission and policy requirements. An APS6 Fraud Investigator will manage their own caseload with reasonable autonomy and accountability for the achievement of outcomes of their work. They will exercise both initiative and judgement in the interpretation of policy and in the application of practices and procedures.

They will provide detailed fraud investigation technical, professional and policy advice in relation to complex work, and contribute to strategic planning and policy development. We are seeking to recruit professional and motivated personnel to join the Directorate of Investigations to undertake investigations into a range of matters including criminal, probity and administrative issues that impact on the Department of Defence.

The duties of an APS 6 Investigator include:

- Plan and support the business objectives of routine investigations relating to fraud and corruption related offences.
- Develop and deliver high quality reporting products into allegations of wrongdoing.
- Interpret and apply relevant legislative, policy and regulatory frameworks to investigation activities.
- Gather, analyse and interpret evidence.
- Interview witnesses under appropriate caution, obtain statements, lawfully take possession of exhibits and production of briefs of evidence.
- Build and maintain productive working relationships within Defence and engage cooperatively with law enforcement agencies.

About our Team

The Directorate of Investigations in the Investigations and Public Interest Disclosure Branch delivers Defence's fraud and corruption investigation capability. The Directorate works closely with other Defence Investigative Authorities and enforcement agencies to support the organisation's response to integrity risks. Fraud investigations are a critical element of Defence's system of control for preventing, detecting and dealing with fraud and corruption, enabling Defence's compliance with the Commonwealth Fraud and Corruption Control Framework 2024 and Fraud and Corruption Rule 2024.

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

Our Ideal Candidate

We are looking for motivated and experienced professionals who have a proven ability to work under limited supervision to achieve strong performance outcomes in an integrity context.

To be successful in this role, you will demonstrate the following qualities and abilities, or the ability to obtain:

- A high level of personal drive, critical thinking and decision-making skills, and willingness to learn.
- An understanding of fraud and corruption in a Commonwealth context.
- A high level of integrity both inside and outside the work environment.
- An understanding of investigations practices and principles.
- Ability to work effectively within a framework of legislation, policy and procedures to maintain the trust and confidence of Defence senior leadership and the Australian Government.
- Represent senior leadership to provide quality, trusted and timely advice through delivering an investigative response function in support of enabling Defence capability.
- A motivated team player committed to building overall team capability.

Suitable candidates may be able to commence on Baseline pending being granted a Negative Vetting 1 security clearance.

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	Tayla Manwarring, 02 6155 9592
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=E821D543-9392-D296-08B9-E46

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Defence

Vacancy VN-0765365

Department of Defence

Closing Date:Sunday 01 February 2026

Defence Intelligence Group
Australian Geospatial-Intelligence Organisation

Job Title	Maritime Geospatial Analyst
Job Type	Full-Time, Ongoing
Location	Wollongong NSW
Salary	$95,187 - $108,734
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 6
Position Number	DIG/09182/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6F667187-826E-43AA-A57B-E465DCB3F3F6

Duties

The Role

The Australian Hydrographic Office is Australia's national hydrographic and charting authority and is responsible for producing nautical charts and other products in support of Australia's maritime interests and Defence operations, ensuring safety and environment protection.

As an APS 6 Geospatial Analyst, you will be expected to perform a range of duties and roles, which include the management, examination, manipulation and validation of various environmental geospatial data themes including metrological, oceanographic and hydrographic, to enable spatial data management, analytics and production of end user products. You will have an opportunity to combine an exceptional and meaningful career with a highly desirable coastal lifestyle where you will have access to excellent workplace conditions and working arrangements.

About our Team

The team consists of a combination of civilian and military personnel. It is a mixture of qualifications in the fields of hydrographic surveying, Geographic Information Systems (GIS), oceanography, meteorology, data management, and geospatial analysis.

The teams' main functions are to prepare geospatial data for use in the compilation of navigational and operational support products. This involves the curation, assessment, analysis, manipulation, review, and publication of geospatial data using a variety of software suites. The team's primary responsibility is to support Safety of Life at Sea (SOLAS), protect the marine environment, support maritime economic activities and support Defence operations through the provision of validated geospatial products.

We provide an open-plan office working environment that offers you a range of work, flexibility to be innovative, talented colleagues, a focus on training and development and the guidance and support to ensure that you always have everything that you need to succeed.

If you are flexible, resilient, accountable and responsive and can demonstrate your skills and experience and/or equivalent qualifications in hydrographic surveying or marine physical / spatial sciences, including data management then please consider applying.

Our Ideal Candidate

Our ideal candidate will have experience analysing geospatial data and can use a variety of techniques to determine data quality in relation to national and international standards. Have high attention to detail and readily adapt to enterprise data management systems.

Use high-level communication skills to build and sustain effective relationships with internal and external stakeholders to ensure the provision of the highest quality validated geospatial data in support of AHO's functions. You will be a team player and able to contribute your skills and knowledge to improve team performance and efficiency alongside advances in technology.

Successful candidates will:

- Be accountable to deliver validated geospatial data that and products that adhere to quality systems, procedures, standards and legislative requirements.
- Prioritise workload and monitor task progress against performance expectation to meet business objectives.
- Build and sustain effective relationships with team members and actively mentor less experienced team members.
- Work collaboratively with local, national and international stakeholders on matters of strategic, national and Defence interest when required.
- Develop expertise in data management and manipulation in relation to use and maintenance of geospatial databases.
- Perform complex geospatial analysis and/or production activities and tasks in support of National and Defence interests.

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	Name withheld, 02 4286 9656
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6F667187-826E-43AA-A57B-E46

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Defence

Vacancy VN-0765380

Department of Defence

Closing Date:Thursday 11 December 2025

Defence Finance Group
Budgets & Financial Services

Job Title	Asset Accounting and Reporting Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$86,887 - $93,066
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	APS Level 5
Position Number	DFG/09339/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=882C7017-018C-5723-8C41-E465A16ECB72

Duties

The Role

Within the Accounting function, an APS5 Asset Accounting and Reporting Officer is accountable under limited direction to perform and achieve complex asset management and reporting work within an integrated workforce. They are accountable to have and maintain an understanding of Commonwealth financial compliance and relevant legislative frameworks, to support government decision-making while aligning with Defence's mission and policy requirements.

An APS5 Asset Accounting and Reporting Officer will be accountable for organising their workflow and making independent decisions relating to their area of responsibility. They will interpret and provide advice within the accounting function based on legislation, policy and procedures, and an ability to identify and resolve routine non-compliance. They will undertake specialist research and analysis, conduct reviews, assessment and investigations and perform administrative support work to achieve results.

The APS5 Asset Accounting and Reporting Officer may coordinate and contribute to the work of a team consistent to a work plan and provide advice and assistance on methods of task completion to team members. They may be a team coach or supervise a team and be accountable to set work

priorities, allocate work, and manage workflows and performance. They are expected to be capable of reviewing and developing the quality of work undertaken by others and identifying opportunities for on-the-job training within a work unit.

The APS5 Asset Accounting and Reporting Officer may be required to engage and communicate with stakeholders to identify, respond and provide advice on issues to achieve work unit and Defence outcomes. They will be accountable to contribute towards ongoing self-improvement and professional development.

As an APS 5 Asset Accounting and Reporting Officer within the Financial Accounting and Assets Directorates, you will be accountable for the following:

- Perform asset management and reporting activities in asset accounting, balance sheet management and financial statements analysis and reporting.
- Contribute to the completion of the monthly and yearly asset management and financial reporting requirements.
- Provide advice to business units on technical asset and financial accounting issues.
- Understand and apply asset management policies and procedures.
- Build and sustain effective relationships with team members and stakeholders and actively participate in teamwork and group activities.
- Engage with relevant stakeholders and understands their expectations and concerns.
- Take the initiative to progress work to meet business objectives.
- Resolve problems using expertise, taking the initiative to identify alternative courses of action.

As an APS 5 Asset Accounting and Reporting Officer within the Financial Accounting and Assets Directorate, you will also be responsible for the following:

- Contributing to the management of Fixed Assets Register and Inventory Holdings including maintenance of asset classes and effective lives, additions and disposals.
- Analysing data to proactively support the completion of Defence’s external financial reporting functions including journal preparation and reconciliations, balance sheet management with investigation into reconciling items and financial statement analysis.

About our Team

There is no single employer in the Commonwealth that offers the breadth of technical challenges that Defence Finance Group (DFG) tackle. Working in the Financial Accounting and Asset Accounting team means you will be applying your professional judgement and knowledge to a huge range of complex accounting issues. Project Finance Governance Directorate team is accountable for policy advice, compliance assurance, conducting quality assurance checks on

financial accounting activities and liaison with external auditors. The Asset Accounting team is responsible for the full financial reporting and the financial accounting of Defence's assets through their capability lifecycle.

Our Ideal Candidate

Our ideal candidate will demonstrate:

- Strong analytical skills, critical thinking and attention to detail.
- Strong initiative, sound practical judgement and resilience.
- Experience in audit and assurance or asset accounting encompassing a range of asset lifecycle activities.
- Well-developed base technical accounting skills.
- Strong written and oral communication skills.
- Ability to produce quality work within short timeframes.
- Excellent interpersonal and stakeholder engagement skills.

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	Ron Ng, 03 9200 1087
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=882C7017-018C-5723-8C41-E46

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Defence

Vacancy VN-0765390

Department of Defence

Closing Date:Thursday 11 December 2025

Security and Estate Group
Service Delivery Division

Job Title	IRAP Assessor
Job Type	Full-Time, Ongoing
Location	Bandiana VIC, Canberra ACT, Melbourne VIC
Salary	$120,303 - $135,701
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	Defence is committed to supporting workplace flexibility. Please contact the contact officer for further details.
Classification	Executive Level 1
Position Number	SEG/08402/25
Agency Website	

Job Description

https://defencecareers.nga.net.au/?jati=6C138866-3FEA-4476-9996-E465D99FB08F

Duties

The Role

Are you ready to shape the future of secure digital service delivery in Defence?

The Directorate of Digital Service Delivery (DDSD) is seeking a dynamic and driven EL1 ICT Security Assessor to play a pivotal role in safeguarding the integrity of Defence's critical digital service delivery platforms—ServiceConnect, the DCAC Portal, and the Web Forms Portal. These platforms are central to delivering simplified, guided, and integrated services to the Defence Community. In this role, you will be at the heart of a collaborative, forward-thinking team, working alongside business owners, technical leads, and industry partners to ensure robust security across integrated service delivery solutions. You will report to the Program Director and receive technical guidance from the Defence Cyber and Information Assurance Branch in Joint Logistics Command. You will enjoy collaboration and working closely with strategy, research, delivery and sustainment teams.

About our Team

Our Directorate puts customers first. We take a user-centered, agile approach to solving problems and delivering simple, guided, and integrated digital solutions. We work closely with teams across Defence to understand their needs and create innovative services that make a real difference. We follow best practices from the Digital Transformation Agency and use Agile delivery methods to stay flexible, responsive, and focused on outcomes. Our team is passionate about improving service delivery and thrives in a fast-paced, challenging, and rewarding environment. As Defence continues to invest in digital transformation, our team is growing - and so is our impact.

Our Ideal Candidate

The successful candidates will be passionate about ICT security assessments, risk analysis, and compliance audits across complex environments and ability to work in a fast-paced environment. They will have well-developed planning and project management skills, together with the ability to problem solve, prioritise tasks effectively and work collaboratively as part of an integrated team of Australian Public Service (APS) and Industry Partners.

They will have a proactive and detail-oriented mindset, with a commitment to continuous learning and staying updated on emerging threats and technologies. Demonstrate a high level of communication and negotiation skills required for effective stakeholder engagement, and the ability to think strategically to plan, develop and implement service delivery outcomes that achieve program objectives. They will bring their mindset of customer advocacy, to constantly find new ways to support our users and ensure their digital services' needs are being met.

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 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	Rachel Campbell, 0419 262 064
Agency Recruitment Site	https://defencecareers.nga.net.au/?jati=6C138866-3FEA-4476-9996-E46

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Education

Vacancy VN-0765404

Department of Education

Closing Date:Thursday 11 December 2025

Education Funding System and Digital Services
Digital Services and Project Office

Job Title	Senior Project Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$147,352 - $176,877
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 2
Position Number	25/0612
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

https://education.nga.net.au/?jati=ADE23D6A-BC41-071A-59D6-E465DB7B7C27

As a Senior Project Manager at the Department of Education, you will be responsible for the day-to-day oversight of strategic projects such as our ERP (Enterprise Resource Planning) project. This role ensures that strategic projects are delivered as described, on time, on budget, and to the necessary quality standard.

In the case of the ERP project, the Senior Project Manager will act as a conduit for the vendor to access internal stakeholders and subject matter experts (SMEs), such as HR and Finance, and ensure that Education’s input to the project is coordinated and complete

Duties

In this role, you will be responsible for the following:

- Overseeing the vendor's daily activities, ensuring adherence to project timelines, quality standards, and contractual obligations.
- Facilitating communication between the vendor and internal stakeholders, such as HR, Finance or another relevant team.
- Reporting on the progress of projects ensuring alignment with the business case, schedule, budget, benefits realisation plan, and other relevant or project-specific documentation such as future state architecture, workforce impacts assessment, roadmap and work packages, sourcing strategy and procurement, and cost modelling and ROI against benefits.

- Ensuring that the deliverables meet the required quality standards and are aligned with the project's objectives.
- Identifying and mitigate risks associated with projects, ensuring that potential issues are addressed proactively.
- Providing regular updates to senior management on the project's progress, including any challenges or deviations from the plan.

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 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	Peter Ingram, 0481452489
Agency Recruitment Site	https://education.nga.net.au/?jati=ADE23D6A-BC41-071A-59D6-E465DB

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Education

Vacancy VN-0765419

Department of Education

Closing Date:Thursday 11 December 2025

Job Title	Government Lawyer | Senior Government Lawyer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,833 - $153,394
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	We support a range of flexible work arrangements in accordance with our Enterprise Agreement.
Classification	Government Lawyer;Senior Government Lawyer
Position Number	25/0613 | 25/0620
Agency Website	https://www.education.gov.au/about-department/work-us

Job Description

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

To be a Government Lawyer or Senior Government Lawyer at the Department of Education, you will have strong technical legal abilities, great interpersonal skills and a ‘can-do’ attitude. We operate flexibly between our teams and team placement for successful candidates will take into account their skills, experience and preferences as well as the department’s operational needs.

While we welcome applications from strong candidates with diverse skills and interests, we are particularly looking for lawyers for the following teams:

Commercial Law Team

Our Commercial Law Team, which provides specialist commercial legal services for the department. The work of this team is wide ranging and includes advising on the design and

conduct of procurements and grants, media campaigns, contractual rights such as breach and termination processes, other commercial law subject matter such as intellectual property, corporations law, Australian Consumer Law, issues that arise from funded capital works projects, and the drafting of (often bespoke) deeds, contracts, variations and the like.

Advising Teams

Our Advising teams, which advise on our portfolio legislation and work closely with their respective client groups ('Early Childhood'; 'Higher Education, Research and International'; and 'Schools and Youth') in the development, implementation and administration of Government policies and programs.

Duties

As a **Government Lawyer (APS Level 6)**, you will:

- Provide high quality, solutions focused legal advice to client areas, that identifies and differentiates between legal requirements and risks, and legal opportunities
- Build and maintain effective relationships with internal and external stakeholders
- Work with clients to develop and implement programs, as well as advise on existing legislation, potential reforms and legislation development
- Apply statutory interpretation and administrative law skills in the development and administration of the department's programs
- Advise on potential legal claims and disputes and manage litigation matters, including opportunities to perform in-house advocacy in tribunal matters
- Work flexibly with other teams in the legal practice
- Support junior lawyers and work collaboratively within a team

As a **Senior Government Lawyer (Executive Level 1)**, you will:

- Provide high quality, complex or sensitive legal advice to clients, that is solutions focused and identifies and differentiates between legal requirements and risks, and legal opportunities
- Work with a significant degree of autonomy to manage complex legal matters, reporting to the Principal Government Lawyer and escalating and seeking guidance on matters as appropriate
- Develop and manage effective relationships with a range of internal and external stakeholders
- Work with clients to develop and implement programs, as well as provide complex advice on existing legislation, potential reforms and legislation development
- Apply statutory interpretation and administrative law skills in the development and administration of the department's programs
- Advise on potential legal claims and disputes and manage litigation matters, including opportunities to perform in-house advocacy in tribunal matters
- Work flexibly with other teams in the legal practice
- Provide leadership and supervise, mentor and manage junior staff, building capability, supporting professional development and ensuring high quality work output

Eligibility

Qualifications and Education

To be eligible for a legal position in our practice, applicants must have:

- A degree in law from an Australian tertiary institution, or a comparable overseas qualification
- Admissions as a legal practitioner in an Australian Court
- Eligibility to hold a restricted Government practising certificate

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	Genevieve Ilic, 02 6121 9326
Agency Recruitment Site	https://www.education.gov.au/about-department/work-us

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Education

Vacancy VN-0765199

National Gallery of Australia

Closing Date:Thursday 04 December 2025

Learning
Artistic Programs

Job Title	Booking Officer, Education
Job Type	Part-Time, Ongoing;Non-Ongoing
Location	Parkes ACT
Salary	$75,279 - $81,830
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 4
Position Number	6204
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

OVERVIEW OF THE ROLE

The Bookings Officer works as part of the Learning team. The primary role of the Booking Officer is to coordinate bookings for education groups, responding to requests, scheduling and communicating with customers in a friendly and timely manner. The role works closely with the Education Manager, Operations Coordinator and Artist Educators to ensure all schools and tertiary programs onsite and online can operate at best practice.

This position of Booking Officer is a non-ongoing part-time role, with the possibility of becoming ongoing.

Duties

DUTY STATEMENT

In accordance with the APS 4 Work Level Standards, you will. You will have the following key responsibilities:

- Undertake procedural, clerical, administrative support and operational tasks to support the planning and delivery of the school program.
- Coordinate bookings for the school tours program including administration of group bookings, liaison with external stakeholders, including teachers and tour coordinators.
- Coordinate the Gallery's use of volunteer management software, CRM, the Book Canberra Excursions portal, Tessitura and associated software.
- Analyse data and prepare associated reports including maintenance of records to produce statistical data, contribution to reporting, preparation of rosters, and response to inquiries.
- Liaise with internal, monitor daily deliverables and escalate issues where necessary to your Manager.
- Undertake straightforward planning in relation to technical work.
- Contribute to achieving departmental goals including working in a collegiate and supportive team culture, being punctual and reliable for often tightly scheduled programs and meetings, contribute to work health and safety.

Eligibility

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

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations retain if relevant role specific mandatory qualifications /certification and/or registrations include:

To be eligible for this role you must

- be an Australian Citizen, and
- satisfy a police check

Role specific desirable qualifications certification and/or registrations include:

- Working with Vulnerable People Card (ACT) (or the ability to obtain).

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.

CONTACT

Further information about the position may be obtained by contacting Alex Munning on

alex.munning@nga.gov.au

About the National Gallery of Australia

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

To Apply

Position Contact	Alex Munning, 6120 2976
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0765253

National Gallery of Australia

Closing Date:Friday 05 December 2025

Digital
Marketing, Communications and Visitor Experience

Job Title	Senior Photographer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$92,164 - $106,531
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 6
Position Number	7322
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

OVERVIEW OF THE ROLE

The Senior Photographer plays a key leadership role within the Imaging Services team at the National Gallery of Australia. This position is responsible for overseeing the technical and creative standards of the studio, implementing robust colour management workflows, and ensuring the delivery of exceptional publication-quality images of works of art.

In addition to producing high-quality imaging outputs, this role manages the day-to-day operations of the

photography studio, including equipment and software procurement, workflow standardisation, collection

administration including movement requests and supervision of the Gallery's Studio Photographer. The Senior Photographer will ensure the Imaging Services team's work aligns with the Gallery's strategic objectives and supports internal and external stakeholders.

This is a full-time, ongoing employment opportunity.

Duties

DUTY STATEMENT

- Manage the daily operations of the photographic studio, ensuring efficient workflows and high-quality imaging outcomes.
- Implement, maintain and oversee studio-wide colour management systems, ensuring consistent and accurate colour reproduction across all outputs.
- Lead and mentor the APS 5 photographer, including task allocation, quality assurance and performance guidance.
- Undertake high-resolution imaging of works of art for the Gallery's online collection, publications, exhibitions and marketing purposes.
- Develop and maintain studio equipment, software, and workflow standards, including planning for future hardware and software acquisitions.
- Liaise with curators, conservators and other internal stakeholders to ensure imaging requirements are understood, scheduled and delivered to a high standard.
- Oversee the administration, tracking and safe handling of artworks entering and leaving the studio, ensuring accurate documentation and compliance with Gallery procedures.
- Ensure the safe handling and security of artworks and materials during the imaging process.
- Undertake other administrative and technical duties as required to support the Imaging section's operations

Eligibility

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

Police Check – to be eligible for this role you must complete a police check.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations Role specific mandatory qualifications /certification and/or registrations include:

- Relevant qualifications in Photography or equivalent professional experience (minimum 5 years).
- Demonstrated experience in colour management workflows.
- High proficiency in Adobe Creative Suite (Photoshop, Bridge, Lightroom) and Capture One Pro.
- Experience with professional photographic equipment including medium-format and DSLR/mirrorless camera systems.

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.

CONTACT

Further information about the position may be obtained by contacting Sam Cooper on +61 2 6240 6684 or

Sam.Cooper@nga.gov.au

About the National Gallery of Australia

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To Apply

Position Contact	Sam Cooper, 02 6240 6684
Agency Recruitment Site	www.nga.gov.au

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Education

Vacancy VN-0765364

National Gallery of Australia

Closing Date:Thursday 08 January 2026

Information Services
Chief Operating Officer (COO)

Job Title	Manager, Cyber Security
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$116,261 - $132,660
Future Merit Locations	Parkes
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	3041
Agency Website	https://nga.gov.au

Job Description

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

The Manager, Cyber Security reports to the Chief Information Officer (CIO) within the Information Services Department (ISD). The Department spans information management and ICT services, providing reliable and secure technology environments across on-premises and cloud platforms, infrastructure, and end-user devices. The team supports all National Gallery staff wherever they work, ensuring connectivity, mobility, and security across digital platforms.

As a small, collaborative team, ISD members contribute across multiple capabilities, offering exposure to IT service management, infrastructure, end-user computing, cyber security, capital projects, and strategic ICT planning. The team plays a key role in delivering Gallery-wide initiatives from concept to implementation.

The Cyber Security Manager plays a critical role in safeguarding the National Gallery's digital environment, assets, and information. The position leads the Gallery's cyber security strategy, procurements, projects, and operations to ensure compliance with Australian Government and ACSC guidance, uplift Essential Eight maturity, and build organisational cyber resilience.

As part of a hands-on information management and technology team, the role combines strategic leadership, technical expertise, education, procurement, project delivery, and governance reporting. It works across the organisation to strengthen security culture, implement effective

controls and monitoring, and advise the CIO, Executive, Audit & Risk Committee, and Council on cyber risks, incidents, and performance.

The Cyber Security Manager is responsible for implementing the Cyber Security Strategy and Roadmap and fulfilling the day-to-day ICT security responsibilities expected of an Information Technology Security Advisor (ITSA). Working closely with the CIO, infrastructure and operations teams, managed service providers, and vendors, the role oversees monitoring, event analysis, remediation, and proactive technical actions to maintain a secure, resilient, and compliant ICT environment, protecting users, data, and the National Gallery's digital assets that support Australia's national collection and public mission.

Duties

In accordance with the APS Executive level 1 work level standards, you will have the following key

responsibilities:

- Develop, implement and maintain the Gallery's Cyber Security Strategy, policies, procedures and plans, aligned to the Australian Cyber Security Centre's (ACSC) Essential Eight, Protective Security Policy Framework (PSPF), and Information Security Manual (ISM).
- Provide expert advice to the CIO, Executive, and Council on cyber security posture, risks, incidents, and emerging threats in the role of Information Technology Security Advisor (ITSA).
- Lead the delivery of activities on the National Gallery's Cyber Security Strategy and Roadmap to uplift the organisations cyber security maturity. This includes leading the Essential Eight maturity uplift program, developing roadmaps, tracking progress, and embedding controls in daily operations and project delivery.
- Oversee day-to-day security operations including threat detection, vulnerability management, and incident response.
- Support colleagues as an active member of the IT team, troubleshooting, configuring controls, monitoring logs, and maintaining secure network, endpoint and cloud environments. Lead the implementation and maintenance and/or oversight of centralised logging, endpoint protection, patching, identity management, and support backup systems to ensure resilient operations.
- Ensure effective cyber security risk management plans and policies for information systems are in place, monitored and updated regularly
- Deliver fit for purpose cyber security education and awareness activities for staff and promote a culture of cyber safety across the National Gallery.
- Undertake procurements and manage service contracts for delivery of cyber security services and projects and evaluate and report on the provision of these services.
- Prepare clear and concise reports and briefings for the IT Governance Committee, Audit & Risk Committee, and Council on cyber maturity, incidents, and mitigation progress.

Eligibility

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

Police Check – to be eligible for this role you must complete a police check.

Security Assessment: The successful applicant will be required to obtain and maintain a **Negative Vetting Level 1** security clearance. Ongoing employment in this role requires the successful candidates to maintain a high-level security clearance. Loss of a security clearance at any time will lead to termination of employment.

ADDITIONAL INFORMATION - Qualifications, Certifications and Registrations

Role specific mandatory qualifications /certification and/or registrations include:

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

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.

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To Apply

Position Contact	Jade Carson, 6240 6580
Agency Recruitment Site	https://candidate.aurion.cloud/natgal/production/

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Education

Vacancy VN-0765422

National Gallery of Australia

Closing Date:Thursday 11 December 2025

Financial Operations
CFO & Commercial

Job Title	Financial Administration Assistant
Job Type	Casual, Non-Ongoing
Location	Parkes ACT
Salary	$60,618 - $65,850
Future Merit Locations	Parkes
Office Arrangement	On Site
Office Arrangement Details	On-site
Classification	APS Level 2
Position Number	Sup 326
Agency Website	https://nga.gov.au

Job Description

www.nga.gov.au

OVERVIEW OF THE ROLE

The National Gallery are looking for someone who wishes to get some hands-on financial experience in a

government agency while studying. Are you working towards an accounting or commerce qualification? Would you like to work in a leading cultural institution and support a national cultural agenda of championing art and its value in the lives of all Australians? Would you like to work in a professional and exciting environment?

The Business Enabling Services Portfolio at the National Gallery of Australia offers an opportunity for second and third year university students to apply to become part of a pool of casual employees who play a key role in ensuring the National Gallery is meeting its financial obligations.

The Finance Administration Assistant reports to the Financial Operations Manager and will provide assistance to the accounts payable and accounts receivable officers. This position of Financial Administrative Assistant is a casual 12 month role within our Financial department at the Gallery.

An order of merit may be established from this selection process and may be used to fill future identical

vacancies over the next 12 months. Selection may be based on application and referee reports only.

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

Duties

OUR IDEAL CANDIDATE

Our ideal candidate should have a basic understanding of accounting concepts and the ability to learn and

understand transaction processes along with good numeracy skills and attention to detail. Our ideal candidate should be able to demonstrate good communication and interpersonal skills with the ability to liaise with staff and others as required.

You should be able to demonstrate the ability to work effectively in a busy small team environment with

competing priorities.

WHAT WILL YOU DO?

In accordance with the APS Level 2 work level standards, you will:

1. Process supplier invoices

2. Assist with reconciliations

3. Contribute to the preparation of financial statements

4. Assist with various administration duties including filing of paperwork

5. Provide other general administrative support to the Finance team as required

Eligibility

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

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

Qualifications, Certifications and Registrations:

Role specific qualifications certification and/or registrations include:

Working towards relevant qualifications in accounting or finance or equivalent experience is highly

desirable.

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.

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perform the role.

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CONTACT

Further information about the position may be obtained by contacting Kurt Barton on +61 2 6240 6466 or

kurt.barton@nga.gov.au

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To Apply

Position Contact	Kurt Barton, 02 6240 6466
Agency Recruitment Site	www.nga.gov.au

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Environment and Energy

Vacancy VN-0765373

Clean Energy Regulator

Closing Date:Sunday 14 December 2025

Scheme Support
Digital Services

Job Title	Manager - Digital Services
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$145,311 - $171,175
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	Executive Level 2
Position Number	CER 116/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cer.gov.au/careers

About the Branch

The Digital Services Branch (DSB) enables the agency to achieve its mission by delivering innovative and adaptive digital and information and communications technology (ICT) capabilities. DSB provides modern tools, platforms, and services to facilitate a highly productive and digitally enabled environment for the agency and its stakeholders. DSB also runs a large-scale IT development and sustainment workstream to support the CER adopting new capabilities.

DSB innovates and influences the agency in embracing new and emerging technology to remain at the forefront of our sector.

Duties

You will be working in an area of the branch responsible for design, development and delivery of digital solutions and for the ongoing sustainment, enhancement of production systems. The workforce is geographically dispersed and is composed of multiple multidisciplinary teams who

operate using the Scale Agile Framework (SAFe). These functions are critical to the CER as they underpin the agency's business model and consequently the position would need strong customer engagement skills.

As a manager in the Digital Services Branch, you will be accountable for the effective management and oversight of the output, productivity, performance and culture of the section.

Duties include:

- Provide leadership to a technical section comprised of technical professionals delivering core agency systems through a mature Scale Agile Framework (SAFe).
- Build and develop collaborative relationships with stakeholders across the agency.
- Contribute to agency wide strategic planning. Set strategic direction, develop long term plans and implement strategies for the work area.
- Take initiative to implement branch and agency priorities, strategies and continuous improvement in SAFe Agile delivery working closely with Product teams and Design and Architecture teams to drive outcomes.
- Foster and sustain a collaborative, inclusive and high performing team environment, that aligns to the organisations cultural values and strategic goals and empowers team performance.
- Coach and mentor team members. Provide leadership in implementing and promoting change and continuous improvement in the workplace.
- Actively contribute to the branch leadership team with a focus on building trust, alignment and shared purpose.
- Support the agency on its journey of digital transformation and digital maturity uplift.

Qualifications/Experience

The ideal candidates will demonstrate:

- Proven experience managing high-performing technical teams.
- Excellent stakeholder management skills including the ability to build relationships and negotiate with colleagues and executives.
- Excellent written and verbal communication including development of briefs, executive presentations.
- Excellent leadership and interpersonal skills.
- Strong problem-solving and decision-making skills.
- Experience managing a team with multiple competing priorities.
- Strong understanding of Agile methodologies (ideally SAFe and Scrum).

Desirable skills:

- Experience with Agile project management tools such as Azure DevOps, Jira, Confluence, etc.
- Certified qualifications (e.g. Scrum Master (CSM), SAFe certifications) are beneficial.

Eligibility

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

We will conduct a number of pre-employment checks before we offer you employment. It is a condition of employment with the Clean Energy Regulator that you are able to obtain and maintain a security clearance at a baseline level. If you are offered a role and do not already hold a security clearance at or above this level, you will need to undertake the security clearance process before you can commence employment. Any employment offer will be contingent upon obtaining this clearance.

Notes

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

About the Clean Energy Regulator

The Clean Energy Regulator is the Government body responsible for administering legislation to reduce carbon emissions and increase the use of clean energy. The Clean Energy Regulator has administrative responsibilities for the: • National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 • Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011, • Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000, and • Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011, • Nature Repair Market, under the Nature Repair Act 2023, • Guarantee of Origin, under the Future Made in Australia (Guarantee of Origin) Bill 2024. Our purpose is to accelerate carbon abatement for Australia. We work with our stakeholders and clients including Australian Government departments and agencies, industry bodies, liable entities and the community to provide regulatory services of the highest standard. We offer challenging and rewarding work in administering legislation that will reduce carbon emissions and increase the use of clean energy. Our agency is committed to workplace diversity and aims to create an environment that values and utilises the contribution of people from different backgrounds, experiences and perspectives. We encourage applications from Aboriginal and Torres Strait Islander People, people with a disability, people from diverse cultural and linguistic backgrounds and mature age workers

To Apply

Position Contact	Simon Marsden, 02 6159 3461
Agency Recruitment Site	https://cer.gov.au/careers

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Environment and Energy

Vacancy VN-0765401

Clean Energy Regulator

Closing Date:Sunday 14 December 2025

Scheme Support
Compliance Intelligence and Assessment

Job Title	Compliance Officer & Senior Compliance Officer - Intelligence and Assessment
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$90,534 - $112,596
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	The agency supports and promotes flexible working, including remote options on negotiation.
Classification	APS Level 5;APS Level 6
Position Number	CER 114/25
Agency Website	https://cer.gov.au/about-us/who-we-are

Job Description

https://cer.gov.au/careers

About the Branch

The Compliance Branch provides specialist services to support efficient and effective compliance actions across all CER schemes. These services can include actions and activities that will help the agency to better understand who the participants are and to explain their behaviours so that we can provide targeted and timely guidance and outreach activities to enable them to meet their obligations. The Branch can also help to detect non-compliance and to facilitate and enforce compliance within each scheme.

The Branch has four sections:

- **Compliance and Enforcement Section** – undertaking proactive and reactive compliance activities including investigations and developing and delivering compliance and engagement programs to prevent, detect and address serious non-compliance across schemes administrated by the agency.
- **Intelligence and Assessment Section** – providing a centralised intelligence function that produces tactical, operational and strategic insights to support business areas and undertaking a preliminary assessment triage function for all referrals received by the Branch and maintaining an ongoing participant monitoring function and coordinating engagement and collaboration with other regulators.
- **Participant Assessment Section** – ensuring that those applying to participate in the schemes administered by the agency meet competency and capability benchmarks.
- **Compliance Strategy and Assurance Section** – driving the engagement on strategic compliance policy initiatives, reporting on compliance effectiveness and providing a centralised scheme audit and assurance function.

About the Section

The Intelligence and Assessment Section provides several enabling functions including a centralised intelligence and assessment function to support scheme administration and entry, and compliance and enforcement actions. It is a dynamic area, with lots of opportunity for collaboration and exploration of the strategic environment. There is a strong culture of professional development and exposure to work areas across the agency, including direct engagement with senior management.

- **The Intelligence Function** comprises the collection and analysis of information that aims to support the tactical, operational, and strategic decision making of the agency and to detect non-compliance.
- **The Preliminary Assessment Team** undertakes a monitoring and assessment triage function for all complaints, referrals, tip offs and information and data requests that are received by the Compliance Branch.

Duties

Under limited direction, an **APS Level 5 Compliance Officer** will:

- Work as part of a multidisciplinary team responsible for recording, triaging, and assessing allegations of non-compliance in the schemes the agency administers, in line with agency KPIs.
- Conduct preliminary assessments of referrals, including for those of moderately complex to complex matters, to determine whether suspected breaches of agency administered legislation or other relevant Commonwealth and State legislation may have occurred.
- Prepare critical decision briefs and present matters to an operational decision group, providing recommendations on how allegations of non-compliance may be addressed.

- Prepare reports for administrative purposes and undertake other administrative tasks as required, including the management of a shared email inbox.
- Provide sound advice on triage matters pertinent to agency administered schemes, which influence the decisions made by others, including other business areas and peers.
- Manage projects relevant to the proactive monitoring of non-compliance in the schemes administered by the agency and deliver outcomes in line with agreed KPIs.
- Establish and maintain effective and productive working relationships with agency staff and counterparts in other agencies/authorities to achieve agency objectives.
- Liaise with internal and external stakeholders to deliver positive outcomes.
- Contribute to the setting of work priorities and practices, monitoring work-flow and developing continuous improvement procedures for the team.
- Develop and maintain technical expertise in agency systems and data holdings.
- Maintain accurate records in line with agency requirements and proactively undertake records management tasks and projects where required.

Under limited direction, an **APS Level 6 Senior Compliance Officer** will also, in addition to the above:

- Conduct preliminary assessments of referrals, including complex matters, to determine whether suspected breaches of agency administered legislation or other relevant Commonwealth and State legislation may have occurred.
- Actively supervise and mentor staff in accordance with the agency’s performance management approach.
- Manage projects relevant to the proactive monitoring of non-compliance in the schemes administered by the agency and deliver outcomes in line with agreed KPIs and provide guidance to less experienced members of the team to do the same.
- Build staff capability in a multi-disciplinary team environment and identify opportunities to provide input into developing, implementing and/or improving operational procedures.

Qualifications/Experience

Qualifications

None required, however a Certificate IV in Government Investigations would be highly regarded.

Experience

The following experience is required for both Compliance and Senior Compliance Officer:

- Previous experience working in a compliance, law enforcement or investigations role.

- Experience in and practical ability to interpret and apply legislation, regulations and policies to determine appropriate courses of action.

Additional requirements for Senior Compliance Officer:

- Previous experience in a team leadership/mentoring role.

The following experience will be highly regarded for both roles:

- Using databases and information reporting systems.
- Working as part of a multi-disciplinary team.

Eligibility

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

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Notes

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To Apply

Position Contact	Sharna Fitt, 02 6159 3198
Agency Recruitment Site	https://cer.gov.au/careers

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Foreign Affairs and Trade

Vacancy VN-0765266

Austrade

Closing Date:Sunday 07 December 2025

Corporate Services
Digital and Technology Services Digital Architecture and Platforms

Job Title	Enterprise Architect
Job Type	Full-Time, Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$137,054 - $159,720
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 2
Position Number	6084_11/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

Austrade is seeking an Enterprise Architect to oversee and manage its technology strategy. As Enterprise Architect you will be responsible for developing the Austrade Digital and Technology Strategy, managing the Austrade architecture team, ensuring compliance with standards and patterns and overseeing Austrade's architecture governance.

Duties

- As the senior member of the Digital Architecture and Platforms management team, provide detailed strategic advice on all matters relating to the capabilities and limitations of technology in support of Austrade's business functions.
- Develop an extensive understanding of Austrade's onshore and offshore business functions, individual business units and their respective drivers, issues and requirements.
- In consultation with key stakeholders, develop, deliver and maintain a business outcomes focussed ICT strategic plan and Enterprise Architecture, taking into account the regulatory environment in which Austrade operates.
- Manage and guide the Architecture team to ensure maintenance of architecture best practices and alignment with technology direction. Mentor and coach other architects.
- Maintain strong relationships with project stakeholders to ensure technological change is done in alignment with architectural patterns and the ICT strategy.
- Maintain architecture governance within Austrade to ensure alignment of new systems to architectural patterns and standards.
- Foster technology focussed strategic relationships with other government agencies and technology suppliers.
- Work as part of the Austrade management team to contribute to service delivery while supporting the practice of diversity in the workplace, ethical practice and occupational health and safety principles.

Eligibility

- **Australian citizenship** – our successful candidate must be an Australian citizen.
- **Security clearance** – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the job. For more information visit: https://www.apsc.gov.au/recruitability. 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 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	Ethan Weatherfield, Ethan.Weatherfield@austrade.gov.au
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Foreign Affairs and Trade

Vacancy VN-0765416

Austrade

Closing Date:Sunday 07 December 2025

Job Title	Senior Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD, Melbourne VIC, Sydney NSW
Salary	$117,157 - $131,786
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	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	6087_11/25
Agency Website	https://www.austrade.gov.au/about/employment

Job Description

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

This is an exciting time to be working on the visitor economy and tourism policy for the Australian Government. The tourism industry directly employs more than 713,000 people (as of December 2024), with 1 in 7 businesses in Australia (360,202 businesses) related to tourism.

The visitor economy covers:

• domestic and international tourism

• international student, business, employment-related and leisure travellers

• visiting friends and relatives

• associated industries such as hospitality, aviation, attractions, travel agents and tour operators, transport, retail, arts and culture, sport and accommodation.

The Office of Tourism and the Visitor Economy in Austrade leads the development of tourism and visitor economy policy for the Australian Government, delivers tourism initiatives and provides the Australian Government's official tourism statistics.

Our two branches lead on tourism policy and work with a range of Commonwealth agencies, States and Territories, industry and researchers to develop innovative and effective policy outcomes for tourism. We use insights from this engagement, along with tourism data, to support the Minister for Trade and Tourism and Assistant Minister for Tourism in our collective work to deliver THRIVE 2030, the national visitor economy strategy. We work with Austrade's Communications and Marketing Branch to communicate Australian Government activities related to tourism to our stakeholders.

We are seeking an experienced and enthusiastic person to fill a Policy and Communications Senior Advisor role at the EL1 level for an ongoing role. This is a mixed duties position. The Policy and Communications Senior Advisor will support portfolio ministers and the Commission's engagement through the provision of policy advice as well as communications support for the Office of Tourism and the Visitor Economy.

A merit list will be created from this process and will be used to fill future vacancies, both ongoing and non-ongoing.

Duties

- Leading the preparation of high-quality, innovative and data-driven policy advice and briefings for the Minister, Assistant Minister and Senior Executive to inform and influence government deliberations on visitor economy issues.
- Maintaining professional and constructive relationships with stakeholders in industry, state, territory and Commonwealth governments, to influence a range of policy and programs that impact the visitor economy.

- Providing advice on communications outreach and supporting communication functions across the Office of Tourism and the Visitor Economy, in collaboration with Austrade's Communications and Marketing Branch, including through the development and delivery of a regular visitor economy newsletter with thousands of subscribers.
- Establishing plans to deliver objectives in an uncertain and fast paced environment.
- Overseeing governance and reporting for the national visitor economy strategy, THRIVE 2030, and supporting for whole-of-government and national committees, such as the Tourism Ministers' Meeting, Australian Standing Committee on Tourism.
- Leading and building the capability of team members to support the duties listed above.
- Other duties as required.

Eligibility

- Australian citizenship – our successful candidate must be an Australian citizen.
- Security clearance – our successful candidate is required to hold, or have the ability to obtain, and maintain a Baseline security clearance.

Notes

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

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To Apply

Position Contact	Timm Myatt, +61 403 235 183
Agency Recruitment Site	https://austradejobs.nga.net.au/cp/

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Health

Vacancy VN-0765204

Aged Care Quality and Safety Commission

Closing Date:Thursday 04 December 2025

Corporate
Enterprise Governance and Strategy Complaints About Us and Conduct Unit

Job Title	Assistant Director, Complaints About Us and Conduct Unit
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Hobart TAS, Perth WA, Sydney NSW, Melbourne VIC
Salary	$118,588 - $135,251
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 work arrangements including work from home arrangements are negotiated on a case by case basis.
Classification	Executive Level 1
Position Number	20052090
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=51C39473-22C1-3D43-8CBF-E463FFD371E9

About the Team

The Complaints About Us and Conduct Unit is responsible for managing and responding to concerns raised about the Aged Care Quality and Safety Commission’s service delivery, staff conduct and broad organisational practices. This includes handling complaints from external stakeholders regarding the Commission’s service delivery functions, concerns regarding the integrity of its operations and overseeing the assessment, co-ordination, and management of alleged breaches of the APS Code of Conduct to ensure matters are assessed and addressed in line with legislative obligations and procedural fairness. Through this work, the section supports accountability, fosters a culture of ethical conduct, and contributes to continuous improvement across the Commission.

About the Role

The Assistant Director Complaints is responsible for leading a small team to manage and resolve complex and sensitive complaints about the commission. The role provides strategic advice, quality assurance and oversight of complaint investigations, and ensures decisions affair, evidence-based and consistent with the commission's policies and values.

The role contributes to building a positive integrity culture by identifying emerging themes and trends, recommending improvements to complaint handling processes, and supporting capability development across the organisation.

What you will gain from this experience

In this role you will deepen your expertise in integrity and accountability frameworks and build strong capability in complaints management, investigations and stakeholder engagement. You will gain experience working on complex and sensitive matters that directly contribute to improving the Commission's service delivery and public trust.

You will also have the opportunity to lead and develop a high performing team, influence organisational practice, and contribute to shaping a culture of fairness, transparency and continuous improvement across the Commission.

Duties

- Lead and manage the end-to-end handling of complex or high-risk complaints about the commission, ensuring timely, consistent and fair outcomes
- Provide high-quality advice and briefings to senior executives in the Commission's leadership on complaint outcomes, emerging trends, and systemic issues
- Ensure the integrity and quality of investigations and complaint assessments, including adherence to procedural fairness and natural justice principles
- Identify and implement opportunities for process improvement, and contribute to the development and review of complaint handling policies, frameworks and guidance
- Prepare clear, accurate and sensitive correspondence reports and recommendations for a range of internal and external audiences
- Build and maintain collaborative relationships with internal stakeholders to support early resolution and promote best practice in complaints management
- Support staff capability development through mentoring, coaching and providing expert advice on complex matters
- Represent the section on branch and internal working groups or external engagement as required
- Occasional interstate travel will be required.

Eligibility

To be successful in this role you will need to demonstrate the following:

- Strong understanding of complaint handling frameworks and procedural fairness principles.

- Demonstrated experience in managing complex or sensitive complaints or investigations in a regulatory, public-sector or integrity context
- High level analytical, judgement and problem-solving skills, with the ability to identify systemic issues and develop practical solutions
- Excellent written and verbal communication skills with experience preparing advice and correspondence for senior executives and external stakeholders
- Demonstrated ability to lead motivate and develop staff in a small high performing team environment
- Proven ability to manage competing priorities and deliver high-quality work under pressure
- Commitment to APS Values, ethical conduct, and continuous improvement
- Ability to attain Baseline Security Clearance.

Notes

- Salary offered will be between $118,588 - $135,251 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **4 December at 11:30PM (AEDT)**.

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Tony Belshaw by emailing Tony.Belshaw@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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. For more information, visit https://www.apsc.gov.au/recruitability.

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

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

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

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About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Tony Belshaw, 0449282397
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=51C39473-22C1-3D43-8(

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Health

Vacancy VN-0765255

Aged Care Quality and Safety Commission

Closing Date:Thursday 11 December 2025

Corporate
Engagement, Education and Communication Engagement and Events

Job Title	Engagement and Events Coordinator - Engagement, Education and Communication
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Sydney NSW, Canberra ACT, Melbourne VIC, Perth WA, Hobart TAS, Brisbane QLD, Adelaide SA
Salary	$86,204 - $93,226
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 office arrangements are approved on a case by case basis.
Classification	APS Level 5
Position Number	1002_11/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D-927

About the Team

The Engagement and Events team advises and supports business areas across the Commission on a range of stakeholder engagement activities and outcomes. We coordinate consultation activities to inform Commission service design, product development and continuous improvement. The team oversees the Consumers and Families panel and the Providers and Worker panel and coordinates the Commission's participation in key sector events and meetings. We also identify and support opportunities for external engagement, including event booths and executive presentations, to strengthen relationships across the aged care sector.

About the Role

This role offers an exciting opportunity to support the Engagement and Events team in the planning and coordination of engagement initiatives across the aged care sector.

You will assist with the logistical, administrative and coordination aspects of work involving the Consumers and Families panel and the Provider and Workers panel. Your work will support business teams to deliver and facilitate meaningful engagement with panel members.

You will also provide high-level administrative support to assist with managing the Commission's participation in sector events. With an agile and collaborative approach, you'll be curious to understand what is happening across the aged care sector and contribute to the Commission's vision to protect and improve the safety, health, wellbeing and quality of life for people receiving aged care services.

Duties

- Support coordination of engagement activities with the Consumers and Families panel and Provider and Workers panel. This includes scheduling activities, maintaining records, analysis and communicating with panel members.
- Event management support including creating event briefs, managing the Commission's event kits, organising travel and assisting with seeking suitable representatives to attend events.
- Administrative duties including managing team group inboxes and tracking requests to help resolve issues or escalate where needed.
- Analysis of attendance, themes and feedback from engagement activities and use this intelligence to feed into Stakeholder Engagement work plans.
- Support development of workflow and process documentation to streamline the way we manage engagement and event attendance requests.
- Apply a continuous improvement lens to all engagement activities.

Eligibility

To be successful in this role you will need to demonstrate the following:

• Experience providing high quality administrative support.

• Excellent organisational skills and the demonstrated ability to self-manage multiple competing priorities whilst working to tight deadlines.

• Strong relationship management skills and the ability to positively engage with stakeholders, especially through virtual relationships.

• Knowledge of government processes and procedures, including stakeholder engagement functions.

• Ability to work independently as well as collaboratively as part of a virtual team environment to achieve high quality outcomes.

• Excellent written and oral communication skills and demonstrated ability to communicate information coherently and concisely.

• Strong data literacy and reporting skills, including high level Microsoft word and excel skills.

• Excellent analytical skills and a keen eye for continuous improvement.

Desirable qualifications or experience

• Understanding of the Australian aged care system.

• Understanding of best practice stakeholder engagement.

Notes

- Salary offered will be between $86,204 - $93,226 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than 600-words, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:30pm, Thursday 11 December 2025 AEDT**.

Please contact our recruitment team on (02) 9633 3262 or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Alison Tessier by emailing alison.tessier@agedcarequality.gov.au with Position title in the subject line.

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

About the Aged Care Quality and Safety Commission

The Aged Care Quality and Safety Commission (the Commission) was formed on 1 January 2019. We work to improve the lives of older people by maintaining the integrity of the aged care system. As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities. It is an exciting time to join the Aged Care Quality and Safety Commission, with major reforms underway to improve aged care in Australia. You will be contributing to our role as the national regulator to safeguard and protect older Australians receiving aged care services.

To Apply

Position Contact	Alison Tessier, 08 8432 3574
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/cp/index.cfm?event=jobs.home

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Health

Vacancy VN-0765271

Aged Care Quality and Safety Commission

Closing Date:Sunday 07 December 2025

Corporate
Enterprise Governance and Strategy Enterprise Portfolio Management Office

Job Title	Project Assurance Officer - Enterprise Portfolio Management Office
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW, Melbourne VIC, Adelaide SA, Perth WA, Hobart TAS, Brisbane QLD
Salary	$96,503 - $108,869
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 office arrangements are approved on a case by case basis.
Classification	APS Level 6
Position Number	998_11/25
Agency Website	

Job Description

https://www.agedcarequality.gov.au/careers-commission

About the Aged Care Quality and Safety Commission

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As the single independent regulator of Australian Government aged care services, we offer a variety of interesting and challenging jobs across most capital cities.

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

Meet some of our people and learn more about the Commission and our Regulatory Strategy on our website www.agedcarequality.gov.au

About the Team

Enterprise Portfolio Management Office (EPMO)

The EPMO serves as a centralised portfolio, program and project hub promoting best practices to create efficiencies and streamline processes to improve effectives in realising of benefits, in line with the Commission's strategic objectives. The EPMO is comprised of four service areas:

Governance:

Development and maintenance of Program, Project and Change Governance and management of templates, frameworks, artefacts, tools, reporting and forums.

Change, Communications & Learning:

Provides visibility of enterprise changes and uplifting program/project change management skills within the Commission. The team is also involved in developing EPMO communication content and learning products to increase adoption and knowledge of project and change management practices within the Commission.

Project Assurance & Benefits Management:

The project assurance functions ensures that project are delivered effectively, aligned with the Commission’s governance expectations. It provides assurance education and support to projects whilst providing independent oversight and assesses the project health status. The assurance team is responsible for reviewing projects as they progress through the different stages in the project lifecycle and communicating health check outcomes with key stakeholders, contributing to continuous improvements in project and change management.

Benefits Management focuses on tracking and monitoring realisation of intended value of projects. It ensures that benefits are clearly defined, measured and aligned with the Commission’s strategic objectives.

Resourcing:

Coordinate and ensures sufficient availability and allocation of project resources based on skills required as well as maintaining a consistent approach to program/project contract management.

About the Role

The Project Assurance Officer will be responsible for ensuring that programs/projects meet defined project requirements based on the Commission’s expectations and regulatory requirements (if any). This role will involve engaging with programs/projects to communicate project assurance requirements, educating stakeholders on best practices within the Commission and providing executive oversight of overall compliance consistency. The Project Assurance Office will work with the Assurance and Benefits Assistant Director and act as a conduit to provide feedback between Project Managers and the EPMO, supporting continuous improvement in project delivery practices.

Duties

- Support project teams in meeting reporting and documentation requirements
- Plan and conduct project assurance health checks, including the assessment of project scope, deliverables, dependencies, schedule, risks, benefits and resources
- Analyse, monitor and record project health check outcomes for assurance reporting
- Collaborate with project stakeholders to promote EPMO’s assurance practices
- Identify assurance development needs and provide support training, where relevant

- Communicate assurance findings and recommendations to executives
- Provide day-to-day support and management of the project assurance as well as benefits management function
- Build strong relationships and effective communications with key internal and external stakeholders

Eligibility

To be successful in this role you will need to demonstrate the following:

Essential

- Strong project management skills, especially in project assurance
- Attention to detail and excellent analytical skills
- Strong communication skills, both written and verbal, including the ability to concisely summarise information
- Sound judgment and an ability to work under pressure
- Adaptable and resilient in a dynamic environment
- Be able to work as part of a small team, as well as across various programs/project teams

Desirable

- Experience in project benefits management
- Experience building reports or models in Power BI
- Experience in using Altus, a Portfolio Project Management Tool
- Hold a PRINCE2 foundation/practitioner certification and/or qualifications in the Project Management Body of Knowledge (PMBOK)

Notes

- Salary offered will be between $96,503 - $108,869 per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.
- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide a statement of claims against the position eligibility requirements (selection criteria) in no more than **600 words**, including what strengths you would bring to the role, and a copy of your CV.

Please complete the application and submit by **11:30PM Sunday 7 December 2025 AEDT**.

Please contact our recruitment team on **(02) 9633 3262** or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to Angel Lam by emailing Angel.Lam@agedcarequality.gov.au with Position title in the subject line.

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

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	Angel Lam, NA
Agency Recruitment Site	https://www.agedcarequality.gov.au/careers-commission

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Health

Vacancy VN-0765276

Aged Care Quality and Safety Commission

Closing Date:Sunday 07 December 2025

ACQSC Complaints Commissioner DIV
CCD Intake Complaints Resolution BR Commission Contact Centre

Job Title	Customer Contact Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Brisbane QLD
Salary	$80,425 - $84,980
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
Classification	APS Level 4
Position Number	996_11/25
Agency Website	

Job Description

https://agedcarequalitycareers.nga.net.au/?jati=6B5D1A54-7AB5-CA68-026B-E4630EE7A08E

About the Team

The Customer Contact Team (CCT) is one of the first points of contact for consumers, aged care providers, and other members of the public to engage with the Commission. The CCT responds to a range of contacts including enquiries, feedback, out of scope contacts, and complaints via phone, email, web, and post.

The Customer Contact Team is a dynamic and fast paced environment where no day is the same.

About the Role

The Customer Contact Officer plays a pivotal role at the Aged Care Quality and Safety Commission (the Commission). Customer Contact Officers are the first contact and responder to consumer enquiries from the public and aged care service providers about the quality of aged care services provided by the Australian Government approved service providers, or the functions of the Commission.

Working under the general supervision of a Team Leader, Customer Contact Officers respond to a range of communication channels including phone, email, online and post for enquiries, feedback, complaints, and notifications. Customer Contact Officers undertake research and interpret relevant legislation, policies, and procedures within defined parameters to make decisions and use judgment to determine consumer needs.

Duties

- Clearly communicate with internal and external stakeholders and provide advice on a range of matters including moderately complex enquiries and out of scope enquiries
- Provide accurate and timely support and guidance to consumers through a range of communication channels including phone, email, online and post for enquiries, feedback, complaints notifications, and the Commission's enquiry mailbox
- Collect, collate and consider information about complaints in preparation for allocation
- Assess and escalate risks regarding more complex enquiries, and complaints to senior officers
- Applying knowledge of procedures, legislation and delegation to resolve enquiries and escalate matters in a timely manner within agreed service level agreements
- Identify and priorities consumer who may be experiencing vulnerable circumstances, in distress or who have accessibility needs, and escalating potential issues to the leadership team
- Ensuring accurate records of consumer transactions in the case management system
- Collaborating in a team to assist with workload, knowledge sharing and business improvements which may include virtual or face-to-face with peers as required
- Having knowledge of the Commission risk management framework and relevant legislation, including guiding others to identify and mitigate foreseeable risks

Eligibility

To be successful in this role you will need to demonstrate the following:

- Demonstrated customer service experience providing advice and responses to customer enquiries via a range of communication channels
- Ability to research, analyse and apply judgement of procedures, legislation, and delegations to assess risks and escalate more complex enquiries
- Developed interpersonal and written communication skills to actively listen, be resilient, tailor communication to various audiences, and confidently discuss customer concerns and expectations
- Experience having difficult conversations or challenging customer enquiries, to prioritise customers in distress including consumers that are vulnerable or have accessibility needs
- Good attention to detail with the ability to communicate in writing, and update accurate records management of consumer enquiries
- Strong computer skills including the use of the Microsoft Office suite and internal systems.
- Demonstrated internal and external stakeholder management skills to confidently liaise and communicate with a range of audiences
- Ability to work collaboratively with the team to share knowledge, build team capability, and contribute to continuous improvements to enhance service delivery and customer satisfaction
- Effective time management skills to manage high-volume customer enquiries in accordance with the agreed service level agreement
- Work a standard day of 7 hours 30 minutes on a set or varied roster between the bandwidth hours of 7.00am to 7.00pm, from Monday to Friday
- Attend an onsite four-week induction

Notes

- Salary offered will be between **$80,425- $84,980** per annum depending on skills and experience. In addition, 15.4% superannuation will be paid.

- Only candidates who hold Australian citizenship can apply. Appointment is conditional on successfully completing a national police check. For more information, please visit www.apsc.gov.au/citizenship-aps
- Non-ongoing opportunity will be offered for an irregular/intermittent term. Opportunities will be offered for varying periods up to 12 months with the option to extend to a total of 24 months.
- Merit Pool established through this selection process may be used to fill this or future ongoing or non-ongoing vacancies.

In your application, please provide answer to the below 2 questions separately in not more than 300 words each, and a copy of your CV.

1. This role involves handling complex inquiries, complaints and questions from older persons, their carers and their families and providers which includes some of our most vulnerable Australians. What do you believe are the key skills and qualities required to perform this role?
2. Tell us about a time where you provided service to an emotional customer that was being disrespectful and did not agree with your advice. How did you respond, what actions did you take and what was the outcome?

Please complete the application and submit by **11 pm (AEDT) on Sunday, 7 December 2025**.

Please contact our recruitment team on **(02) 9633 3262** or recruitment@agedcarequality.gov.au for assistance with accessing our website or with lodging your application.

Specific questions about the roles can be directed to **ICRG Support** by emailing ICRG.Support@agedcarequality.gov.au with Position title in the subject line.

Diversity and Inclusion

The Commission is committed to fostering a workplace with flexible work arrangements to support a diverse, respectful and inclusive culture for all staff.

The Commission recognises the richness of Aboriginal and Torres Strait Islander cultures and is committed to the implementation of our Reconciliation Action Plan. The Commission values the unique knowledge and experience of Aboriginal and Torres Strait Islander employees which strengthens and supports our focus on protecting and enhancing the safety, health, wellbeing and quality of life of aged care consumers.

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. For more information, visit https://www.apsc.gov.au/recruitability.

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please email recruitment@agedcarequality.gov.au if you need any adjustments made.

Further information:

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

For more information on the Australian Public Service, please visit http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet-4 and http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code.

About the Aged Care Quality and Safety Commission

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To Apply

Position Contact	ICRG Support, ICRG.Support@agedcarequality.gov.au
Agency Recruitment Site	https://agedcarequalitycareers.nga.net.au/?jati=6B5D1A54-7AB5-CA68-0

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Health

Vacancy VN-0765333

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

Closing Date:Monday 08 December 2025

Intergovernment Relations

Job Title	EL1 Senior Project Officer, Intergovernment Relations
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$120,829 - $137,808
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	Position will be offered in a hybrid model of office based and WFH, where operationally feasible. A regular weekly presence in the office is required.
Classification	Executive Level 1
Position Number	20051477
Agency Website	https://www.safetyandquality.gov.au/careers

Job Description

https://www.safetyandquality.gov.au/careers

The Senior Project Officer is responsible for leading specified projects managed by the Intergovernment Relations Portfolio, with a focus on national coordination, Ministerial and departmental responses, scoping and refining issues, conducting consultations and analysis, and developing strategies and solutions to further support national safety and quality improvements. The role will also contribute to broader high-priority activities to support the portfolio. This will include undertaking research and analysis of information, project management, policy development, stakeholder management, facilitation of meetings, preparation of project documentation and collaborating with other relevant programs within the Commission.

Duties

Duties of the Senior Project Officer will include, but are not limited to, the following:

1. With the Executive Director and Acting Director, lead the planning and conceptualisation of strategies to support Intergovernment Relations projects.
2. Advise on strategy, risk management and stakeholder engagement in relation to the key program areas.
3. Undertake the complete range of procurement and project and contract management activities.
4. Prepare high-quality written reports, briefs and other documents for a range of audiences
5. Liaise with and foster productive relations with key stakeholders, including other agencies, clinical organisations, consumer groups, government authorities, the private health sector, industry bodies and contractors.
6. Consult with and provide advice to colleagues, including Commission Executive, about progress of key programs and their strategic implications.
7. Manage and provide secretariat for advisory groups.
8. Other duties as required and directed.

Eligibility

The successful candidate will have:

- Excellent policy development and project management experience relevant to safety and quality, health care.
- Demonstrated high level research and analytical skills.
- Demonstrated excellent writing skills, including the ability to write high quality documents for a variety of audiences and in different formats.
- Demonstrated highly developed communication and interpersonal skills, in particular, an excellent ability to consult and negotiate with a wide variety of stakeholders.
- Demonstrated understanding of the Australian healthcare system and a sophisticated understanding of the key elements of healthcare safety and quality.

Notes

To apply for this position, please complete and submit an application form through https://www.safetyandquality.gov.au/careers and upload:

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

Candidates must be Australian citizens to be eligible to apply.

Please note: This position will be offered in a hybrid model of office based (Sydney) and working from home, where operationally feasible. A regular weekly presence in the office is required.

Questions about the role can be directed to Vannary Sar on 02 7232 5550.

Closing date for applications is **11.59pm Australian Eastern Daylight Time (AEDT) Monday 8 December 2025.**

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

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

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

To Apply

Position Contact	Vannary Sar, 02 7232 5550
Agency Recruitment Site	https://www.safetyandquality.gov.au/careers

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Health

Vacancy VN-0765277

Australian Digital Health Agency

Closing Date:Sunday 30 November 2025

Corporate Services
Legal Services and Privacy

Job Title	Director Privacy
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Sydney NSW
Salary	$143,753 - $170,194
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	0649_11/25
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 **My Health App**, ensuring a healthier future for all Australians through connected healthcare.

Duties

About the Role

As **Director, Privacy**, you'll lead the Agency's privacy strategy and frameworks, ensuring compliance and setting the standard for best practice. Reporting to the General Counsel, you'll manage a high-performing, geographically dispersed team and oversee the Agency's Privacy Management Plan under the Australian Government Agencies Privacy Code.

You'll provide expert advice on complex privacy matters, anticipate risks, and craft innovative solutions that influence decision-making at the highest level. Acting as Privacy Officer and supporting the General

Counsel as Privacy Champion, you'll build strong partnerships—including with the Office of the Australian Information Commissioner—while safeguarding Australians' health information in a rapidly evolving digital landscape.

For queries relating to role responsibilities please contact Anne Anastasi at Anne.Anastasi@digitalhealth.gov.au

Skills and experience (essential criteria)

To succeed in this role, you will bring:

- Deep knowledge of privacy legislation, policy and frameworks.
- Proven leadership experience managing complex privacy issues in government.
- Strong strategic thinking, problem-solving, and stakeholder engagement skills.
- Ability to work autonomously and make impactful decisions.
- Experience in government or regulated environments, with an understanding of public sector values.
- Adaptability and initiative to thrive in a dynamic, evolving environment.

Eligibility

Eligibility

Australian citizenship is a mandatory eligibility requirement. Candidates must be able to obtain and maintain both a national police clearance and a Negative Vet 1 security clearance, with the capacity to attain a higher-level clearance if required by the Agency.

Notes

Our benefits include:

- Ask us about our 2025-26 **salary increases**, annual performance reviews and **superannuation** employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- **Annual Christmas closedown**– with no leave deduction!
- **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.
- **Agency Study bank**: Our employees are eligible for financial assistance up to 100% of costs and up to 7.5 hours per week study leave as per our study assistance guidelines.

Application

To apply for the role, please submit your resume and a cover letter (1 page maximum) addressing the essential criteria above. The position may be filled in Brisbane, Sydney or Canberra, and other locations may be considered.

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

Closing date: Sunday 30 November 2025, 11:30pm (AEDT)

Salary: This role offers between $143,753 - $170,194 plus 15.4% superannuation depending on skills and experience.

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

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	Anne Anastasi, Anne.Anastasi@digitalhealth.gov.au
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0765431

Australian Digital Health Agency

Closing Date:Thursday 11 December 2025

Corporate Services Division
Governance Branch

Job Title	Operations Officer & Emergency Mgt Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$87,584 - $94,719
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 5
Position Number	0643_11/25
Agency Website	https://www.digitalhealth.gov.au/

Job Description

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

You'll join a team of passionate professionals across a range of specialised divisions that are all united by a shared mission to steward and accelerate the delivery of end-to-end, connected healthcare for all Australians. Whether your strengths lie in service delivery, stakeholder engagement, clinical safety, policy, or cutting-edge technology, you'll collaborate on projects that connect people, providers, and systems. You won't just contribute to digital health, you'll shape it.

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

About the Role

To be successful in this role, you will:

- Oversee the daily operations and maintenance of the Agency’s facilities to ensure a secure and functional working environment.
- Manage and respond to all facilities-related requests via inbox, verbal communication, or ServiceNow within two business days.
- Act as the primary point of contact for internal and external stakeholders regarding facility-related issues and resolutions.
- Conduct regular inspections to ensure facilities meet environmental, health, and safety regulations.
- Coordinate and maintain emergency management processes, including registration, compliance monitoring, and preparation of status reports and documentation.
- Support security-related works to protect Agency assets and personnel.

Duties

- Experience in facilities management and overseeing the daily operations and maintenance of the Agency’s facilities to ensure a secure and functional working environment.
- Knowledge of WHS requirements and compliance.
- Strong organisational and stakeholder engagement skills.
- Familiarity with systems like ServiceNow.
- A proactive, solutions-focused approach.

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

- Ask us about our 2025-26 salary increases, annual performance reviews and superannuation employer contribution of 15.4%.
- Salary packaging (also known as salary sacrifice) is available.
- Annual Christmas closedown– with no leave deduction!
- 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.

- Accumulate flextime for hours performed in addition to ordinary hours of work. This can go towards leave.

Application

To apply for the role, please submit your resume and a cover letter (1 page maximum) addressing the essential criteria above. Please contact the Talent Acquisition team at careers@digitalhealth.gov.au with queries relating to the application process. Please note that this role is based in Canberra, with an expectation of a 4 day office-based requirement due to operational and staff development requirements.

Salary: This role offers between $87,584 to $94,719 plus 15.4% superannuation depending on skills and experience.

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

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	Blaize Surrao, 6151 8671
Agency Recruitment Site	https://www.digitalhealth.gov.au/about-us/careers

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Health

Vacancy VN-0765331

Australian Institute of Health and Welfare

Closing Date:Sunday 07 December 2025

Information Communications Technology Group Chief Information Technology Office

Job Title	ICT Program Governance Manager
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Sydney NSW
Salary	$119,501 - $133,305
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	Executive Level 1
Position Number	171_11/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

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 including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), 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

From 1 December 2025 AIHW's organisational structure will change. The Corporate Strategy and Performance Division will be home to all AIHW corporate services. The Information and Communications Technology Group (ICTG) will be part of the Corporate Strategy and Performance Division.

The ICTG is looking for an EL1 ICT Program Governance manager that reports directly to the Chief Information Technology Officer. They will be responsible for, in consultation with ICT Unit Heads, the development, coordination and reporting of the ICT annual workplan. ICT has a large program of business as usual (BAU) and project work and this is an important governance role that will help establish proactive planning practices and help ensuring the delivery of important work.

Under general direction you will:

- Develop and maintain an annual ICT Program workplan in consultation with ICT unit heads, this includes business as usual planned activities and approved projects.
- Maintain the ICT fortnightly program and projects report, in consultation with responsible project delivery managers. This process is to facilitate prioritisation conversations and to raise awareness of risks and issues across the ICT workplan.
- Lead delivery of key project/s by utilising a range of project management methodologies such as Agile, SCRUM, Waterwall and hybrid.
- Establish strong relationships with delivery managers, ICT Unit Heads , ICT colleagues and the SIO to help identify and resolve issues and risks as they arise.
- Drive process improvement and help refine ICT delivery practices, frameworks and reporting methods.
- Ensure there is appropriate project documentation, reports, budget monitoring and delivery schedules.
- Ensure that projects comply with the ICT delivery model which includes ensuring appropriate transition to service sustainment documentation is delivered.

- Prepare and present quarterly progress reports for various governance committees.
- Work closely with the ICT Finance and Procurement Manager and assist with project budget tracking by preparing monthly reports that include budget forecast.
- Coordinate with the ICT change team in relation to ICT program deliverables to ensure seamless delivery of ICT changes.
- Work closely with the Strategic Implementation Office (SIO) to ensure ICT program governance, reporting and planning processes remain aligned with whole-of-AIHW governance frameworks and standards.
- Coordinate ICT inputs into SIO-led organisational reporting, including milestone updates, risk assessments, benefit tracking and preparation of material for Executive reporting.
- Work in collaboration with the SIO to ensure ICT projects are aligned with the delivery, assurance and reporting practices, being developed for SI#6.

Relevant tertiary qualifications in ICT and Project Management PRINCE2/Agile/SCUM and/or PMBOK will be highly regarded.

Eligibility

- 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 submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address. Your application must include:

- A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
- Your current CV and the names of two referees.

Please note, late applications will not be accepted.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Kim Riley, 02 6249 5262
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Health

Vacancy VN-0765403

Australian Institute of Health and Welfare

Closing Date:Wednesday 10 December 2025

HR Services and Facilities
Business and Technology

Job Title	APS4 HR Officer - Recruitment
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$78,134 - $84,626
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 4
Position Number	079_06/25
Agency Website	

Job Description

https://aihwcareers.nga.net.au/?jati=6CCE599E-57CB-DE95-888B-E465A238371E

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and

courtesy, and diverse and unique attributes are recognised and valued. Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

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 Business, Communications and Publishing Services Group manages the AIHW's corporate functions that include, HR, facilities, finance, communications and engagement, web, publishing and data visitation and flagship reporting.

The HR Services and Facilities Unit (HRSFU) is a newly established unit that provides internal client service and support for recruitment, payroll, security, reception, and facilities.

We are a relatively small team with a fun, professional and collaborative culture. We provide a supportive environment where employees can do their best work and be their best selves while working on rewarding challenges and making a meaningful impact.

The HRSFU is looking for a motivated and talented individual to fill the role of APS4 Human Resources Officer. In this role, you will be responsible for providing end-to-end operational and administrative recruitment, onboarding and security support whilst also providing general HR support to AIHW employees.

To be successful in this role, you will have APS recruitment knowledge and bring well developed organisational skills with the capability for keeping things on track. You will have effective communication and people skills, confident in connecting with others and building positive relationships. You will have an eagle eye for detail, a can-do and customer-focused attitude and enjoy helping others. You thrive in fast-moving, ever-changing environments, stay calm under pressure, and use sound judgement to manage competing priorities effectively.

Under general direction, you will:

- Coordinate the recruitment process from start to finish, including posting job ads, reviewing applications, scheduling interviews, coordinating reference checks, preparing offers, updating candidates on outcomes, and publishing outcomes on the APS Gazette.
- Work closely with internal and external stakeholders to make recruitment activities run smoothly.
- Support managers and new starters through onboarding, including monitoring probation periods.
- Assist with recruitment and security queries, managing inboxes, digital service desk, and helpdesk requests promptly.
- Handle security clearances and checks, including police checks, AGSVA vetting, and related requests.
- Keep records and reports accurate and up to date, meeting compliance requirements.
- Provide clear, timely advice to staff and managers on HR policies, procedures, and employment conditions.
- Manage invoice payments and administration, ensuring accuracy and timely processing.
- Spot opportunities to improve systems and processes, share ideas with the team, and help implement enhancements.
- Stay on top of your workload, raising any concerns early with your team leader.
- Contribute to other tasks as needed to support the team’s success.

Eligibility

- 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 submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address. Your application must include:

- A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
- Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Jemma Clarke, 02 6244 1282
Agency Recruitment Site	https://aihwcareers.nga.net.au/?jati=6CCE599E-57CB-DE95-888B-E465/

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Health

Vacancy VN-0765424

Australian Institute of Health and Welfare

Closing Date:Thursday 11 December 2025

Business and Technology Group HR Services and Facilities

Job Title	APS 6 and EL1 - HR Professionals, Payroll/HR Systems and HR Business Partner
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$97,702 - $133,305
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;Executive Level 1
Position Number	177_11/25
Agency Website	

Job Description

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

The AIHW's APS employee census results attest to our positive and supportive workplace culture. We are an inclusive, flexible, and productive workplace where people are treated with respect and courtesy, and diverse and unique attributes are recognised and valued.

Our results also show that we achieved top ten rankings in staff engagement, communication, wellbeing and SES manager scales out of 107 APS agencies.

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 including study assistance

We are committed to creating genuine opportunities for everyone and we welcome applications from First Nations people(s), 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

A bit about us

The HR Services and Facilities Unit provides a range of corporate services and support for recruitment, employee initiatives, payroll, HR system administration, reception and facilities. We are a relatively newly established team following the expansion of the institute's enabling functions to reflect our growing workforce.

Why you want to work with us

In short, we are a great team! We are inclusive and vibrant, and we thrive on collaboration and fun. 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 HR professionals who are experienced in either payroll, HR systems administration or HR business partnering. You will have excellent communication skills, experience in providing HR services and advice, and the ability to work independently and collaboratively as part of a team. You will be proactive and solution-focused with excellent attention to detail and the demonstrated confidence to manage relationships with key stakeholders.

Duties of the roles

EL1 – Payroll and HR Systems Manager

- Oversee and manage all aspects of the AIHW's payroll function
- Oversee the administration of the AIHW's HR system (iChris)
- Lead the enhancement of the HR system including implementation of new modules
- Provide strategic and innovative advice to help the team improve business processing and achieve efficiencies
- Provide advice on complex payroll and HR system matters
- Quality assure data for reporting, reviews and surveys

- Contribute to project work including workforce planning initiatives such as position establishments
- Provide leadership and guidance to the payroll and HR system team
- Contribute to the broader leadership, strategy and operations of the HR units.

APS 6 – HR System Administrator

- Maintain and perform system administration of the AIHW's HR system (iChris)
- Manage the testing of system upgrades and fixes
- Identify and implement system enhancements including the implementation of new modules
- Provide strategic and innovative advice to help the team improve business processing and achieve efficiencies
- Perform ongoing and targeted data interrogation and cleansing
- Develop and implement enhanced HR system reporting
- Set up access and train staff in using the HR system
- Develop and maintain HR system guidance materials
- Provide accurate and timely advice to staff and managers to assist in resolving queries
- Contribute to project work including workforce planning initiatives such as position establishments.

EL1 - HR Business Partner

- Act as the primary conduit between AIHW business areas and HR units including meeting regularly with managers and staff.
- Provide strategic and operational HR advice and support services, with a focus on enabling managers and business areas to meet their workforce needs. This will include supporting workforce planning, strategic recruitment and performance management.
- In conjunction with the relevant HR teams, assist managers across the institute with building their people management capability. This will include coaching and guiding managers on workforce and people matters (including support for issues requiring local management action), and where appropriate, triaging complex people issues to broader HR teams.
- Identify workforce trends, issues and opportunities through observations and engagement with stakeholders and feed insights into broader strategy and initiative development.
- Support the development and implementation of workforce planning initiatives such as job family mapping, position descriptions and position establishments.
- Contribute to the broader leadership, strategy and operations of the HR units.

Eligibility

- 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 submit your application online via the AIHW e-Recruit system. When applying online for the first time, you will need to register and provide a valid email address. Your application must include:

- A summary of your relevant skills and experience and explain why you would be the best person for the role. Your response should align with the position summary and selection criteria information above and must be no more than 750 words.
- Your current CV and the names of two referees.

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

About the Australian Institute of Health and Welfare

To Apply

Position Contact	Kelly Grandin, 02 6249 5018
Agency Recruitment Site	https://aihwcareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0765374

Australian Criminal Intelligence Commission (ACIC)

Closing Date:Wednesday 10 December 2025

Intelligence
Collection Operations Examinations and Operational Enablement

Job Title	Director Covert HUMINT
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$147,006 - $165,631
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated
Classification	Executive Level 2
Position Number	6328_11/25_CO
Agency Website	https://www.acic.gov.au/

Job Description

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

The Director Covert HUMINT is responsible for the coordination, policy setting and operational practice of the ACIC's HUMINT capability and the associated operational assurance. The role ensures there is a common operating practice throughout the ACIC and that operational HUMINT activities are conducted with proper and sound governance, risk management and compliance.

The Director Covert HUMINT is also responsible for managing the agency’s Assumed Identities function, assisting in the delivery of operational training and supporting engagement with oversight bodies including the Office of the Commonwealth Ombudsman and the Office of the Inspector-General of Intelligence and Security (IGIS).

Duties

- Actively contribute to a workplace culture defined by the ACIC values of integrity, respect, innovation, excellence and courage.
- Identify, mentor and develop the capacity of future leaders in the agency.
- Lead a positive compliance culture regarding the application of agency policy, procedures and powers.
- Set the strategic direction of the section, including setting and monitoring staff performance standards and prioritisation activities
- Develop business and resource management plans and implement strategies to achieve Covert HUMINT and Capability Protection objectives

- Maintain an awareness of current developments in Covert HUMINT methodologies and the protection of Assumed Identities, integrating these into best practice for the ACIC.

Your Skills and Capabilities

- Demonstrated ability to define and communicate a vision, manage competing priorities and use sound judgement to deliver operational and strategic outcomes
- Highly developed verbal and written communication skills, sound negotiation skills, experience with contestability, experience providing balanced advice to operational areas and an ability to articulate complex operational matters to Senior Executive
- Strong interpersonal skills, with an ability to lead and drive teams and develop and maintain productive internal/external working relationships including with geographically dispersed teams
- Experience in overseeing and conducting operational collection activities, including a sound knowledge of covert HUMINT methodologies and processes
- Experience managing operational risk, protecting HUMINT and other covert capabilities, applying relevant legislative and policy/procedure frameworks in an operational context
- Highly developed leadership skills, with a demonstrated ability to motivate and inspire others within their own team and more broadly across the agency and role model the APS values

Eligibility

Essential qualifications

- Completed advanced HUMINT training in a law enforcement or intelligence agency

Desirable skills and experience

- Operational training experience

Eligibility

- **Citizenship** – To be eligible for employment with the ACIC, applicants must be an Australian citizen.
- **Security Clearance** - The Australian community expects ACIC employees to maintain the highest levels of security and integrity. Successful applicants will be required to obtain and maintain a minimum Negative Vetting 1 security clearance.
- **Pre-Employment Screening** – All candidates must satisfy an Organisational Suitability Assessment (OSA) prior to being offered employment at the ACIC

Notes

The ACIC is committed to diversity and inclusion. We celebrate and champion diversity to ensure we reflect the community we serve, and pride ourselves on our vibrant culture. We welcome applications from Aboriginal and Torres Strait Islander peoples, women, people with disability, people from culturally and linguistically diverse backgrounds, those who identify as LGBTIQ+, neurodiverse, mature aged employees and carers.

More information about our conditions is available in the ACIC Enterprise Agreement 2024-2027 on our website.

About the Australian Criminal Intelligence Commission (ACIC)

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

To Apply

Position Contact	Anita, 0423 145 391
Agency Recruitment Site	https://www.acic.gov.au/about-us/careers

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Home Affairs

Vacancy VN-0765224

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 07 December 2025

Data
Data Strategy and Collections

Job Title	Officer, Transaction Data
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Haymarket NSW, Docklands VIC
Salary	$80,608 - $89,323
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 will be discussed on commencement.
Classification	APS Level 4
Position Number	Several
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia’s financial intelligence agency and anti-money laundering and terrorism financing regulator, is undergoing a significant transformation to enhance its role in combating money laundering and terrorism financing.

AUSTRAC has entered an exciting phase of growth and maturity, driven by the implementation of critical AML/CTF legislative reforms. We are driving several initiatives to support our evolving needs and to continue driving our mission of fighting financial crime.

The Transaction Data team is focused on improving the utility of transaction reports by working with reporting entities to improve the data quality of their reporting.

The Officer, Transaction Data is a key member of the Transaction Data team within the Data Strategy and Collection branch. This role will work closely with the Team Leader and Manager to provide specialised administration support to the team.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Understanding of relevant information - Familiarity with and understanding of, or the ability to rapidly acquire an understanding of, the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth).
- Provision of administrative assistance - Ability to assist with a wide range of administrative tasks related to meeting AUSTRAC's obligations and team priorities.
- Plan and Organise - Contributes to planning own and team work targets and deadlines, identifying more and less critical activities and operating accordingly, setting priorities and monitoring work-flow to achieve workplace goals in set timeframes.
- Communicates Effectively - Communicates clearly, concisely and unambiguously, explaining ideas thoroughly and concisely, tailoring communications to audience and circumstances and ensuring common understanding of issues while encouraging discussion and checking audience understanding.

For more information about the role and the capabilities where looking for, please refer to the Candidate Pack on the AUSTRAC Careers Page

Duties

The Officer, Transaction Data under general supervision is responsible for:

- Co-ordinating day-to-day administrative activities for the Transaction Data team, including liaising with stakeholders to support the functioning of the team to ensure priorities and objectives are met.
- Develop draft procedures and systems and identify opportunities to improve business processes to achieve best practice for the team.
- Under general direction perform research and prepare statistical reports.
- Investigate and manage routine enquiries/cases and provide assistance on moderately complex matters related to the data quality or integrity of either transaction reports or cross-border movement holdings.
- Under general direction, follow established procedures in support of the manual processing of received hardcopy transaction report or cross-border movement forms.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Security Clearance

Notes

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

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

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

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Mitchell, 07 3838 0119
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0765230

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 07 December 2025

Data
Data Strategy and Collections

Job Title	Officer, Transaction Data - Affirmative Measures First Nations
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Haymarket NSW, Docklands VIC
Salary	$80,608 - $89,323
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 will be discussed on commencement.
Classification	APS Level 4
Position Number	Several
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia's financial intelligence agency and anti-money laundering and terrorism financing regulator, is undergoing a significant transformation to enhance its role in combating money laundering and terrorism financing.

AUSTRAC has entered an exciting phase of growth and maturity, driven by the implementation of critical AML/CTF legislative reforms. We are driving several initiatives to support our evolving needs and to continue driving our mission of fighting financial crime.

The Transaction Data team is focused on improving the utility of transaction reports by working with reporting entities to improve the data quality of their reporting.

The Officer, Transaction Data is a key member of the Transaction Data team within the Data Strategy and Collection branch. This role will work closely with the Team Leader and Manager to provide specialised administration support to the team.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Understanding of relevant information - Familiarity with and understanding of, or the ability to rapidly acquire an understanding of, the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth).
- Provision of administrative assistance - Ability to assist with a wide range of administrative tasks related to meeting AUSTRAC's obligations and team priorities.
- Plan and Organise - Contributes to planning own and team work targets and deadlines, identifying more and less critical activities and operating accordingly, setting priorities and monitoring work-flow to achieve workplace goals in set timeframes.
- Communicates Effectively - Communicates clearly, concisely and unambiguously, explaining ideas thoroughly and concisely, tailoring communications to audience and circumstances and ensuring common understanding of issues while encouraging discussion and checking audience understanding.

For more information about the role and the capabilities where looking for, please refer to the Candidate Pack on the AUSTRAC Careers Page

Duties

The Officer, Transaction Data under general supervision is responsible for:

- Co-ordinating day-to-day administrative activities for the Transaction Data team, including liaising with stakeholders to support the functioning of the team to ensure priorities and objectives are met.
- Develop draft procedures and systems and identify opportunities to improve business processes to achieve best practice for the team.
- Under general direction perform research and prepare statistical reports.
- Investigate and manage routine enquiries/cases and provide assistance on moderately complex matters related to the data quality or integrity of either transaction reports or cross-border movement holdings.
- Under general direction, follow established procedures in support of the manual processing of received hardcopy transaction report or cross-border movement forms.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC’s pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Security Clearance

Notes

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

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

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 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 agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Mitchell, 07 3838 0119
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

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Home Affairs

Vacancy VN-0765233

Australian Transaction Reports and Analysis Centre (AUSTRAC)

Closing Date:Sunday 07 December 2025

Data
Data Strategy and Collections

Job Title	Officer, Transaction Data - Affirmative Measures Disability
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Haymarket NSW, Docklands VIC
Salary	$80,608 - $89,323
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 will be discussed on commencement.
Classification	APS Level 4
Position Number	Several
Agency Website	https://www.austrac.gov.au/

Job Description

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

About the opportunity

AUSTRAC, Australia’s financial intelligence agency and anti-money laundering and terrorism financing regulator, is undergoing a significant transformation to enhance its role in combating money laundering and terrorism financing.

AUSTRAC has entered an exciting phase of growth and maturity, driven by the implementation of critical AML/CTF legislative reforms. We are driving several initiatives to support our evolving needs and to continue driving our mission of fighting financial crime.

The Transaction Data team is focused on improving the utility of transaction reports by working with reporting entities to improve the data quality of their reporting.

The Officer, Transaction Data is a key member of the Transaction Data team within the Data Strategy and Collection branch. This role will work closely with the Team Leader and Manager to provide specialised administration support to the team.

What are we looking for

While we are looking for these capabilities, we consider transferrable skills and encourage applicants who embody AUSTRAC's culture and values to apply.

- Understanding of relevant information - Familiarity with and understanding of, or the ability to rapidly acquire an understanding of, the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth).
- Provision of administrative assistance - Ability to assist with a wide range of administrative tasks related to meeting AUSTRAC's obligations and team priorities.
- Plan and Organise - Contributes to planning own and team work targets and deadlines, identifying more and less critical activities and operating accordingly, setting priorities and monitoring work-flow to achieve workplace goals in set timeframes.
- Communicates Effectively - Communicates clearly, concisely and unambiguously, explaining ideas thoroughly and concisely, tailoring communications to audience and circumstances and ensuring common understanding of issues while encouraging discussion and checking audience understanding.

For more information about the role and the capabilities where looking for, please refer to the Candidate Pack on the AUSTRAC Careers Page

Duties

The Officer, Transaction Data under general supervision is responsible for:

- Co-ordinating day-to-day administrative activities for the Transaction Data team, including liaising with stakeholders to support the functioning of the team to ensure priorities and objectives are met.
- Develop draft procedures and systems and identify opportunities to improve business processes to achieve best practice for the team.
- Under general direction perform research and prepare statistical reports.
- Investigate and manage routine enquiries/cases and provide assistance on moderately complex matters related to the data quality or integrity of either transaction reports or cross-border movement holdings.
- Under general direction, follow established procedures in support of the manual processing of received hardcopy transaction report or cross-border movement forms.

Eligibility

To be eligible for this role you:

- Must be an Australian citizen at the time you apply.
- Will need to undertake AUSTRAC's pre-engagement checks.
- Will need to obtain and maintain an ongoing Negative Vetting 1 Security Clearance

Notes

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

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

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 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 agency.

About the Australian Transaction Reports and Analysis Centre (AUSTRAC)

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

To Apply

Position Contact	Mitchell, 07 3838 0119
Agency Recruitment Site	https://austraccareers.nga.net.au/cp/

Home Affairs

Vacancy VN-0765289

National Emergency Management Agency

Closing Date:Tuesday 09 December 2025

Strategy and Capability

Job Title	NEMA Senior Policy Officer - Strategic Policy
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT
Salary	$94,775 - $106,505
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	140574
Agency Website	https://nema.gov.au/about-us

Job Description

https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=140574&company=DIAC&st=CFE5D9BF9F5E

About the National Emergency Management Agency:

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 National Resilience Capability Programs Division brings together the work of the Strategy and Capability Section, the Coordination and Planning Branch and the Operational Capability Branch.

The Strategy and Capability section is responsible for emergency management capability strategy and policy development including through New Policy Proposals (NPPs) and costings. The team also manages a small number of programs and grants which support Australia’s emergency management preparedness and response capabilities.

The Coordination and Planning Branch works with states and territories to support disaster-affected communities to build resilience, reduce risk and harm and effectively respond to and recover from allhazard disasters.

The Operational Capability Branch plans, develops and uplifts national capabilities including the National Emergency Management Stockpile and crisis training.

The National Messaging System Taskforce develops and implements the National Messaging System, a new message alert system that brings the advantages of cell-broadcast technology to Australian emergency warnings.

The Public Safety Mobile Broadband Taskforce develops and implements the Public Safety Mobile Broadband, which is a system that will provide public safety agency personnel with prioritised, fast, safe and secure data, video and voice communications.

About the role:

The Senior Policy Officer reports to the Assistant Director, Strategic Policy and supports the development and delivery of a range of high-quality briefing products and advice, including Cabinet Submissions, NPPs and Senate Estimates briefs. The Senior Policy Officer works in close collaboration across NEMA and key Australian Government, state and territory agencies to further national emergency preparedness.

The Senior Policy Officer, Strategic Policy, may be required to assist in other functions delivered by the Section in support of NEMA operational priorities.

At times staff within NEMA may be required to work outside of standard business hours, particularly during the higher risk weather season.

Our ideal candidate:

The successful candidate will be an experienced and positive leader with a strong working knowledge of Budget and Cabinet processes. We are seeking a solutions-focused problem solver with welldeveloped interpersonal skills.

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.

Duties

The Senior Policy Officer will support a stream of work to to deliver the following under the guidance of the Assistant Director Strategy Policy:

- NPPs to support the objectives of the Emergency Management and Response Group, and be responsible for contributing to Cabinet Submissions
- Ministerial and departmental correspondence with key stakeholders and the Australian community
- Briefing products for ministers and senior officials to support executive decision-making
- Support for grant program delivery and reporting
- Management of one staff and supporting them in developing skills and experience for their career.

Role requirements/qualifications:

- Experience in policy design, including contributing to NPPs through analysis and consultation across government, and developing costings and impact analyses
- The ability to use sound judgement and initiative, work in ambiguous environments under limited guidance, deliver under tight deadlines, and pivot and adjust when required
- Well-developed analytical and writing skills, and familiarity with the APS Style Manual
- Well-developed interpersonal and people management skills, and experience in working in partnership with colleagues and stakeholders to deliver a product
- Experience in written briefings for ministers and senior officials, including contributing to briefing products for ministers and senior officials to support decision-making on policy issues
- Experience in program, project and/or product management
- Availability to surge into the Australian Government Crisis Coordination Team (CCT), which is activated in the event of major crises to ensure a coordinated Australian Government crisis response. All members of the CCT will be eligible for restriction allowance. Overtime is available for all levels when excess hours are worked in accordance with the NEMA Enterprise Agreement 2024–2027.

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

Remuneration: 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: 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 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	Georgia Hornby, 02 6198 7085
Agency Recruitment Site	https://career10.successfactors.com/sfcareer/jobreqcareerpvt?jobId=140

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Industry, Science, Energy and Resources

Vacancy VN-0765251

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 15 December 2025

Chief Information Officer
ICT Operations

Job Title	Team Leader, Executive Level 1, Chief Information Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - ACT ACT
Salary	$122,235 - $129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	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	2048_11/25
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 Division

The Chief Information Officer (CIO) Division is an exciting, fast-paced division that drives the digital agenda for the Department of Industry, Science and Resources. Leading the delivery of the department's digital offerings, the CIO Division partners with business areas and stakeholders to:

- Realise the digital policy objectives of the Department.
- Define the Departments digital landscape.
- Drive the innovation and transformation of its IT services.

The Branch

The ICT Operations Branch is one of 4 branches within the CIO Division and is responsible for the management and deployment of all ICT services to support the running of the organisation.

The Section

Our End User Services (EUS) Level 3 team is responsible for the advanced management, support, and continuous improvement of our end-user computing environment. We don't just keep the lights on, we engineer, administer, and troubleshoot the systems and technologies that enable thousands of staff to work productively and securely, whether in the office or remotely.

Our responsibilities span a variety of areas, specialising in full lifecycle management of following core functions, and associated technologies:

- Device management and endpoint security (Intune, SCCM, Group Policy, Conditional Access, iOS/Android MDM/MAM).
- Application packaging, deployment, and lifecycle management (App-V, Patch My PC, Software Centre, Intune).
- Communication and collaboration platform administration (Exchange Online/On-Prem, Enterprise Vault, Janusseal, MPIP, Microsoft Teams, M365 Office suite, OneDrive, Evoko).
- Incident response, technical support, and troubleshooting for escalated issues.
- Remote access enablement and support (Always On VPN, Citrix NetScaler, Citrix Virtual Apps and Desktop).
- Security component management (BitLocker, Windows Hello for Business, Client support only - MS Defender, Netskope, Airlock Digital).
- Standard Operating Environment management and compliance (Windows 10/11, SOE builds).
- Vulnerability management and cyber security compliance (Essential 8, PSPF, ISM, reporting dashboards, compliance frameworks, patching).

Our team uses a matrix-style team structure with a manager, assistant manager, two team leaders, and multiple EUC Engineers, where work is owned by the entire section. The leadership cohort oversee and allocate delivery collectively, aiming to prevent siloing, allowing flexible allocation of tasks, ensuring balanced workloads, and strengthening collaboration and resilience across the team.

The opportunity

In this role, you will join a high-performing leadership team who are responsible for the section’s day-to-day operations and deliverables. You’ll have direct reports, but responsibilities are shared across all technologies, no silos, giving you the chance to broaden your experience and influence outcomes across the entire end user environment.

We are looking for strong leaders who want to make a difference, shape the future of workplace technology, and enhancing the department’s most valuable digital assets.

If you thrive on complexity and impact, you’ll find your place here.

What’s in it for you?

Lead meaningful change: Guide the team through the delivery of critical digital services, supporting the department’s evolving needs. You’ll be at the forefront of delivery management, helping to prioritise work, support the team to solve complex problems, and ensure the team’s efforts align with strategic goals.

Diverse, dynamic work: No 2 days are the same. You’ll manage shifting priorities, respond to new challenges, and help your team adapt to a constantly changing digital landscape, keeping the work fresh and rewarding.

Our ideal candidate

We’re looking for a capable and confident leader who brings a blend of delivery and strong stakeholder engagement. You’ll be someone who thrives in a collaborative environment and is passionate about supporting others to succeed.

Our ideal candidate will bring:

- Proven experience in leading, coaching, and developing technical teams, fostering a positive, high-performing culture.
- Extensive experience in delivery management, including planning, prioritisation, resource allocation, and driving outcomes in complex environments.
- Demonstrated ability to work autonomously and a strong commitment to working harmoniously within a team to achieve high quality outcomes.
- Ability to learn or interpret new content, such as new policy or guidance released for ICT administrators.
- Excellent oral and written communication skills, with a strong attention to detail.
- Exceptional stakeholder management skills, with the ability to build positive relationships, influence decisions and exercising sound judgement.

Duties

Operating in accordance with the Australian Public Service Commission’s Work Level Standards (WLS) and Integrated Leadership System (ILS), as an EL1 Team Leader, you will:

- Provide leadership and direction to a geographically dispersed team, setting expectations, assuring quality, and managing risks with a high degree of independence.
- Manage people and performance by fostering a positive, inclusive culture, supporting wellbeing, and developing capability through coaching and feedback.
- Plan and coordinate team delivery by prioritising tasks, allocating resources effectively, and ensuring timely completion of work to meet objectives.
- Drive continuous improvement by leveraging data and stakeholder feedback to enhance processes and service delivery.
- Regularly facilitate discussions, forming consensus on key decisions and approaches, whilst exercising sound judgement to make decisions on complex issues.
- Represent your team in governance forums, including Architectural Review Board, Change Advisory Board, Problem and Incident Management, ticket system review, cross divisional boards for ICT and more.
- Communicate with clarity and impact, tailoring advice and reporting to diverse audiences (technical, non-technical and Executive) to support comprehension and delivery objectives.

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

Desirable:

Experience in a similar role within a technical team, or technical knowledge in 1 or more of the core functions of the team.

Additional notes:

This vacancy is ACT - Canberra Industry House based, although flexible working is available, and remote arrangements may be considered.

You may be required for on-call work or assistance in management of priority incidents from systems or applications we own.

We encourage you to apply even if you do not meet every requirement listed. We value diverse experiences and perspectives, and the best candidate may come from a less traditional background. If you are interested in the role, please consider applying.

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 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	Lauren O'Meley, 0475171477
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765254

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 15 December 2025

Chief Counsel and Integrity
Integrity Protective Security

Job Title	Physical Security Advisor
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$86,631 - $91,809
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	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	1985_10/25
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 Protective Security section is part of the Integrity Branch within the Chief Counsel & Integrity Division. Our goal is to enable the Department to achieve its objectives lawfully and with integrity. The Integrity Branch plays a critical role in building and maintaining the department's pro-integrity culture. The Branch is responsible for the development and delivery of strategies for Protective Security, Probity, Fraud and Corruption, and Risk and Integrity Strategy. The Physical Security Team ensures the effective day-to-day management of security across all DISR properties.

The opportunity

This role is an excellent opportunity to contribute to enhancing the department's security posture. You will support the department to deliver on its mission by engaging across the organisation to build a strong security culture and secure working environment. Working in a team of security professionals will provide opportunities to expand your existing skillset and apply your broader knowledge.

What's in it for you?

The position of Physical Security Advisor will primarily focus on Physical Security, but the Protective Security Section also manage Personnel Security, Information Security, Security Strategy and Response functions. You will be exposed to all elements of Security with the ongoing support from the broader Security Team. This role will provide opportunities to develop and apply subject matter expertise in Security (including working with the National Intelligence Community).

Our ideal candidate

We are seeking a talented professional to perform the role of APS5 Physical Security Advisor, within DISR's head office located in Industry House in Canberra.

Our ideal candidate will have:

- A strong sense of ethics and responsibility to protect the Departments People, Information and Assets.
- Strong written and verbal communication skills, with the ability to effectively communicate with team members and stakeholders.
- Demonstrated sound judgement in an environment of complex and competing priorities with a strong work ethic; flexible can-do attitude; outcome-focused; and a strong team player.
- An understanding of, or relevant experience in applying, Commonwealth Government security requirements, including the Protective Security Policy Framework (PSPF).

As an Integrity Branch APS5, and in accordance with the APS work level standards and integrated leadership standards you will:

- Undertake moderately complex to complex work under limited direction.
- Be accountable for organising and prioritising workflow and making independent decisions within your area of responsibility.
- Provide policy advice based on relevant policies and legislation.
- Conduct research and analysis, investigations, and procedural or operational tasks.
- Perform clerical, administrative support, or operational duties.
- Engage in public contact, providing advice to a wide range of customers and external stakeholders.
- May supervise lower-level employees, manage staff performance, allocate work, and identify on-the-job training opportunities.

Duties

The APS5 Physical Security Advisor will assist in the management of physical security operations across all DISR sites nationwide.

The successful candidate’s principal responsibilities include:

- Administering the use of physical security systems and resources across all DISR facilities. This includes, but is not limited to, electronic access control systems, keys and key cabinets, security containers, security alarms, intruder detection systems, national guarding services and CCTV surveillance.
- Undertake routine physical security inspections of DISR sites across Australia, including the preparation of site inspection reports and briefing papers.
- Monitor, document, and issue security breaches resulting from non-compliance with the Protective Security Policy Framework (PSPF) and departmental security and breach management policies.
- Ensure accurate recording of incidents, support investigations, and contribute to continuous improvement of security practices through analysis and escalation of non-compliance trends.
- Administratively support the zone accreditation process in accordance with the Protective Security Policy Framework (PSPF) and relevant Australian Government security guidelines. Administratively support accreditation requirements through assessment, documentation, and liaison with stakeholders to maintain appropriate physical and procedural controls.

- Provide security compliance advice to the department in line with the PSPF.
- Assist in the preparation and management of security governance, including physical security policies and standard operating procedures.

Eligibility

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

The position requires a Negative Vetting 2 (NV2) security clearance, and successful candidates will be required to obtain and maintain a clearance at this level.

Notes

The department currently offers flexible work opportunities for many roles. Due to the nature of this role, the successful applicant will be required to primarily work from DISR's Canberra office, although flexible or remote work arrangements will 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 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	Esty Malmierca, 02 6213 6809
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765263

Department of Industry, Science and Resources (DISR)

Closing Date:Monday 08 December 2025

Chief Finance Officer
External Budgets & Costings Protective Security

Job Title	External Budget Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Darwin NT, Canberra ACT, Melbourne VIC, Brisbane QLD, Adelaide SA, Perth WA, Hobart TAS
Salary	$122,235 - $129,811
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	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	2115_11/25
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
- Supporting a strong 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 External Budgets Team leads the department's financial management and budget coordination, partnering with internal and external stakeholders—including the Department of Finance and portfolio agencies. The team is responsible for preparing key budget documents, maintaining financial systems, and supporting policy teams. Collaboration, innovation, and continuous improvement are central to the team's approach, ensuring financial advice is both strategic and accessible to all areas of the department.

Our ideal candidate

We are seeking a proactive leader who excels at interpreting financial data and providing actionable insights. You communicate complex budget implications clearly to both financial and non-financial audiences, enabling informed decision-making across the department. You demonstrate strategic thinking, strong stakeholder engagement, and a commitment to continuous

improvement. Experience in mentoring staff, fostering collaboration, and driving process enhancements is essential. Relevant qualifications in accounting, finance, or a related field are highly regarded.

Duties

- Lead the external budget process, focusing on interpreting and communicating the impacts of budget decisions to financial and non-financial staff.
- Foster productive relationships with the Department of Finance, portfolio agencies, policy teams, Chief Finance Officer Division colleagues and other stakeholders to ensure delivery of shared goals, effective budget liaison and compliance.
- Coordinate and manage external budget estimates for departmental and administered programs, ensuring stakeholders understand the implications.
- Provide expert advice and insights on budget movements, costings, and financial implications, translating technical details into clear messages for non-financial audiences.
- Prepare and assure the quality of financial tables and commentary for Portfolio Budget Statements (PBS), Portfolio Additional Estimates Statements (PAES), and related publications.
- Oversee the accuracy of financial data in the Central Budget Management System (CBMS) and other systems
- Manage commitments reporting, savings, offsets, and audit requirements, delivering analysis and insights tailored for non-financial stakeholders.
- Manage workflow, deliverables, quality and insights through development of trackers and briefings for cash management, contingency reserves, statement of risks, questions on notice, and Senate Estimates.
- Lead and mentor team members, promoting integrity, collaboration, professional development, and a culture of continuous improvement.
- Champion process improvements and best practice financial management across the branch.
- Other duties as directed.

Eligibility

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

Relevant qualifications in accounting, finance, or a related field are highly regarded

This position requires a Baseline security clearance. The successful applicant will be required to obtain and maintain a clearance at this level.

Notes

A Diploma or Bachelor Degree in commerce, accounting, finance, business or a related field will be highly regarded.

This recruitment process is being used to fill an immediate vacancy within the External Budgets Team. A merit pool may be established to fill future Executive Level 1 vacancies should they become available within 12 months from the date advertised.

How to apply

Your application must not contain any classified or sensitive information. This includes in your application responses, resume and any other documents. Applications containing classified information may not be considered by the selection panel.

You are required to complete your application online. Aligning your responses with the above job description, provide:

- An explanation of how your skills, knowledge and experience will be relevant to the role (maximum 750 words or 5,000 characters)
- Tell us about three (3) achievements within the last 5 years in a work environment that you are proud of (maximum 500 words or 3,500 characters)
- Your current CV with your application. (CVs must be in .doc, .docx, or .pdf format)

The department does currently offer flexible work opportunities for many roles. This vacancy is based in multiple locations 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 agency.

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

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To Apply

Position Contact	Melissa Tang, 02 6102 8347
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765272

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 07 December 2025

Anti-Dumping Commission
Legal

Job Title	Paralegal
Job Type	Part-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$70,180 - $76,095
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	APS Level 3
Position Number	2054_11/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the Department

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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

Paralegals are part of the Legal team, a small group of lawyers with legal expertise in statutory interpretation, administrative and trade remedies law.

The team provides high quality, client focussed legal services to investigations teams and the policy team. We prioritise workflows to meet legislative deadlines and collaborate across the Commission. We work closely with the Department of Industry, Science and Resources, external legal providers, and the Department of Foreign Affairs and Trade. We manage the Commission's role in merits review proceedings by the Anti-Dumping Review Panel and are involved in judicial review proceedings.

The Commission is committed to delivering a positive, flexible and inclusive workplace. Our goal is for staff to reach their full potential through engaging work and career growth opportunities, within a diverse, inclusive and connected team of peers and leaders.

The opportunity

As a paralegal in the commission, you will provide legal research and administrative support to lawyers in the Legal team. You will take the initiative to identify practice-related improvements within the Legal team to enhance the commission's outcomes. Paralegals work under the direction/supervision of a Senior Legal Counsel and a Principal Legal Counsel in performing their role.

We are interested in candidates currently studying a law degree with an interest in international trade and/or administrative law. This is an opportunity to work part-time while completing your degree and gain invaluable exposure to domestic and international legal matters/issues in a supportive and professional environment.

What's in it for you?

Skills and experience you will gain:

- Exposure to international and domestic legal matters/issues in the field of trade remedies and administrative law.
- Develop your legal research and analysis skills with the support of experienced lawyers.
- Enhance your ability to communicate and collaborate with a range of stakeholders in a professional environment.
- Develop understanding of governmental decision-making processes.
- Be part of a welcoming team that values belonging, high performance and efficiency.

Our ideal candidate

As a highly motivated individual, you will demonstrate:

- Excellent attention to detail and the ability to manage and prioritise work to meet deadlines.
- Well-developed verbal and written communication skills.
- Well-developed planning and organisational skills.
- Proficiency in utilising legal research databases (such as LexisNexis and/or Westlaw) and Microsoft Office software (Word, Excel, Powerpoint)
- Ability to work in an evolving regulatory environment, and in the context of a complex statutory scheme, including problem-solving skills and an inquiring mind.
- Excellent interpersonal skills and the ability to build constructive working relationships with colleagues.
- High standards of professional and personal integrity.

Duties

- Undertaking legal research and analysis in areas such as statutory interpretation, administrative law, evidentiary matters, investigations practice/procedure, World Trade Organization case law in relation to trade remedies, and comparison with foreign trade remedies laws.
- Supporting legislative reform process by occasionally assisting the commission’s legislative reform team with research and internal liaison
- Maintaining team databases, including the legal advice register and merits review database.
- Supporting team management by assisting with document management, onboarding of new team members and monitoring the team shared mailbox.
- Assisting with team and branch reporting and data compliance.
- Identifying opportunities for continuous practice and operational improvement, aligned to the commission’s strategic direction.
- Providing support on submissions to merits and judicial review.
- Actively contributing to a positive, productive, and collaborative team environment across the commission.
- Other duties as required from time to time to support the work and priorities of the Legal team and the commission.

Eligibility

Tertiary study in the field of law is required for this role.

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

Our ideal candidate will have completed at least two years of your law degree, or one year if you are studying a juris doctor. We are looking for candidates who can work part-time (2 days per week) while completing your degree.

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 VIC - Melbourne - Spring St 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 agency.

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

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To Apply

Position Contact	Allison Quek, 03 8539 2777
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765287

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 16 December 2025

Anti-Dumping Commission
Strategy and Operations

Job Title	Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC
Salary	$147,408 - $158,710
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 2
Position Number	2097_11/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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- Investing in science and technology
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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

About the Commission

We are Australia's trade remedies authority, the Anti-Dumping Commission. We support the Australian economy by securing a level playing field for local industry by:

- undertaking investigations into allegations of unfair international trade practices
- involving goods entering Australia
- administering Australia's anti-dumping legislation.

Professionalism, excellence and independence underpin the Commission's world-class reputation.

The Commission is a connected team of professionals with skills and experience in international trade, the law, economics, accounting, auditing, investigations, business, and learning and development. We are committed to a positive workplace culture and we support flexible working arrangements. Our goal is for staff to reach their full potential through engaging work and career

growth, within a diverse, inclusive and connected team.

About the Strategy & Operations Branch

The Strategy & Operations Branch plays a critical role in supporting the Commission's core activity of undertaking trade remedies investigations. The Branch leads the Commission's efforts to realise our Strategic Plan, ensuring we respond swiftly to developments while upholding Australia's trade remedies system with the highest integrity. We cultivate a forward-thinking culture where innovation is encouraged, and integrity underpins every decision we make. By driving strategic planning, building capabilities, harnessing data to support robust decision making and for insightful operational policy guidance, and engaging with stakeholders across government, industry, and the community, our four sections–Culture and Capability; Strategy, Policy and Performance; Governance and Performance Analytics; and Engagement and Market Intelligence–we work in concert to deliver on the Commission's strategy and to foster a cohesive and inclusive environment.

Our commitment to innovation, integrity and a thriving organisational culture ensures we can adapt and excel in a dynamic landscape.

About the Strategy, Policy and Performance Team

The Strategy, Policy and Performance team is the architect and steward of the Commission's strategic direction, operational and investigative policy, and procedural guidance. By embedding best-practice regulatory principles, the team drives a culture of continuous improvement ensuring the Anti-Dumping Commission remains a high-performing, contemporary regulator that

delivers timely, effective and accessible trade remedies for Australian industry.

Under the leadership of the Director, the team performs the following functions:

- **Monitor and implement long-term strategy:** Work closely with senior management to monitor and drive the execution of the Commission's strategic vision and lead the business planning cycle.
- **Advance established strategic objectives:** With clear strategic objectives already developed, the team is responsible for driving their implementation and ensuring alignment across all activities.
- **Provide expert operational and investigative policy advice:** Deliver authoritative guidance and recommendations on complex operational and investigative matters, supporting high-quality, evidence-based decision-making across the Commission.
- **Maintain robust governance:** Document and update operational policies and procedures to align with strategic priorities and governance frameworks.
- **Drive regulatory reform:** Collaborate across teams to identify and advance opportunities for regulatory innovation and reform.
- **Monitor and evaluate performance:** Track progress against strategic objectives and targets, ensuring accountability and transparency.
- **Report on outcomes:** Oversee reporting against the Commission's Statement of Expectations, Statement of Intent, and key performance indicators at both corporate and operational levels.
- **Coordinate high-level outputs:** Prepare and coordinate Parliamentary and Ministerial submissions, as well as corporate reports.
- **Champion continuous improvement:** Embed a culture of ongoing enhancement across the Commission, particularly within the corporate planning and investigations processes.
- **Anticipate and respond to change:** Analyse emerging issues and regulatory trends to ensure the Commission remains agile and responsive in a dynamic environment.

This team is pivotal in positioning the Commission as a leader in regulatory excellence, fostering a forward-thinking, accountable and innovative culture that supports Australia's trade interests.

Our ideal candidate

The Commission is seeking a highly capable and motivated EL2 leader for this pivotal role. The ideal candidate will demonstrate:

- **Leadership:** Exceptional ability to drive strategic, operational policy and practice initiatives; drive and manage change; build high-performing teams; and collaborate effectively with technical experts.
- **Project Management:** Strong skills in managing complex projects, including the use of systems to oversee workflow and mitigate risk.
- **Strategic Thinking:** Advanced capacity to prioritise competing demands, solve complex problems, and set clear direction with sound judgment.
- **Excellent Written and Verbal Skills:** With the ability to convey complex information clearly; and communicate influentially at senior levels.
- **Regulatory Policy Development and Risk Management:** Mastery of contemporary tools and frameworks for strategic planning, performance monitoring and reporting, and continuous improvement; and expertise in developing strategies, policies and guidance that effectively manage risk and minimise regulatory burden for users of the anti-dumping system.
- **Sector and Policy Context Understanding:** Sophisticated understanding of the global economic context for trade and industry, the Australian and international trade remedies framework, and the Commission's strategic imperatives and priorities.

A genuine interest in maintaining and developing expertise in contemporary regulatory and investigative practices are essential for success in this role.

Tertiary qualifications in economics, public policy, law, business or related fields would be highly regarded.

Not sure if you should apply? Research shows that men often apply for jobs when they meet only 60% of the requirements, while women and people from diverse backgrounds tend to apply only when they meet every criterion. If you believe you have the skills and drive to succeed in this role, but don't meet every single requirement, we encourage you to apply or contact the officer listed to learn more about the opportunity.

Duties

As the Director, Strategy, Policy and Performance (EL2) and a key member of the Commission's Executive Leadership Team, you will be accountable for the effective delivery of the team's core functions. The role has the following elements:

- Strategic Leadership: Apply advanced strategic thinking and sound judgement to set direction, prioritise competing demands, and drive and deliver high-quality outcomes. Coordinate and prepare key outputs in fulfilment of Parliamentary and Ministerial requirements. Provide sound advice to the Commission's senior leadership. Influence senior leadership and the broader Commission in matters of strategy, policy and continuous improvement.
- Team Leadership: Demonstrate exemplary team leadership, building and sustaining high performing teams, and fostering a culture of professionalism, integrity, and continuous improvement.
- Regulatory Practice: Master contemporary tools and frameworks for strategic planning, performance monitoring and reporting, and continuous improvement.
- Operational and Investigative Policy Development: Ensure Commission policies (internal and external), practice guidance, and templates underpin high-quality, efficient, and best practice decision-making.
- Risk and Regulatory Burden Management: Develop strategies, policies, and guidance that effectively manage risk and minimise regulatory burden for users of the anti-dumping system.
- Analytical Insight: Analyse emerging issues and regulatory trends to ensure the Commission remains agile and responsive in a dynamic environment.

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 vacancy is Melbourne based. If you have any questions, please reach out to the contact officer.

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

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

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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	Aggie Marek, 0432692199
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765291

Department of Industry, Science and Resources (DISR)

Closing Date:Tuesday 16 December 2025

Anti-Dumping Commission
Strategy and Operations People and Capability

Job Title	Director
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Melbourne VIC, Canberra ACT
Salary	$147,408 - $158,710
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	Flexible work arrangements are supported by the department, for more information on this please reach out to the contact officer.
Classification	Executive Level 2
Position Number	2096_11/25
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 Commission

We are Australia's trade remedies authority, the Anti-Dumping Commission. We support the Australian economy by securing a level playing field for local industry by:

- undertaking investigations into allegations of unfair international trade practices involving goods entering Australia
- administering Australia's anti-dumping legislation.

Professionalism, excellence and independence underpin the Commission's world-class reputation.

The Commission is a connected team of professionals with skills and experience in international trade, the law, economics, accounting, auditing, investigations, business, and learning and development. We are committed to a positive workplace culture and we support flexible working arrangements. Our goal is for staff to reach their full potential through engaging work and career growth, within a diverse, inclusive and connected team.

The Strategy & Operations Branch

The Strategy & Operations Branch plays a critical role in supporting ADC's core activity of undertaking trade remedies investigations. The Branch leads the Commission's efforts to realise our Strategic Plan, ensuring we respond swiftly to developments while upholding Australia's trade remedies system with the highest integrity. We cultivate a forward-thinking culture where innovation is encouraged, and integrity underpins every decision we make. By driving strategic planning, building capabilities, harnessing data to support robust decision making and for insightful policy guidance, and engaging with stakeholders across government, industry, and the community, our four sections – Culture and Capability; Strategy, Policy and Performance; Governance and Performance Analytics; and Engagement and Market Intelligence – we work in concert to deliver on the Commission's strategy and to foster a cohesive and inclusive environment. Our commitment to innovation, integrity and a thriving organisational culture ensures we can adapt and excel in a dynamic landscape.

The Culture & Capability Team

The role of the Culture & Capability team is to ensure ADC staff have the necessary technical and other skills to enable ADC to deliver on its core activities effectively. The team is dedicated to cultivating a high-performing workforce guided by integrity and innovation. We aim to create an environment in which every individual thrives – equipped with the right skills, supported through clear career pathways, and united by shared values in pursuit of the Commission's strategic objectives.

We provide expert services that:

- Develop and build organisational capability: Deliver comprehensive training programs, both online and in-person, that build technical expertise, leadership acumen, and professional development.
- Champion culture and values: Advance the Commission's culture strategy and plan by embedding our core values and promoting a workplace of accountability and integrity.
- Elevate recruitment and retention: Design forward-thinking talent strategies to attract, develop, and retain a diverse range of skilled professionals.
- Enhance communication and connectivity: Coordinate all-Commission events, ongoing communications, and training initiatives – including managing our SharePoint InfoHub and connectivity series – to keep staff informed, engaged, and connected.
- Leverage shared resources: Work seamlessly with DISR to optimise shared functions and resources, ensuring effective and efficient outcomes.
- Strengthen inclusion and collaboration: Put diversity and inclusion at the heart of our operations, ensuring a welcoming environment where all perspectives are valued and collaboration across teams inspires fresh ideas.

Through targeted recruitment, robust training programs, inclusive culture initiatives, and a centralised information hub, C&C acts as the steward of a cohesive, innovative and values-driven workplace. Our proactive approach ensures every team member has the tools, support and opportunities to excel, take part in continuous learning, and feel empowered to contribute fully to the Commission's mission.

Our ideal candidate

We are seeking an inspired and accomplished leader whose diverse experiences reflect intellectual curiosity, authentic and adaptive leadership, and a genuine commitment to fostering collaboration across diverse teams. The ideal candidate will champion inclusion and cultivate rich diversity of perspectives, intricately weaving culture, capability and integrity into everything we do. We invite exceptional leaders who exemplify the following qualities and capabilities:

- Expertise in holistic capability development: A track record of coaching, mentoring and developing staff to elevate performance, wellbeing, engagement and retention – empowering people to reach their full potential.
- Culture and engagement leadership: Demonstrated success in fostering inclusive and psychologically safe workplace cultures, where collaboration thrives and organisational values are actively lived and celebrated.
- Strategic agility and operational acumen: Proven ability to align long-term strategic goals with day-to-day operational needs, building strong partnerships within HR and across internal and external stakeholder groups, enabling the Commission to deliver its strategic objectives and core functions. Exceptional strategic thinking and critical analysis capabilities, with the foresight to identify opportunities, anticipate emerging issues, and craft innovative solutions
- Dynamic team leadership: Experience leading and inspiring multi-disciplinary teams, creating an environment that values respect, innovation, and continuous learning.
- Change and improvement expertise: Experience designing, leading, and embedding change management initiatives and continuous improvement programs, guiding teams through transition with empathy and effectiveness.
- Uncompromising integrity and values alignment: A strong moral compass, mirrored in alignment with APS Values and the Commission’s principles of professionalism, independence, impartiality, honesty, respect, excellence and innovation.

In this role, the successful candidate will lead with a passion for developing people and culture, oversee proactive change management efforts to help the organisation adapt and grow, and collaborate across the Commission to build a high-performance, values-driven environment. We welcome leaders who believe that inclusive, adaptive leadership and effective change management are key to driving enduring positive impact.

Suitable tertiary qualifications (such as in human resources management and/or organisational psychology) would be highly regarded.

If you are eager to make a positive impact and have the skills, experience and motivation to succeed in this role, we would welcome your application.

Are you unsure about applying? Did you know that Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point described, please still apply or get in touch with the contact officer to learn more about the role.

Duties

Reporting to the Deputy Commissioner (Strategy & Operations), the Director of the Commission’s Culture & Capability team will:

- Lead and manage the C&C team, ensuring delivery of its core culture, capability, recruitment, training and development functions, enabling the Commission to deliver on its strategic objectives.
- Oversee program development and delivery, covering culture-building initiatives, workforce strategy, and technical and leadership training.
- Provide contemporary HR advice, including recruitment and retention strategies, and proactive learning and development support.
- Strengthen staff wellbeing and engagement, championing practices that promote wellbeing, diversity, and positive workplace culture.
- Drive continuous improvement, working collaboratively and leading strategies that align workforce development with the Commission’s strategic priorities.
- Provide sound strategic advice to the Commissioner and senior leadership. Influence senior leadership and the broader Commission in matters of culture, capability, and people strategies.
- Manage work programs and projects, delegate tasks effectively, and prioritise workflows in a dynamic environment.
- Deliver projects that enhance the Commission’s culture, capability, and workforce management.
- Undertake related duties as required, adapting to evolving priorities and organisational needs.

This role presents a significant opportunity for a motivated leader to shape strategic and cultural outcomes across the Commission and continue building impactful partnerships with DISR.

Occasional domestic travel is required; please contact the designated officer with any questions.

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 vacancy is Melbourne or Canberra based. If you have any questions, please reach out to the contact officer.

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

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

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To Apply

Position Contact	Aggie Marek, 0432692199
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765321

Department of Industry, Science and Resources (DISR)

Closing Date:Friday 02 January 2026

Chief Information Officer
ICT Operations

Job Title	Infrastructure Engineer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,716 - $107,053
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	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	2003_10/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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- Strengthening the resources sector.

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About the team

The ICT Operations Branch provides ICT support and underpinning infrastructure services to the Department and the Ministers' Offices, ensuring all staff in the Department and MOs have access to stable and secure technology.

The Infrastructure Platforms team is responsible for the management of all data centers, virtualization, automation, storage, backup and restore capability, and sits within the ICT Networks & Infrastructure Platforms section in the ICT Operations Branch. The team is also responsible for providing after hours on-call support for our infrastructure.

Our ideal candidate

We are seeking an Infrastructure Engineer at the APS6 Level, and are interested in hearing from candidates who thrive in a dynamic and diverse ICT environment, and are passionate about bringing people, business processes and technology together.

Our ideal candidate:

- Has knowledge or experience in one or more of the following technologies: VMware vSphere
- Aria Operations
- Aria Operations for Logs
- VEEAM Backup and ReplicationSureBackup
- Immutable Backup
- Essential 8 Maturity Models
- Data Center Operations
- Server Hardware

- has a sound understanding of ICT concepts, good digital literacy, and an ability to learn new
- technologies quickly.
- has strong interpersonal skills, is emotionally intelligent and has experience with stakeholder
- engagement.
- be exceptionally organized and can support others with staying on task and juggling
- conflicting priorities.
- can balance user needs with divisional objectives and priorities and confidently negotiate
- outcomes with tact and diplomacy.
- be able to easily translate ICT and digital concepts into simple terms.
- be comfortable in a changing ICT environment.
- has a proven ability to show initiative, think critically and solve problems.
- possesses a professional and supportive customer service approach.
- thrives in collaborating within a team environment and working across other teams.

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

Support day-to-day operations and be involved in project work of Infrastructure Platforms team. Infrastructure Platforms team is responsible for managing the Department’s virtualization environment, server hardware, storage area network, backup and replication systems and data centers.

Duties include:

- Administer and develop the Department’s VMware virtualization platforms and compute
- infrastructure.
- Maintain and enhance the Department’s Aria Operations and Aria Operations for Logs
- infrastructure.
- Monitor and manage day-to-day activities in running the Department’s data centers, data
- rooms and state office server rooms. These include racking and cabling of physical hardware,
- engaging vendors to resolve issues with UPS, generator and air conditioning systems,
- managing contracts with third party service providers, securely disposing decommissioned
- hardware, auditing data center racks and maintaining rack diagrams.
- Participate in On-Call roster to ensure availability of the Department’s infrastructure after
- hours.

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 Canberra 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 agency.

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To Apply

Position Contact	Tristan Wallace, 02 6213 7717
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765323

Department of Industry, Science and Resources (DISR)

Closing Date:Wednesday 10 December 2025

Chief Finance Officer
Financial & Shared Services

Job Title	Aurion System Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$98,716 - $107,053
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible
Office Arrangement Details	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	2122_11/25
Agency Website	https://www.industry.gov.au/

Job Description

https://careers.industry.gov.au/en/job/

About the department

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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

The Aurion System Support Team, part of the Shared Services Hub within the Financial & Shared Services Branch of the Department of Industry, delivers high-quality services to client agencies with a strong focus on payroll operations, system administration, and continuous improvement.

Our key functions include:

- Leading and coordinating client pay runs to ensure accuracy and timeliness
- Managing and scheduling Aurion system operations for optimal performance
- Maintaining system access and generating reports to support business needs
- Supporting end-of-financial-year processing and compliance activities
- Implementing pay increases and increments for DISR and client agencies
- Driving system maintenance and enhancements to improve efficiency and reliability
- Engaging with clients and stakeholders to deliver exceptional service and build strong partnerships

Our ideal candidate

Leadership Attributes

The successful candidate will demonstrate:

- Strong leadership and team coordination skills, with a proven ability to mentor and develop staff
- Advanced knowledge of Aurion system administration and payroll operations
- Strategic thinking and planning capabilities
- Excellent communication and stakeholder engagement skills
- Commitment to continuous improvement and service excellence
- Personal Characteristics

An effective Aurion System Administrator demonstrates:

- Proven leadership and team coordination capabilities, fostering collaboration and accountability
- Resilience and adaptability in managing competing priorities and responding to change
- Proactive approach to driving process improvements and supporting organisational transformation
- Analytical mindset with the ability to make sound, evidence-based decisions
- Clear and confident communication, ensuring strong stakeholder engagement and relationship management
- Integrity and commitment to compliance, privacy, and governance standards
- Collaborative attitude, with a focus on mentoring and developing others
- Strategic awareness, aligning actions with broader organisational objectives
- Consistent demonstration of APS6-level behaviours in line with the Integrated Leadership System (ILS)

Duties

As an Aurion System Administrator, you will leverage your expertise in Aurion system administration to lead scheduled activities and support the team in delivering timely and accurate payroll services. You will be responsible for coordinating team efforts, managing priorities, and ensuring integrity, compliance, and continuous improvement across the Aurion application.

Key responsibilities include:

- Support complex system queries and escalations, acting as a point of expertise
- Lead and coordinate scheduling of Shared Services Aurion Payrun activities, ensuring deadlines are met and resources are effectively allocated
- Demonstrate advanced Aurion system administration skills, including managing system operations, troubleshooting complex issues, and implementing enhancements
- Provide leadership and guidance to team members, fostering a collaborative and high-performing culture

- Establish clear plans and timeframes for project and task delivery, ensuring alignment with team and organisational goals
- Monitor and manage team workload, negotiating responsibilities and supporting staff development in conjunction with your EL1
- Act as a subject matter expert for Aurion, supporting escalations
- Support complex system queries and escalations
- Drive process improvements and contribute to strategic planning and business delivery activities
- Maintain documentation and procedures, ensuring consistency and compliance
- Collaborate with internal and external stakeholders, including vendors, clients, and other government agencies
- Contribute to broader Shared Services Hub initiatives, including reporting, audit, and capability development

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

While the position is based in Canberra, opportunities to work out of our state office will be considered.

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.

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To Apply

Position Contact	Skye Duffy, 02 6276 1273
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765339

Department of Industry, Science and Resources (DISR)

Closing Date:Sunday 07 December 2025

Job Title	Science Policy Officer
Job Type	Full-Time, Ongoing
Location	Various locations - SA SA, Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - WA WA
Salary	$98,716 - $107,053
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	2134_11/25
Agency Website	https://www.industry.gov.au/

About the department

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- Investing in science and technology
- Strengthening the resources sector.

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The opportunity

As a Science Policy Officer, you will contribute to the development and implementation of evidence-based science policy initiatives that support national priorities. This role requires strong analytical skills, stakeholder engagement, and the ability to translate complex scientific information into clear policy advice.

Our ideal candidate

Our Ideal candidate will have:

- **Independence and Accountability:** Can operate under limited direction, exercising sound judgment and initiative.
- **Complexity:** Can handle moderately complex to complex tasks requiring interpretation and application of policy.
- **Leadership:** Can provide guidance and mentoring to junior staff and contributes to team capability building.
- **Analytical Thinking:** Has the ability to synthesise complex scientific data into actionable policy advice.
- **Communication:** Has good written and verbal communication skills, including the ability to tailor messages for diverse audiences.
- **Stakeholder Engagement:** Demonstrates experience in building and maintaining productive relationships.
- **Project Management:** Has the ability to manage competing priorities and deliver outcomes within deadlines

Duties

The key responsibilities to be successful in the position are:

- Research, analyse, and interpret scientific and technical information to inform policy development.
- Prepare high-quality briefs, reports, and recommendations for senior decision-makers.
- Engage with internal and external stakeholders to gather insights and build collaborative relationships.
- Contribute to strategic planning and continuous improvement initiatives.
- Ensure compliance with legislative and regulatory frameworks relevant to science policy.

Eligibility

This recruitment process is open to APS employees only.

Successful Candidates must:

- Have at least 2 years of experience in science policy, research, academia or a related field.
- Have a degree in science, public policy, or a related discipline.

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

How to apply

Your 500-word pitch is your opportunity to demonstrate why you an ideal candidate for the role. It should clearly outline your skills, experience, and achievements that align with the key responsibilities and capabilities of the position. Focus on:

- Relevant experience and expertise – Highlight your background in science policy, research, or related fields, including examples of delivering evidence-based advice.
- Core capabilities – Showcase analytical thinking, communication skills, stakeholder engagement, and project delivery, mapped to APS 6 Work Level Standards.
- Impact and outcomes – Use a couple of specific examples to demonstrate how your work has contributed to policy development or strategic objectives.

Keep the tone professional and concise, avoid repeating your CV, and make sure the pitch tells a compelling story about your suitability for the role.

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

The department does currently offer flexible work opportunities for many roles. This vacancy is based in multiple locations, 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 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	Peter Spiller, 02 6213 7557
Agency Recruitment Site	https://careers.industry.gov.au/en/job/

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Industry, Science, Energy and Resources

Vacancy VN-0765268

Geoscience Australia

Closing Date:Sunday 07 December 2025

Space Division
Positioning Australia GNSS Infrastructure and Informatics

Job Title	Operations Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Symonston ACT
Salary	$84,286 - $93,584
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 5
Position Number	18160
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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About us

Geoscience Australia is Australia's pre-eminent public sector geoscience organisation. We are the nation's trusted advisor on the geology and geography of Australia. We apply science and technology to describe and understand the Earth for the benefit of Australia. We apply our diverse professional expertise, our deep and trusted knowledge, our national-scale Earth observation infrastructure, and our strong partnerships, to the opportunities and challenges that face our nation.

Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offers a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Our team

Geoscience Australia is leading the development of a national positioning capability that enables government, business, and academia access to the positioning data and services that are being used to solve important scientific challenges and drive innovation across a wide range of sectors.

As part of the GNSS Infrastructure and Informatics Section, you will be at the forefront of developing, operating, and advancing world-class positioning infrastructure across Australia and the surrounding region.

Our team fosters a positive culture focused on the open sharing of knowledge, continuous improvement, being solutions focused, innovating without fear, and fostering and maintaining strong partnerships with all stakeholders.

Duties

As an Operations Officer within the Positioning Operations and Support Centre, you will play a critical role in supporting the operation of our high-accuracy positioning services by monitoring key systems, troubleshooting issues, and ensuring network performance measures are being met.

In this role you will:

- Use interactive computer systems and dashboards to monitor system status and performance; and identify and respond to incidents following standard operating procedures.
- Communicate with relevant stakeholders to provide notification of incidents and upcoming changes that may impact access, performance, or quality of our services.
- Contribute to the continuous development of standard operating procedures, work instructions, and guidelines relating to the operation and management of the National Positioning Infrastructure Capability.
- Coordinate public enquires and provide basic technical support to users on connectivity to the services.
- Support the leadership team in maintaining a positive culture of continuous delivery by providing reports on incidents and system performance.

To be successful in the role you will:

- Work under limited direction; taking personal responsibility for accurate completion of work within timeframes and quality requirements; commit to meeting objectives; follow up to ensure that issues are finalised.
- Work collaboratively and operate as an effective team member; consult and share information within the team and seek input from others; consult other team members prior to making decisions that affect them; ensure people are kept informed of progress and issues.
- Maintain positive relationships with all stakeholders; confidently present and tailor technical information in both written and oral form to a range of audiences, including stakeholders from diverse backgrounds and experiences.
- Support section management and actively contribute to and foster an inclusive culture within the team; Adhere to the APS Values and Code of Conduct and consistently behave in an honest, ethical, and professional manner.

Desired skills, knowledge, experience and/or qualifications

- Have experience using a variety of computer platforms (Linux, Windows etc …)

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don't necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Emma Allen on (02) 6249 9750 or email emma.allen@ga.gov.au

To learn more about applying for roles within the Australian Public Services please review, ' Applying for an APS job: cracking the code'.

Notes

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

Hearing or speech impaired applicants are invited to use the National Relay Service by contacting 133 677 and requesting to be connected with our Recruitment team on 02 6249 9777 in order to obtain selection documentation.

Technical Assistance

If you require technical assistance, call Human Resources on (02) 6249 9777 or email recruitment@ga.gov.au.

While the position on offer is ongoing, a merit list/pool may be created from this process to fill similar ongoing and non-ongoing roles over the next 18-months. If you are successful for the merit pool, your details may be shared with other Australian Public Service agencies unless you choose not to have your details disclosed.

About the Geoscience Australia

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To Apply

Position Contact	Emma Allen, 02 6249 9750
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0765342

Geoscience Australia

Closing Date:Tuesday 09 December 2025

Minerals, Energy and Groundwater Division

Job Title	Executive Assistant to Chief, Minerals, Energy and Groundwater Division
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$84,286 - $93,584
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	APS Level 5
Position Number	12222
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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Our culture

Our strength lies in our people, including our diversity in backgrounds, skills and experiences, and the way we work together to respond to the emerging needs of our work. We value diversity in gender, backgrounds, culture, and experiences of our employees and are committed to providing

an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applications from people who reflect this diversity are encouraged.

Our workplace is committed to the health, safety and wellbeing of our employees and offer a variety of flexible working arrangements to enhance flexibility, including remote working arrangements.

What we can offer you

When you work at Geoscience Australia you will have access to a range of benefits and the opportunity to experience a workplace culture that truly values and promotes diversity, inclusion, equity and belonging. To learn more about our competitive salary, free onsite parking, generous flexible working arrangements and the role you can play in growing our culture click here.

Duties

The Executive Assistant to the Chief of Division plays a key role in maintaining a well-organised, friendly and open office. In this role, you will assist in helping to conduct business in a timely, efficient, personable and professional manner. You will ensure that communication (written, electronic and verbal) to and from the Chief's office is progressed and followed through to completion. Sound judgement will be required to ensure the time of the Chief is managed to best meet the diverse needs and interests of the Division.

The Executive Assistant will be responsible for building and maintaining effective internal and external relationships with divisional staff and other stakeholders.

This role is a position of trust requiring a high standard of professionalism and integrity. This role requires enthusiasm, flexibility and excellent organisation to effectively manage multiple competing priorities and deadlines in a fast-paced environment.

The Executive Assistant must clearly understand the goals, values and needs of the Minerals, Energy and Groundwater Division and its Senior Management Team.

In this role you will:

- Manage communications and correspondence, both electronic and hard copy, ensuring accurate filing and record management.
- Coordinate and maintain the Chief of Division's diary, proactively managing schedules and resolving conflicting priorities in a timely and professional manner.
- Maintain positive professional relationships with internal and external stakeholders.
- Advise, arrange, coordinate and reconcile all aspects of domestic and international travel for the Chief of Division in accordance with travel requirements.

- In a leadership role, support the Executive Assistants in the Division in maintaining internal phone lists, contact lists, organisational charts, provision of supplies and consumables, recruitment processes, and coordinate the on-boarding of new starters.
- Arrange meetings, events, venue hire, and catering arrangements as required.
- Provide secretariat support services, including minute taking and coordinating meeting documentation.
- Undertake quality assurance and proofreading activities.
- Provide support to the MEG Executive Officer and Senior Divisional Administrator for collating and communicating Division input to Divisional requests.
- Undertake project activities as required.
- Provide support and collaborate across the executive assistant cohort as required.

The following will demonstrate success in the role:

- Proficiency in the Microsoft Office suite of tools (Outlook, OneNote, Word, Excel, Powerpoint, Sharepoint, Planner, etc.)
- Effective triaging and management of competing priorities, demonstrating adaptability and a positive approach to change and uncertainty in a dynamic workplace setting.
- Communicating and sharing information proactively to support colleagues in adjusting to evolving circumstances.
- Responding to pressure or time-critical work with a calm, solution-oriented approach.
- Tracking and overseeing the progress of projects and tasks through to successful completion.
- Demonstrating initiative and accountability in meeting work objectives and driving work forward.
- Building and nurturing positive relationships with internal and external stakeholders, proactively offering assistance to promote mutually beneficial relationships and outcomes.
- Working collaboratively as an effective member of the team within the Chief of Division’s office.
- Demonstrating a commitment to continuous learning and valuing specialist expertise, leveraging the knowledge and skills of others across the organisation.
- Communicating with confidence and clarity, presenting information in a clear and concise manner so that it is easily understood.
- Being an effective representative of the organisation in internal forums.
- Adhering at all times to the APS Values and Code of Conduct, and consistently behaving in an honest, ethical and professional way.
- Effectively providing secretariat support including organising meetings, distributing papers, and recording actions and minutes.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Danielle Hughes on (02) 6249 9092 or by email danielle.hughes@ga.gov.au; or Dr Andrew Heap on (02) 6249 9790 or by email andrew.heap@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre-employment screening, which includes a police history check.

RecruitAbility

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Notes

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To Apply

Position Contact	Danielle Hughes, 02 6249 9092
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Industry, Science, Energy and Resources

Vacancy VN-0765347

Geoscience Australia

Closing Date:Monday 15 December 2025

Corporate
Enterprise Data and Digital Data Services

Job Title	Oracle Cloud and Database Administrator
Job Type	Full-Time, Ongoing
Location	Symonston ACT
Salary	$117,669 - $133,019
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements will be considered in accordance with the Geoscience Australia Enterprise Agreement 2024–27.
Classification	Executive Level 1
Position Number	17967
Agency Website	www.ga.gov.au

Job Description

https://www.ga.gov.au/about/careers/current-vacancies

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Our culture

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What we can offer you

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Duties

The Data Services Section within the Enterprise Data and Digital branch delivers specialist software, database and cloud-based services that will enables Geoscience Australia to effectively manage its data. The section consults with internal and external research, government, and industry partners to establish collaborative frameworks, products and scientific system architectures and models within Geoscience Australia and across broader national and international communities of practice. The section innovates, builds, and maintains tools, systems, processes, and governance that enable digital data product creation, management, and delivery.

The role

You will be responsible for providing technical leadership and implementation to support and improve GA's enterprise databases, data, and associated infrastructure. You need to be aware of the state of current cloud and database technology (with an emphasis on Oracle and Oracle Cloud Infrastructure), aware of what new possibilities are emerging and the needs and strategic direction of GA.

You will have a chance to impact the development of database infrastructure and culture at GA. You'll help us to continually improve GA's Oracle database environments and supporting infrastructure, making our services scalable, reliable, responsive, and secure and enable the development teams to deliver their products. You will identify opportunities to improve our data management and contribute to planning and implementation of new capabilities as required. You will ensure that data management follows best practice and are relevant to the needs of GA.

A collaborative and inclusive culture is vitally important to us; we love solving challenging problems as a team.

To be successful in the role you will:

- Understand the strategic objectives of the organisation and develop work plans accordingly; translate high-level goals and outcomes into appropriate tasks for others
- Identify problems and assess their significance; take appropriate action to resolve them; think laterally; be innovative; identify and implement improved work practices.

- Monitor projects against plans; manage priorities and agree adjustments to milestones as required maintain focus on quality to achieve key outcomes; adhere to documented procedures and see tasks through to completion.
- Deal positively with uncertainty and cope effectively in an environment characterised by change; respond flexibly to changing demands whilst maintaining sight of the end goal; maintain effective performance levels in highly charged or high-pressure situations.
- Operate as an effective member of the team; work collaboratively and cooperatively; draw on team strengths.
- Consult internal and external experts; tap into their technical and professional knowledge and experience to improve work outcomes; identify and utilise key individuals who will contribute to deliver the best results.
- Build and sustain relationships; liaise with a range of stakeholders including other teams, peers and colleagues across the organisation, and in other organisations; offer reciprocal assistance in achieving mutually beneficial outcomes.
- Adhere to the APS values and code of conduct and consistently behave in an honest, ethical and professional way.
- Gain and maintain a NV1 security clearance

Required skills, knowledge, experience and/or qualifications

- Demonstrated experience in contemporary data infrastructure management, science data formats and large data storage practices in an enterprise infrastructure and database environment with qualifications in Software Engineering or related field, or equivalent industry experience.
- Demonstrated experience in Oracle databases system management, including installation, upgrades, patching, tuning, and backup/recovery. This should include strong understanding of security controls, identity and access management
- Demonstrated Oracle Cloud Infrastructure (OCI) system implementation knowledge, skills and experience. Similar experience on other Cloud platforms will be considered. Certifications for Oracle Database Administration and/or OCI Architect will be well regarded.
- Ability to analyse complex technical issues and implement effective solutions. Strong troubleshooting and diagnostic skills.
- Advanced proficiency with SQL, PL/SQL, shell scripting, and CI/CD tooling such as Terraform. Familiarity with configuring database components such as ORDS and APEX.
- Excellent written and verbal communication and negotiation skills and the ability to collaborate with a cross-section of an organisation.

To Apply

Please visit thecareers pageof our website to submit your application via our e-Recruit system. Your application should include:

- Your resume (no more than 3 pages)
- A brief statement (no more than 700 words) outlining your transferable skills, experience and capabilities related to the role and the value you would bring to Geoscience Australia.

If you have any questions regarding the role, please contact Will Francis on (02) 6249 9111 or email William.Francis@ga.gov.au.

To learn more about applying for roles within the Australian Public Services please review, ‘Applying for an APS job: cracking the code’.

Are you unsure about applying?

Did you know that a Hewlett Packard internal report found that men apply for jobs when they meet an average of 60 per cent of the job requirements? Women and other people from diverse backgrounds tend to only apply when they check every box. If you think you have what it takes, but don’t necessarily meet every single point on what we are looking for, please still apply or get in touch with the contact officer to learn more about the role.

Eligibility

To be eligible to apply for this position you must meet the below eligibility criteria.

- Be an Australian Citizen at the closing date of application.
- The successful applicant must be able to obtain, hold and maintain a security clearance of an appropriate level relevant to this role.
- Commencement of employment is subject to the successful applicant undergoing and satisfying pre- employment screening, which includes a police history check.

Recruitability

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information please visit the Australian Public Service Commission website.

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Notes

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To Apply

Position Contact	William Francis, 02 6249 9111
Agency Recruitment Site	https://www.ga.gov.au/about/careers/current-vacancies

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765211

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

Closing Date:Sunday 30 November 2025

Territories Division
Territories Enabling Services Territories Capital and Major Projects (TCMP)

Job Title	APS6 - Project Officer, Territories Capital and Major Projects
Job Type	Full-Time, Ongoing
Location	Norfolk Island NSW
Salary	$95,501 - $114,201
Future Merit Locations	Canberra, Norfolk Island
Office Arrangement	On Site
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	47270
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

About us:

The Territories Capital and Major Projects (TCMP) section primarily delivers infrastructure projects related to Australia's external territories of Christmas Island, the Cocos (Keeling) Islands (which make up the Indian Ocean Territories or IOT), Norfolk Island, as well as the Jervis Bay Territory (JBT)on the mainland. TCMP manages and delivers a broad range of complex capital investment projects, procurement of complex service management contracts and management of major service contracts.

The opportunity we have available:

The Project Officer reports to the Project Manager (PM) in the TCMP section. The Project Officer will assist the PM in the management and delivery of major projects and complex contracts, with a focus on delivery and program compliance.

Duties

What will you do?

The Project Officers key duties include:

The Project Officer's primary task will be to perform administrative tasks, procurement, project management and contract management services under the guidance of the Project Manager (who reports to the Director of TCMP). You may also have responsibility for your own projects. Tasks include:

- Under general and limited supervision from the Project Manager undertake various project management tasks in the procurement of service delivery contracts and capital investment projects
- Assist in the engagement and management of external contractors and specialist advisers to ensure successful project delivery
- Assist in the provision of financial reporting on the Territories Capital Works Program
- Prepare Briefs and Minutes to senior officers and Project Steering Committees
- Review contract documentation and assist in contract negotiations and final contract execution
- Provide administrative support to projects – preparation of briefs, reports, plans, schedules, minutes, financial management
- Conduct procurements using Department templates and/or Commonwealth templates – preparation of documents such as the procurement plan, evaluation plan, request for tender and evaluation report, conduct market research, liaise with suppliers, evaluate responses, prepare and execute contract documents
- Perform contract management responsibilities – goods receipting and processing of invoices, assessment and management of variations, monitoring of milestones, review and approval of deliverables and reporting
- Generally, assist in the work of the section or as directed by management
- Managing contractors and consultants for the provision of project management services, design services, procurement services, construction works, reporting on project progress and development and maintenance of project schedules and other expert advice on a range of issues relating to infrastructure projects;
- Overseeing and managing complex construction and consultant contracts, often remotely; and
- Ensuring that projects and services delivered are consistent with the broader asset management system, project governance systems, and the capital works program.

Other core duties include

- Liaising with staff and senior executive officers across the Branch, the Division, the Department and other Commonwealth agencies on capital projects as required;

- Establishing and maintaining strong relationships with the broad range of stakeholders, including staff located in Perth, Christmas Island, the Cocos (Keeling) Islands, Norfolk Island and the Jervis Bay Territory, community and business leaders, commercial service providers, and Administrators appointed to the Australian external territories;
- Preparing and coordinating New Policy Proposals, complex procurement (probity, tenders, evaluation / reporting, and selection), contract management administration and documentation, minutes, briefings and correspondence for Senior Executive Staff, Ministers and Parliamentary Committees using Departmental templates and processes; and
- Providing financial reporting and administrative support to the Section / Branch / Division and ensuring project governance arrangements are in place for significant projects you are responsible for. In this role you will be required to perform duties in accordance with the APS Values and Code of Conduct.

who are we looking for?

The successful candidate for this position will be able to demonstrate their capability against the APS level 6 Work level standards.

We are looking for team members who have experience in or can bring existing skills to:

- Procurement activities in accordance with the Commonwealth Procurement Rules
- Apply initiative and judgement in the application of project procedures
- Manage and report on project finances and scheduling
- Work autonomously
- Produce high quality drafts requiring little or no revision before finalisation
- Provide excellent communication, liaison and interpersonal skills – written and verbal
- Support and undertake client-side project management in a Government context
- Work at high tempo for short periods and complete tasks on short notice

Required experience and qualities

- Energetic, enthusiastic and keen willingness to learn
- Strong administration skills with experience using MS Project or similar software
- Demonstrated ability to develop productive working relationships (internal and external stakeholders)
- Demonstrated ability to undertake complex procurement activities
- Demonstrated high standard of oral and written communication, liaison and interpersonal skills
- High attention to detail
- Strong analytical skills and sound judgement
- Demonstrated personal drive and integrity
- Sound understanding of the Commonwealth Procurement Rules

Desirable experience and qualities

- Project and contract management experience in the successful delivery of capital acquisition projects
- Experience in undertaking procurement in in line with the Commonwealth Procurement Rules
- An understanding of the security requirements for working in a Commonwealth Department – email classification systems, document security classifications (can be acquired on the job)

The role may include travel to Christmas Island, Cocos (Keeling) Islands, Norfolk Island and Jervis Bay Territory.

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 satisfactory 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 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	Brendon Christian, 02 6136 7340
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765241

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

Closing Date:Friday 19 December 2025

Communications Infrastructure
Digital Inclusion and Deployment Digital Inclusion Section

Job Title	APS6 - Senior Policy Officer, Digital Inclusion and Deployment Branch
Job Type	Full-Time, Ongoing
Location	Canberra ACT, Sydney NSW, Adelaide SA, Brisbane QLD, Melbourne VIC
Salary	$95,501 - $114,201
Future Merit Locations	Canberra, Sydney, Adelaide, Brisbane, Melbourne
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements can be negotiated in accordance with the department's 2024 EA
Classification	APS Level 6
Position Number	47229
Agency Website	https://www.infrastructure.gov.au/

Job Description

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

The opportunity we have available

About the Communications Infrastructure Division (CID)

The telecommunications sector is critical to Australia's economy and society. Communications infrastructure such as the National Broadband Network helps Australians use digital technology to work remotely, learn online, and connect with services such as telehealth.

The Division is at the center of telecommunications policy development, and leads on advice to the Australian Government to enable all Australians to realise the benefits of digital technologies. Our policy leadership on digital inclusion helps support access to education, employment and other essential services, providing opportunities for improving social cohesion and economic growth.

The Division is a dynamic workplace, and supports flexible working arrangements. Managers work with staff to structure a work week that suits both the employee and their team to achieve common objectives. It has an inclusive and enjoyable workplace culture, and leads on government

engagement with industry and other stakeholders, including telecommunications companies, regulators and ombudsmen, both in Australia and overseas.

Duties

What will you do?

Are you ready to take the next step in your career? Are you looking for a role where you can help close the digital divide for First Nations Australians? If so, the Digital Inclusion and Deployment Branch has the perfect role for you!

The Digital Inclusion Team is committed to improving access to connectivity and digital technologies for all Australians. We provide **policy leadership and advice** on First Nations digital inclusion, including supporting the work of the First Nations Digital Inclusion Advisory Group and delivering the First Nations digital inclusion programs.

We **work closely with stakeholders** across industry, government and First Nations communities to achieve Target 17 of the National Agreement on Closing the Gap, which aims for equal levels of digital inclusion by 2026. A key focus of our work is advocacy for the recommendations in the First Nations Digital Inclusion Roadmap, and using this as a foundation to inform government policy and processes more broadly.

We also **analyse data**, **research and evidence** to make sure our understanding and advice on digital inclusion is robust and accurate, and **we help shape public messaging** on why digital inclusion is important and how it can be achieved. Our work covers the telecommunications sector, as well as the First Nations media and broadcasting sector.

The team has a **great variety of work to deliver**, including policy development, stakeholder engagement, media and communications, and data analysis and research. There is the **opportunity for regional and remote travel** to hear firsthand from First Nations communities about their stories and priorities for digital inclusion, as well as to attend meetings with senior representatives of the public service and industry. There are lots of opportunities to **stretch your skills and develop new ones**, and to connect your work to key government priorities.

We welcome and encourage applications from First Nations people. Worried you haven't got the qualifications or technical experience for the role? We've got lots to share and draw upon, so please apply, or reach out to the contact officer to discuss further.

The merit list generated by this process may be used to fill other vacancies in the branch. Please let us know if you'd like us to reach out to you should other opportunities arise.

Who are we looking for?

To be a successful applicant you should demonstrate knowledge and/or experience in the following areas:

- Your good judgement and ability to identify and resolve issues through research and analysis.
- How you can communicate clearly and with influence amongst your peers, and with executive and stakeholders.
- Developing project plans, tapping into expertise and resources, and being creative in your thinking to get good outcomes.
- Well-developed organisational skills and initiative.
- A collaborative and positive team member, with a 'can do attitude' in the face of challenges, especially when dealing with more complex policy issues.
- The ability to develop good relationships within government, industry and key stakeholders.
- Being responsive to priority work while considering longer-term impacts and outcomes.

We look forward to hearing from you and are excited to help you further develop and expand your skills, and progress your future career goals.

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 Assessmen**t: 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 minimum 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 satisfactory 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 agency.

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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	Beth Duncan, 6136 7316
Agency Recruitment Site	https://www.infrastructure.gov.au/department/careers

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765368

High Speed Rail Authority

Closing Date:Tuesday 09 December 2025

General Counsel & Governance
People & Performance

Job Title	Senior Manager, People & Performance
Job Type	Full-Time, Ongoing
Location	Sydney NSW, Newcastle NSW, Canberra ACT
Salary	$144,715 - $162,627
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	120373
Agency Website	

Job Description

recruitment@hsra.gov.au

• Entity : **High Speed Rail Authority**

• Classification/Grade : **Executive Level 2**

• Duration : **Ongoing**

• Location : **Sydney, Newcastle, Canberra**

• Salary Range : **$144,715 to $162,627 Base plus 15.5% Super**

Join the **High Speed Rail Authority (HSRA)** as a **Senior Manager, People & Performance** and lead strategic HR initiatives that shape a high-performing, future-ready workforce. This is a unique opportunity to influence national infrastructure delivery through enterprise-wide people strategies in a dynamic, purpose-driven environment.

Duties

About the Role

This role will lead the Enterprise-wide HR Strategies that build workforce capability, culture and performance while ensuring compliance with APS values and legislative frameworks.

- Lead the design and delivery of strategic HR programs that drive workforce capability, culture, and performance
- Provide expert advice on workforce planning, talent acquisition, and organisational development
- Ensure HR practices are compliant, defensible, and aligned with APS values and legislative frameworks
- Partner with senior leaders to embed ethical governance, inclusion, and high-impact people strategies
- Drive continuous improvement across HR systems, processes, and employee experience

Your Impact

Your leadership will directly shape HSRA’s ability to attract, retain and develop a high-performing, future-ready workforce aligned to national infrastructure priorities.

- Shape the capability and culture of HSRA’s workforce through strategic, future-focused HR leadership
- Enable sustainable workforce growth and agility through compliant, merit-based people practices
- Strengthen organisational performance by embedding high standards in recruitment, development, and engagement
- Influence executive decision-making through trusted, data-informed HR advice

About You

You are a strategic HR Leader with APS experience, exceptional stakeholder influence and a commitment to ethical, defensible people practices.

- A strategic HR leader with deep APS expertise, sound judgement, and a passion for building high-performing teams
- Proven experience leading enterprise-wide HR initiatives in complex or newly established environments
- Strong knowledge of APS employment legislation, merit principles, and workforce planning frameworks

- Exceptional stakeholder engagement, communication, and influencing skills
- Committed to ethical leadership, continuous improvement, and delivering people outcomes that matter

Eligibility

Position Eligibility

In addition to the above key capabilities, to be eligible for this position you must:

- Must be an Australian citizen
- Baseline Security Clearance preferred
- Satisfy a National Coordinated Criminal History Check

Notes

Why Join Us

At the High-Speed Rail Authority, you'll help shape the systems that support Australia's proposed future high speed rail network. We offer:

- A purpose-driven culture focused on integrity and innovation
- Opportunities to influence national governance and risk strategy
- Flexibility, growth, and meaningful work

Commitment to learning and development

- Support for relevant learning, training and study assistance for staff's professional development
- Flexibility, growth, and meaningful work.

Competitive salary and superannuation

- $144,715 to $162,627 plus 15.4% superannuation

Generous working conditions and leave

- Flexible working arrangements available
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Flex time arrangements

Focus on employee health and wellbeing

- Free annual flu vaccinations

- Fitness passport
- EAP services

Apply

Submit your Cover Letter and Resume by **11:59 pm** (AEDT) **Tuesday, 09th December 2025.**

Any questions about the role should be directed to Meera Panicker via email on **recruitment@hsra.gov.au** with the position title in the subject line.

Merit Pool

A merit pool of suitable candidates may be created from this selection process. Suitable candidates placed on the merit pool may be contacted in relation to identical or similar vacancies on an ongoing basis at High Speed Rail Authority, or the broader APS, within 18 months from the start date of this advertisement.

About the High Speed Rail Authority

About Us The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing a national high speed rail network. Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration. Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney. As the proposed network expands, further regions and communities would be connected by high speed rail. A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

To Apply

Position Contact	Meera Panicker, 0451503205
Agency Recruitment Site	recruitment@hsra.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765371

High Speed Rail Authority

Closing Date:Tuesday 09 December 2025

General Counsel & Governance
Governance

Job Title	Manager, Information Access
Job Type	Full-Time, Ongoing
Location	Sydney NSW
Salary	$122,667 - $129,425
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	Flexible
Office Arrangement Details	Flexible
Classification	Executive Level 1
Position Number	120372
Agency Website	

Job Description

recruitment@hsra.gov.au

- Entity : **High Speed Rail Authority**
- Classification/Grade : **Executive Level 1**
- Duration : **Ongoing**
- Location : **Sydney, Newcastle, Canberra**
- Salary Range : **$122,667 to $129,425 Base plus 15.5% Super**

Join the **High Speed Rail Authority (HSRA)** as a **Manager Information Access** and play a key role in establishing and delivering best-practice FOI and Privacy functions in a newly formed Commonwealth agency. This is a unique opportunity to shape foundational systems that support transparency, accountability, and public trust in one of Australia's most transformative infrastructure projects.

Duties

About the Role

The role will manage FOI and Privacy functions, ensuring compliance with legislative frameworks while delivering transparent, timely and defensible information access services.

- Lead the delivery of FOI and Privacy services, ensuring compliance with legislative obligations and HSRA's values
- Provide expert advice on complex and sensitive FOI and Privacy matters, including decision-making support and stakeholder consultation
- Develop and implement policies, procedures, and training to embed best practice in information access and privacy management
- Liaise with internal and external stakeholders, including regulators, to manage requests, notifications, and compliance obligations
- Contribute to the development of systems and tools that support transparency, data governance, and organisational maturity

Your Impact

Your work will strengthen HSRA's reputation for integrity and accountability by enabling consistent, compliant responses to complex FOI and Privacy matters.

- Establish trusted, compliant, and efficient FOI and Privacy functions within a high-profile national agency
- Strengthen HSRA's reputation for transparency, integrity, and responsiveness
- Enable informed decision-making and risk mitigation through expert handling of sensitive information
- Build internal capability and awareness of information access and privacy obligations

About You

You are an experienced information access professional with strong judgement, stakeholder engagement skills, and a commitment to ethical, compliant service delivery.

- Experienced FOI and Privacy professional with a strong understanding of the Privacy Act, FOI Act, and related frameworks
- Skilled in managing complex requests, stakeholder engagement, and high-quality documentation
- Proven ability to develop systems, policies, and training that support compliance and continuous improvement

- Resilient, detail-oriented, and capable of managing competing priorities in a fast-paced environment
- Confident communicator with sound judgement and a commitment to ethical, transparent service delivery

Eligibility

Position eligibility

In addition to the above key capabilities, to be eligible for this position you must:

- Must be an Australian citizen
- Baseline Security Clearance preferred
- Satisfy a National Coordinated Criminal History Check

Notes

Why Join Us

At the High-Speed Rail Authority, you'll help shape the systems that support Australia's proposed future high speed rail network. We offer:

- A purpose-driven culture focused on integrity and innovation
- Opportunities to influence national governance and risk strategy
- Flexibility, growth, and meaningful work

Commitment to learning and development

- Support for relevant learning, training and study assistance for staff's professional development
- Flexibility, growth, and meaningful work.

Competitive salary and superannuation

- $122,667 to $129,425 plus 15.4% superannuation

Generous working conditions and leave

- Flexible working arrangements available
- 4 weeks annual leave
- 20 days personal/carers leave per annum
- Flex time arrangements

Focus on employee health and wellbeing

- Free annual flu vaccinations
- Fitness passport

- EAP services

Apply

Submit your Cover Letter and Resume by **11:59 pm (AEDT) Tuesday, 09th December 2025.**

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Merit Pool

A merit pool of suitable candidates may be created from this selection process. Suitable candidates placed on the merit pool may be contacted in relation to identical or similar vacancies on an ongoing basis at High Speed Rail Authority, or the broader APS, within 18 months from the start date of this advertisement.

About the High Speed Rail Authority

About Us The High Speed Rail Authority, an independent corporate Commonwealth entity, has been tasked with developing a national high speed rail network. Stage 1 would connect Newcastle to Sydney on a dedicated new railway line with new world-class trains capable of travelling up to 320km/h. High speed rail stations would be built in central Newcastle, on the Central Coast and in central Sydney. Other stations are also under consideration. Journeys would be at least twice as fast as now – it would take about an hour to get from Newcastle to Sydney and about 30 minutes from the Central Coast to Newcastle or to Sydney. As the proposed network expands, further regions and communities would be connected by high speed rail. A journey from Canberra to Sydney would take about 90 minutes, while it would take about four hours to travel from Melbourne to Sydney or from Sydney to Brisbane.

To Apply

Position Contact	Meera Panicker, 0451503205
Agency Recruitment Site	recruitment@hsra.gov.au

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765284

National Archives of Australia

Closing Date:Thursday 04 December 2025

Technology Information Governance

Job Title	IG Projects Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Mitchell ACT, Burwood East VIC, Parkes ACT, North Melbourne VIC, Cannon Hill QLD
Salary	$96,344 - $106,899
Future Merit Locations	Mitchell, Parkes, North Melbourne, Burwood East, Cannon Hill
Office Arrangement	Hybrid
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis.
Classification	APS Level 6
Position Number	32856
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

An exciting opportunity has opened within the Information Governance section in the Technology branch of the National Archives of Australia. National Archives is looking for an APS 6 Governance Officer with expertise in improving agency-wide information and data governance processes with a focus on uplifting recordkeeping capability with the responsibility for development of training courses and guides and the delivery of online and in person recordkeeping training.

The Technology Branch supports the National Archives in meeting its vision and reaching its strategic goals through services, technology, infrastructure, software, security and governance of its information assets to secure and protect against cyber security threats. It is also responsible for assisting Australian Government agencies to fulfil the National Archives' data and information management requirements.

The Information Governance section is led by the National Archives' Chief Information and Data Governance Officer (CIDGO) who is responsible for the implementation of the framework governing the management of information and data assets across the organisation. The work involves establishing and implementing frameworks, policies, processes, and responsibilities within the National Archives in relation to creation, management and use of information and data assets to enable business areas to meet their regulatory, legal, risk and operational requirements. The goal of the Information Governance section is to continuously improve agency-wide information and data governance processes and foster a culture of accountable and business-focussed management of information and data assets.

Duties

Under limited direction the main duties of the role are to:

- Apply knowledge and understanding of information and data management principles, legislation, standards, and systems to assist in the strategic planning of the governance and management of the National Archives' information and data assets.
- Research, develop and implement contemporary data governance frameworks to support innovation in data management and enable alignment with whole-of-government initiatives.
- Undertake data administration, data analysis, and build data visualisations to support decision making, inform policy, and improve processes. Prepare reports and presentations detailing the findings of analysis including evaluation of results and recommendations.
- Manage and coordinate projects that assist in the uplift of data capability across the Archives.
- Develop and manage relationships with team members and work collaboratively with key stakeholders across the National Archives to achieve business outcomes.
- Use agency processes, systems and frameworks as an innovation testbed for National Archives' whole-of-government products and services for agencies.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2025 – 2030: Evolving National Archives* and *Our Values*.

Qualifications (or demonstrated experience) in information and data management/governance or other relevant disciplines are desirable.

Eligibility

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

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 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	Jane Reid, 02 6212 3464
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765305

National Archives of Australia

Closing Date:Thursday 04 December 2025

Technology Information Governance

Job Title	Records and Information Officer
Job Type	Full-Time;Part-Time, Ongoing
Location	Mitchell ACT, Parkes ACT, North Melbourne VIC, Burwood East VIC, Cannon Hill QLD
Salary	$85,418 - $91,809
Future Merit Locations	Parkes, Mitchell, North Melbourne, Burwood East, Cannon Hill
Office Arrangement	Hybrid
Office Arrangement Details	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	APS Level 5
Position Number	32417
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

An exciting opportunity has opened within the Information Governance Section in the Technology branch of the National Archives of Australia. National Archives is looking for an APS 5 Records & Information Officer with expertise in administering an electronic recordkeeping system with a focus on good information and data governance, while ensuring positive outcomes for staff.

The Technology Branch supports the National Archives in meeting its vision and reaching its strategic goals through services, technology, infrastructure, software, security and governance of its information assets to secure and protect against cyber security threats. It is also responsible for assisting Australian Government agencies to fulfil the National Archives' data and information management requirements.

The Information Governance section is led by the National Archives' Chief Information and Data Governance Officer (CIDGO) who is responsible for the implementation of the framework governing the management of information and data assets across the organisation. The work involves establishing and implementing frameworks, policies, processes, and responsibilities within the National Archives in relation to creation, management and use of information and data assets to enable business areas to meet their regulatory, legal, risk and operational requirements. The goal of the Information Governance section is to continuously improve agency-wide information and data governance processes and foster a culture of accountable and business-focussed management of information and data assets.

Duties

Under limited direction the main duties of the role are to:

- Contribute to the governance and management of the National Archives of Australia's information assets.
- Administer the electronic recordkeeping system, including auditing, system configuration, help desk services, documentation and various projects as identified.
- Develop and deliver information management training and resources, including online and face-to-face.
- Engage with staff in the National Archives to understand and meet their technical information management needs.
- Apply analytical and problem-solving skills, and understanding of related information management principles, legislation and standards to assist with the development of technical management policy and procedures.
- Work confidently and collaboratively with own team and across the organisation to achieve business outcomes.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2025-2030: Evolving National Archives* and *Our Values*.

Qualifications (or demonstrated experience) in information and data management or other relevant disciplines is desirable.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at an NV1 clearance 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 agency.

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To Apply

Position Contact	Evan Blood, 07 3249 4213
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765334

National Archives of Australia

Closing Date:Tuesday 09 December 2025

Deputy Director General's Group Finance & Procurement

Job Title	Assistant Director, Budgets and Reporting
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$119,189 - $128,279
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	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	Executive Level 1
Position Number	31034
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

National Archives of Australia are seeking a motivated and experienced individual to step into the role of Assistant Director, Budgets and Reporting. This is a great opportunity to lead key financial

planning and reporting functions, contribute to strategic decision-making, and support organisational performance.

The Deputy Director-General's Group oversees the efficient, effective and ethical management of the National Archives' resources. This is done in accordance with the Commonwealth's financial, procurement, employment, security and property legislative and policy frameworks. The Branch supports the workforce, facilities and culture it requires to deliver its strategic priorities and remain sustainable.

The Finance and Procurement section is responsible for the provision of high quality, timely and accurate financial and procurement advice and services to the National Archives while ensuring it meets its legislative and compliance financial framework obligations.

Duties

Under broad direction, the main duties of the role are to:

- Coordinate and facilitate the National Archives internal and external budgeting cycle activities, including, but not limited to:
  - developing budget principles, Portfolio Budget Statements and internal budgets,
  - translating external funding measures into internal budget allocations,
  - preparation of accurate accruals, forecasting and reporting, and,
  - developing presentations to stakeholders and the Executive to ensure agency wide financial literacy.
- Coordinate and facilitate internal financial performance reporting obligations, preparation of budget submissions and briefings for parliament, responses to Estimates Memorandums and external requests for information.
- Provide strategic advice and guidance in financial performance management to support business operations and organisational objectives, including the implementation of policy and tools to support key internal stakeholders.
- Create and maintain a robust internal control environment around financial processes and systems to safeguard the resources of the National Archives and the integrity of its financial records.
- Building team capabilities by providing leadership to team members, including setting the strategic direction of work priorities, monitoring workflows and resources, developing, coaching, and mentoring staff, resolving conflict, and managing performance to build long term capability in the finance functions.
- Build and maintain effective, professional relationships with internal and external stakeholders
- Demonstrate and encourage innovation to deliver continuous business improvement in financial systems and processes.
- Provide support to the Chief Financial Officer as and when required.
- Assist with financial operations and reporting requirements as and when required by the Assistant Director, Financial Operations and Reporting.
- Promote and apply the APS and National Archives values and contemporary people management principles and practices in diversity, workplace health and safety and participative management.
- Implement, promote and apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2025–2030 and Our Values

Qualifications/experience

- CPA/CA qualified, or working towards, with tertiary qualifications in a related field is highly desirable.
- Recent experience in relevant roles in the Australian Public Service will be highly regarded
- Significant experience in CBMS and TechnologyOne systems or similar, or the demonstrated ability to quickly gain expertise in these systems

Eligibility

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

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 agency.

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To Apply

Position Contact	Natalie Williams, 02 6212 3712
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765340

National Archives of Australia

Closing Date:Tuesday 09 December 2025

Collection Management Government Information Policy and Standards

Job Title	Assistant Director, Policy and Standards
Job Type	Full-Time, Ongoing
Location	Various locations - ACT ACT, Various locations - NSW NSW, Various locations - QLD QLD, Various locations - VIC VIC, Various locations - SA SA
Salary	$119,189 - $128,279
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	Requests for flexible working arrangements can be assessed on a case by case basis
Classification	Executive Level 1
Position Number	32626
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

An exciting opportunity has opened within the Government Information Policy and Standards Section in the Collection Management branch of National Archives of Australia. National Archives is looking for an experienced Assistant Director who can provide leadership and expertise in the development, management and delivery of whole-of-government information policies, standards, tools and advice to improve information management maturity information assets in the Australian Government.

We are seeking applications for an ongoing Assistant Director in the team. The role's focus is on policy and standards and would provide a successful applicant with an excellent opportunity to develop and innovate, while working across government.

The Government Information Policy and Standards section set and steward whole-of-government information policy and standards, uplifting agency maturity through products, guidance and targeted engagement. We seek to ensure information is managed and governed according to its value, strengthening accountability and public trust. The section is also responsible for developing and maintaining strategic relationships with stakeholders to actively promote information and data management maturity in Australian government agencies.

Why join us?

- Work at the centre of government information policy and standards
- Influence and shape how government operates
- Join a highly capable, supportive and mission-driven team, and
- Contribute to safeguarding the integrity of the public record for future generations.

The roles suit applicants who enjoy:

- using their highly-developed interpersonal skills
- engaging with diverse stakeholders at different levels
- exploring innovative approaches to problem solving, and
- working in a tight-knit team with diverse skill sets to deliver timely results.

Duties

Under limited direction, the main duties of the role are to:

- Lead the development, management and delivery of National Archives' information policies, standards, tools and advice to improve information management maturity information assets in the Australian Government. Manage projects that support delivery of the section's annual work plan and any new priorities.
- Develop and maintain strategic relationships with stakeholders to actively promote information management maturity in Australian government agencies and support uptake of National Archives' recommendations and requirements. Represent the interests of National Archives.
- Research, analyse and monitor the national and international information management environment, including providing high-level technical advice to the National Archives' Executive. Lead and coordinate section responses to external inquiries and legislative proposals supporting National Archives' role.
- Supervise staff and manage small project teams to deliver projects and tasks in line with agreed timeframes and contribute to leadership of the section. National Archives has a skilled and diverse workforce. We value our people, performance, integrity and service, and we encourage applications from Aboriginal and Torres Strait Islander people, people with a disability and people from every cultural and linguistic background.
- Identify and provide specialised advice to solve complex problems and contribute to and participate in National Archives' strategic transformation and change agenda.
- Apply the APS and National Archives values and contemporary people management principles and practices in equity and diversity, WHS and participative management practices.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in *Strategy 2025–2030: Evolving National Archives* and *Our Values*.

Eligibility

To be eligible for the role you must be an Australian citizen. If you are selected, you will be required to successfully undergo a pre-employment check and be able to obtain and maintain a security clearance at a Baseline level, with the ability to obtain Negative Vetting Level 1 clearance.

Tertiary qualifications, and/or demonstrated work experience in areas such as archives, information and data management, government policy, standards development (or related fields) is highly desirable.

Notes

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

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To Apply

Position Contact	Sean Wright, 02 6212 3618
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765379

National Archives of Australia

Closing Date:Thursday 04 December 2025

Access and Public Engagement Communications, Marketing, Partnerships & Events

Job Title	Marketing Officer
Job Type	Full-Time, Ongoing
Location	Parkes ACT
Salary	$85,418 - $91,809
Future Merit Locations	Parkes
Office Arrangement	Hybrid
Office Arrangement Details	Due to the nature of the role, you will be required to work on site at our National Office in Canberra.
Classification	APS Level 5
Position Number	32256
Agency Website	https://www.naa.gov.au/about-us/our-organisation

Job Description

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

Apply for this exciting opportunity at National Archives of Australia, where your creativity will help showcase Australia's national archival collection. You'll develop impactful marketing strategies that elevate our brand and make history accessible and engaging for everyone.

The Access and Public Engagement branch is the public face of National Archives of Australia, ensuring an accessible, visible, and well-interpreted national archival collection. It delivers description, examination, reference and research services, exhibitions, education programs, publishing, websites, marketing, and events nationally.

Within this branch, the Communication, Marketing, Partnerships and Events section promotes National Archives through publishing, brand management, marketing, public relations, media, social media, partnerships, events, international engagement and the Member Program. This supports National Archives' key role of providing an accessible national archival collection.

Duties

Under limited direction, the main duties of the role are to:

- Assist in developing and implementing marketing plans to elevate National Archives' profile and its offerings.

- Manage and optimise key marketing channels, including digital platforms and traditional media.
- Develop and maintain relationships with internal and external stakeholders to identify collaborative promotional opportunities.
- Produce a variety of marketing materials while maintaining brand consistency and managing inventory effectively.
- Apply the principles of APS Values, Code of Conduct, workplace diversity, work health and safety and participative management within a work and team environment.
- Promote and apply the National Archives' Vision, Mission and Commitments as expressed in Strategy 2025-2030: Evolving National Archives and Our Values.

Eligibility

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

While not essential, tertiary qualifications and experience in marketing or communication-related fields are highly desirable.

Notes

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

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To Apply

Position Contact	Jonathon Fogarty, 02 6212 3697
Agency Recruitment Site	http://careers.naa.gov.au/cw/en/listing/

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Infrastructure, Transport, Regional Development and Communications

Vacancy VN-0765432

National Film and Sound Archive of Australia

Closing Date:Sunday 11 January 2026

Corporate First Nations Engagement

Job Title	Head of First Nations Engagement
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Acton ACT, Pyrmont NSW
Salary	$137,956 - $153,017
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	You may apply for flexible working arrangements.
Classification	Executive Level 2
Position Number	89480
Agency Website	https://www.nfsa.gov.au/

Job Description

https://nfsa.elmogov.com.au/careers/nfsa/jobs

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 transformation, with a goal to establish the NFSA as Australia's most dynamic and valued cultural organisation.

The NFSA aligns our work with the National Cultural Policy Revive, with the principle of 'First Nations First' being our priority. The NFSA collection includes significant First Nations film, video and audio recordings that are representative of culture, language, ceremony, story and song. We take our responsibility as custodians of this important material seriously, and our approach to collecting, preserving and sharing First Nations material in the collection takes place across every part of our organisation, led by our First Nations Engagement team and by First Nations individuals, communities and organisations.

Our First Nations Engagement Strategy 2025-28 outlines the NFSA's objectives: to ensure a culturally safe workplace and deliver First Nations employment pathways; to improve our understanding of First Nations collection material; to develop and preserve the First Nations collection; to repatriate and provide cultural access to the collection for First Nations communities; and to ensure First Nations perspectives and stories are front and centre in our sharing activity. This is an exciting and ambitious agenda, and one which the NFSA is already well advanced in delivering, in partnership with First Nations people and organisations across Australia.

Our work is guided by the expert advice of the NFSA First Nations Engagement Committee, comprising Aboriginal and Torres Strait Islander people from across the GLAM and audiovisual sectors. Further information on the membership of the Committee can be found at First Nations Engagement Committee | National Film and Sound Archive of Australia.

Cultural Values

NFSA is 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.

3.5% of NFSA staff identify as Aboriginal or Torres Strait Islander, and our goal is to increase this. NFSA actively works across the GLAM sector and screen industry to attract skilled First Nations staff. We also partner with training providers such as Artsready to provide professional training opportunities and career pathways for First Nations people.

NFSA has had a Reconciliation Action Plan (RAP) in place since 2018, and in 2025 the NFSA launched its first Stretch RAP which sees reconciliation activity embedded across the organisation. The NFSA CEO is the RAP Champion, and the whole of the NFSA Senior Executive team is responsible for facilitating and encouraging reconciliation activity.

We are an equal opportunity employer, embracing a diverse range of applicants such as those identifying as 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 NFSA is committed to ensuring a child-safe and child-friendly environment. All employees are expected to demonstrate a commitment to, and support for these principles in theory and practice.

About the Team

The First Nations Engagement team comprises six staff based in Sydney and Canberra. The team is supervised by the Deputy CEO and works closely with the CEO, the Chief Curator and the Chief Collection Preservation Officer. The team comprises First Nations and Non-Indigenous staff with a broad range of expertise including curatorial, archival, digitisation, audiovisual production and project management skills. The team works with every area of the business to guide the responsible management, custodianship and appropriate sharing of First Nations material within the national collection.

The Opportunity

The Head of First Nations Engagement is a leadership role within the NFSA. The role reports to the Deputy CEO and works closely with the CEO (who is the RAP Champion) and the Senior Executive Team. The position also advises the Board and the First Nations Engagement Committee.

The successful candidate will be an established First Nations leader in the Australian audiovisual industries or GLAM sector, as a curator, practitioner, producer, academic or executive. They will have a deep understanding of and experience with First Nations values and communities, experience working with audiovisual material and, ideally, an understanding of the archival collecting environment.

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 Islander people.

Please note: This recruitment process is intended to fill both current and future vacancies. While the position on offer is ongoing, a merit pool of suitable applicants may be established to fill similar ongoing and non-ongoing positions within the next 18 months.

Duties

The Head of First Nations Engagement is responsible for:

- Leading research into the provenance of materials in our collection which includes identification of language and Country of origin; and existing or likely restrictions around or protocols for viewing or use.
- Through deep and considered community engagement, re-connecting with individuals and communities with ties to First Nations materials, and to explore opportunities to repatriate knowledge from the collection to Country in useful, digital formats.
- Ensuring that the collection's catalogue is enriched by including more metadata created by First Nations people to inform future researchers and users; and/or to inform appropriate viewing and usage protocols, including restrictions.
- Actively engaging with Australian and global First Nations practitioners and institutions (including First Nations broadcasters, academics and community organisations) as well as other broadcasters, producers and cultural sector professionals in terms of best practice in managing First Nations collections within legacy institutions in a way that ensures First Nations leadership in determining how those collections can best be made available for cultural practice, re-use and research.
- Ensuring that NFSA not only complies with its obligations under ICIP, but goes beyond ICIP to ensure that collection use is at all times culturally appropriate and safe.
- Developing and recommending courses of action to the senior leadership team to ensure that NFSA can innovate in the cultural sector and maximise the value it can provide to First Nations practitioners, institutions and communities.

As a senior leader in the institution, the role will:

- Consult with other leaders, and coordinate the work of the First Nations Engagement team, to ensure that NFSA's work is respectful of and compliant with our own organisational principles as expressed in the First Nations Engagement Strategy, which includes taking part in decisions that affect collection, preservation, re-use and publishing activity.
- Partner and collaborate with peers and colleagues within the institution to consider, design and deliver the best outcomes.
- Represent the institution to appropriate external forums, including speaking at conferences to share knowledge and to promote First Nations led and co-designed approaches in the cultural sector.
- Contribute to cross-organisational strategic and planning groups.
- Lead by example to create and sustain a safe, productive, collegiate and enjoyable workplace culture for all.

Selection Criteria

The successful candidate will demonstrate their capacity against the following:

1. Demonstrated knowledge and understanding of First Nations cultures including an understanding of issues affecting First Nations peoples.
2. Demonstrated engagement and acceptance within the First Nations community.
3. Demonstrated leadership capacity and high-level project management experience, including ability to work effectively within a diversified workplace.
4. High-level communication and interpersonal skills including demonstrated ability to liaise with a range of stakeholders and communicate sensitively and effectively with First Nations people.
5. Experience working with audiovisual material, and a demonstrated understanding of issues relating to collection and use of First Nations audiovisual content.
6. Strong understanding of the film, television and radio industries, and/or the cultural and GLAM sector and their relationship to First Nations cultures and issues.

Desired Skills and Experience

Mandatory:

- Relevant experience working with First Nations material in either the film, broadcast and sound industries, the cultural and arts sectors, media or academia, or transferable experience working in a different field.

Desirable:

- Relevant tertiary qualifications (such as media, journalism, production, curatorial, arts).

Eligibility

To be eligible for this position you must:

• Be of Aboriginal and/or Torres Strait Islander descent (this is an Affirmative Measures - Indigenous identified role).

• 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 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)

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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	Jacqui Uhlmann, 02 6248 2104
Agency Recruitment Site	https://nfsa.elmogov.com.au/careers/nfsa/jobs

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Prime Minister and Cabinet

Vacancy VN-0765385

Office of the Official Secretary to the Governor-General

Closing Date:Sunday 30 November 2025

People and Culture
People and Culture

Job Title	Human Resources Manager
Job Type	Full-Time, Ongoing
Location	Yarralumla ACT
Salary	-
Future Merit Locations	Yarralumla
Office Arrangement	Flexible
Office Arrangement Details	Hybrid - Candidate will be required to work onsite 3 days per week
Classification	Executive Level 1
Position Number	016
Agency Website	https://www.gg.gov.au/office-official-secretary-governor-gene

Job Description

https://www.gg.gov.au/office-official-secretary-governor-general/recruitment

We are seeking highly motivated and experienced HR Managers to co-lead a small team of human resources professionals, providing services and support in relation to all people activities including employee relations, recruitment and onboarding, payroll, workplace health and safety, diversity and inclusion, staff wellbeing, leadership and capability, learning and development, workforce planning and organisational culture.

You will be a senior HR practitioner who thrives on the complexity and breadth that exists within this small agency working environment. In previous roles you have demonstrated the ability to influence across a complex and diverse organisation to implement HR strategies. You will be comfortable leading industrial relations matters and overseeing organisational reforms.

You will use your leadership skills to support the team in maintaining and developing sustainable workforce related policies and strategic frameworks for positive organisational culture, workforce planning, and learning and development. You will be comfortable with use of various systems and associated reporting requirements to Senior Leadership.

This is a unique opportunity for an experienced people-centred practitioner to make a valuable contribution to a small agency and who can create innovative solutions with a strong customer service focus.

Duties

· Provide collaborative leadership, management and accountability of a small team that provides a human resources support function in the Office including workplace relations, payroll, case management, workforce planning, learning and development, occupational health and safety, HR policy and frameworks, recruitment, attendance and other related services.

· A range of Public Administration and Government compliance, governance and reporting requirements.

· Contributing to strategic planning, understanding organisational objectives and links between teams and Office strategy.

· Operating in a collaborative, efficient, supportive and planned work environment, and ensuring services provided represent best practice for the needs of the Office.

· Provide strategic advice, problem solving and issues management for internal and external stakeholders in relation to highly complex and potentially controversial matters.

Planning, managing and monitoring financial budgets and cost centre management.

Eligibility

To be eligible for employment, applicants must be Australian Citizens.

All positions at the Office of the Official Secretary to the Governor-General are prescribed and the successful applicant will need a police check, and to pass and maintain a baseline security clearance (NV1 preferred).

Notes

About the Office of the Official Secretary to the Governor-General

The Office of the Official Secretary to the Governor-General (OOSGG) is a small Commonwealth budget-funded statutory agency with staff located at Government House, Canberra and Admiralty House, Sydney. The Official Secretary leads an organisation committed to identifying and implementing innovative ways to support the Governor-General in carrying out their constitutional, statutory, ceremonial and public duties.

To Apply

Position Contact	Debbie Banerjee, 6283 3623
Agency Recruitment Site	https://www.gg.gov.au/office-official-secretary-governor-general/recruitme

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Prime Minister and Cabinet

Vacancy VN-0765258

Torres Strait Regional Authority

Closing Date:Sunday 11 January 2026

Torres Strait Regional Authority
Administration Corporate Services

Job Title	Vessel Operations Manager - APS6
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	-
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	NA
Classification	APS Level 6
Position Number	T01898
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2l

The Vessel Operations Manager is responsible for ensuring the safe, compliant, and effective operation of the agency's vessel fleet. This role serves as the Designated Person Ashore (DPA) under the National Law and AMSA requirements, providing critical oversight of maritime operations while supporting the professional development of vessel masters who serve as rangers in field operations.

Duties

Vessel Compliance & Regulatory Management

· Serve as the Designated Person Ashore (DPA) in accordance with the *Navigation Act 2012* and *Marine Safety (Domestic Commercial Vessel) National Law.*

· Ensure all vessel operations comply with AMSA requirements, including safety management systems, crew certification, and vessel surveys

· Maintain comprehensive knowledge of domestic commercial vessel regulations and ensure fleet compliance with all applicable maritime legislation

· Oversee vessel registration, certification, and survey requirements across the fleet

· Develop and maintain safety management systems (SMS) for all vessels in accordance with AMSA standards

· Coordinate with marine surveyors, and AMSA officials as required

Workplace Health & Safety

· Implement and maintain WHS systems specifically tailored to maritime operations and remote area work

· Conduct regular safety assessments and risk analyses for vessel operations

· Develop and review safe operating procedures, emergency response plans, and crew safety protocols

· Investigate maritime incidents and near-misses, implementing corrective actions and lessons learned

· Ensure compliance with *Work Health and Safety Act 2011* and associated regulations in maritime contexts

· Coordinate safety training programs and maintain safety equipment inventories

Training & Professional Development

· Design and deliver training programs for vessel masters and crew members

· Assess competency levels of ranger vessel masters and develop individualised training plans

· Coordinate with Registered Training Organisations (RTOs) for formal maritime qualifications

· Maintain training records and ensure currency of all crew certifications and endorsements

· Mentor junior maritime personnel and support career progression pathways

· Develop standard operating procedures and best practice guidelines for vessel operations

Operational Management

· Oversee day-to-day vessel operations, including scheduling, logistics, and resource allocation

· Manage vessel maintenance programs and coordinate dry-docking, repairs, and equipment upgrades

· Liaise with contractors, suppliers, and service providers for vessel-related services

· Monitor vessel performance, fuel consumption, and operational efficiency

· Prepare operational reports, budget submissions, and compliance documentation

Eligibility

Mandatory Requirements

- Experience working with First Nations staff and communities
- Australian citizenship or permanent residency
- Ability to obtain and maintain a blue card
- Current Australian driver's license
- Ability to travel extensively and work in remote locations

Professional Qualifications

- Minimum Coxswain Grade 1 (AMSA)
- Marine Radio Operator's Certificate of Proficiency
- Current First Aid and CPR certification

Desirable Qualifications

- Tertiary qualification in maritime studies, engineering, or related field
- Advanced maritime qualifications
- Training and Assessment (TAE) qualification
- WHS qualifications (e.g., Certificate IV in Work Health and Safety)

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 Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Daniel Beard, 0740690700
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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

Prime Minister and Cabinet

Vacancy VN-0765348

Torres Strait Regional Authority

Closing Date:Tuesday 09 December 2025

Torres Strait Regional Authority
Administration Fisheries

Job Title	Project Manager, Policy (Fisheries) - EL1
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Thursday Island QLD
Salary	$115,443 - $140,283
Future Merit Locations	Thursday Island
Office Arrangement	On Site
Office Arrangement Details	NA
Classification	Executive Level 1
Position Number	T01929
Agency Website	http://www.tsra.gov.au/opportunities/work-for-us

Job Description

https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&CurBID=62AFB35D%2D9273%2D4A11%2I

The Project Manager (Fisheries) is responsible for providing general advice on fisheries matters to the TSRA, its Fisheries Advisory Committee and its fishers.

The role develops and implements projects that supports the aim of the programme. The Project Manager understands and works within a legislative framework, including the *Torres Strait Fisheries Act 1984*, the *Torres Strait Fisheries Regulations* 1985 and the *Native Title Act 1993*.

The Project Manager will support the Fisheries Advisory Committee by facilitating a strategic forum to discuss matters about Protected Zone fisheries resources and the impact fisheries and related decisions have on Torres Strait Islander and Aboriginal people living in the region.

The Committee provides strategic advice and make recommendations to the TSRA Board about fisheries matters.

This role will oversee the implementation of deliverables encompassing the FAC workplan as well as other strategic initiatives supported by the TSRA Board.

Duties

The Project Manager may lead a small team and is responsible for operational and financial management of agreed projects and activities, under the direction of the Program Manager.

The role works closely with the Program Manager (PZJA) on fisheries management matters ensuring projects are aligned to best practice fisheries management and the aspirations of traditional inhabitants.

Eligibility

Identified Position

This vacancy is an identified position, meaning *the role has a strong involvement in issues relating to Torres Strait Islander and Aboriginal people.*

All employees at the TSRA are required to liaise with Torres Strait Islander and Aboriginal people, communities and service providers. **If you are not a Torres Strait Islander and/or Aboriginal person your application must demonstrate that you have:**

· *Understanding of the issues affecting* Torres Strait Islander and/or Aboriginal *peoples*

· *demonstrated ability to communicate sensitively and effectively with* Torres Strait Islander and/or Aboriginal *peoples.*

· D*emonstrated capability and commitment to continue to develop cultural competency.*

*Successful candidates who are new to the APS must undergo background check conducted by the Australian Federal Police

*Successful candidates may be required to obtain and maintain a Blue Card

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 Torres Strait Regional Authority

The Torres Strait Regional Authority (TSRA) is a Corporate entity engaged in a wide range of programmes and service delivery functions for the benefit of Torres Strait Islander and Aboriginal people living in the region.

To Apply

Position Contact	Keith Brightman, 0419431619
Agency Recruitment Site	https://tsra.nga.net.au/cp/index.cfm?event=jobs.home&CurATC=EXT&Cu

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Social Services

Vacancy VN-0765286

National Disability Insurance Agency

Closing Date:Friday 20 November 2026

All
All

Job Title	Section 26 Transfer Register
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Various locations - WA WA, Various locations - NT NT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - ACT ACT, Various locations - VIC VIC, Various locations - SA SA
Salary	-
Future Merit Locations	Various locations - WA, Various locations - NT, Various locations - QLD, Various locations - NSW, Various locations - ACT, Various locations - VIC, Various locations - SA
Office Arrangement	Work From Home;On Site;Flexible;Hybrid
Office Arrangement Details	Office arrangement to be negotiated with hiring manager
Classification	APS Level 2;APS Level 3;APS Level 4;APS Level 5;APS Level 6;Executive Level 1;Executive Level 2
Position Number	2185_10/24_S26
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

The National Disability Insurance Agency (the Agency) is seeking registrations from eligible ongoing APS employees external to the Agency, for ongoing (permanent) and non-ongoing (temporary) transfer at-level opportunities that may arise, across a broad range of classifications and divisions.

Section 26 Register

The NDIA is looking for people to register their interest for upcoming or future ongoing and non-ongoing vacancies. This register may be used to source candidates for the following business areas:

- Accounting & Finance
- Administration
- Executive Assistants
- Call or Contact Centre Workers
- Children's Taskforce
- People, Culture & Wellbeing
- ICT Services
- Cybersecurity
- Legal Services & Chief Counsel
- Media & Communications
- Parliamentary & Government Relations
- Partners, Providers, Pricing, Home & Living
- Policy, Research & Strategy

- Project Staff
- Risk, Compliance & Audit
- Scheme Actuary & Data Analytics
- Security
- Service Delivery & Operations
- Procurement and Property Services
- First Nations
- Intelligence, Fraud & Investigations
- Accessibility and Inclusion
- Service Design & Improvement
- Workforce Planning

Duties

Our participants, Our people, Our purpose

The National Disability Insurance Scheme (NDIS) provides funding to eligible Australians to build greater independence and pursue their individual goals. The NDIS also connects anyone with disability to services in their community including support offered by each state and territory government.

The NDIS now supports over 717,000 Australians with disability to access the services and supports they need. This includes supporting approximately 100,000 children with developmental delay, ensuring they receive supports early so that they achieve the best outcomes throughout their lives.

Working for the NDIA

The NDIA has a strong culture, driven by passion for the work we do and commitment to supporting people with disability to achieve greater independence. Our people are pioneering the management and delivery of the NDIS. We also aim to be world leaders in accessibility and inclusion, the employment of people with disability and people with culturally and linguistically diverse backgrounds.

The idea of people with disability being supported to live an ordinary life is central to the work of the NDIS. Through reasonable and necessary supports, the NDIS is helping people live a life with the basic opportunities many Australians take for granted.

This might mean getting involved in the community, enrolling in education programs, spending more time with family, entering the workforce for the first time or returning to work, receiving the right equipment or choosing the providers that best meet their needs.

Our values guide our day-to-day actions, behaviours, decisions, communications, performance conversations and the capabilities we are developing to successfully deliver the NDIS. They were developed for us, by us and are unique to our work. You can find more about the NDIA Values on our website.

Eligibility

You must be an ongoing APS employee to apply. If you are offered a temporary section 26 transfer, your home agency is required to agree to your release. All new employees to the Agency must undergo pre-employment checks, including a police record check.

Your application will remain active with the Agency for 12 months. At this time, all applicants will be invited to renew their interest in section 26 opportunities at the Agency.

Notes

Your NDIA Experience

- NDIA is committed to becoming a model employer for people with disability who are specifically encouraged to apply.
- RecruitAbility applies to this position: The RecruitAbility scheme supports people with disability applying for jobs in the Australian Public Service (APS) by giving you a better opportunity to put forward your skills and experience during the selection process.
- 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.

If you have any queries, please contact our Recruitment Team.

Email: recruitment@ndis.gov.au

NDIA welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people with diverse culture and linguistic backgrounds and people with disability. Except where otherwise provided by law, it is the policy of NDIA to provide equal employment opportunity (EEO) to all persons regardless of age, colour, national origin, physical or mental disability, race, ethnicity, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by applicable federal, state or local law. In addition, NDIA will provide reasonable adjustments for qualified individuals with disabilities.

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 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	NDIA Recruitment Team, recruitment@ndis.gov.au
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0765359

National Disability Insurance Agency

Closing Date:Thursday 11 December 2025

VIC TAS Regional Services Division
VIC TAS Regional Services Branch Barwon West Metro

Job Title	Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Colac VIC, Warrnambool VIC
Salary	$76,737 - $85,174
Future Merit Locations	Colac, Warrnambool
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Negotiable upon commencement.
Classification	APS Level 4
Position Number	3104_11/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

We have a fantastic opportunity for an APS4 Planner to join our VIC TAS Regional Services Team. The APS4 Planner is a team membership position within the NDIA that provides operational and administrative support.

This role will have a considerable level of contact with internal and external stakeholders and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex to complex enquiries.

Duties

- Using policies, practice guidance and legislation to make funding decisions in relation to participant plans.
- Liaising with key stakeholders including Partners in the Community to deliver services to participants.
- Contributing to the achievement of key performance indicators, including planning targets.

Eligibility

To join our team, you will have:

- Experience in the disability and/or allied health sector would be desirable, however it is not essential.
- Outstanding communication and interpersonal skills.
- Flexibility – being able to get the job done and adapt to changing environments and new challenges.
- High standards of professionalism, integrity, and ethical behaviour.

Notes

This role is performed from **VIC – Colac and VIC – Warrnambool only**. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close **Thursday, 11 December 2025 at 11.30pm (AEDT)**

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), 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. NDIA 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. If you require an adjustment to be made during the recruitment process (including alternate formats of the application form) or have an enquiry about the support provided, please contact DFP Recruitment on 1300 138 337 or ndia@dfp.com.au

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 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 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 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	Muna Khalid, 03 5246 0902
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0765360

National Disability Insurance Agency

Closing Date:Thursday 11 December 2025

VIC TAS Regional Services Division
VIC TAS Regional Services Branch Barwon West Metro

Job Title	Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Colac VIC, Warrnambool VIC
Salary	$86,624 - $93,253
Future Merit Locations	Colac, Warrnambool
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Negotiable upon commencement.
Classification	APS Level 5
Position Number	3105_11/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

We have an incredible opportunity for an APS5 Planner to join our VIC TAS Regional Services Team. The APS5 Planner is a team membership position within the NDIA and where required, will perform work that involves team leadership responsibilities.

This role will have a considerable level of contact with internal and external stakeholders, and will be required to communicate with and provide advice on a range of service delivery matters to resolve moderately complex to complex enquiries.

Duties

- Contributing to management of workflow
- Gathering information from participants and their representatives, planning partners and multiple stakeholders, to enable high-quality planning and evidence-based decision-making.
- Determining funded supports to be included in participant plans to complement informal and formal supports.
- Working closely with participants and their representatives to identify current and future supports
- Resolving issues and complaints in relation to participant plans.

Eligibility

To join our team, you will have:

- Experience in the disability and/or allied health sector would be desirable, however it is not essential.
- Outstanding communication and interpersonal skills.
- Flexibility – being able to get the job done and adapt to changing environments and new challenges.
- High standards of professionalism, integrity, and ethical behaviour.

Notes

This role is performed from **VIC – Colac and VIC – Warrnambool only.** We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close **Thursday, 11 December 2025 at 11.30pm (AEDT)**

With the exception of personal details, applications can NOT be edited or updated once submitted for consideration. Please make sure you are completely satisfied with your entire application before submitting.

NDIA is committed to supporting an inclusive and diverse workforce and welcomes and encourages applications from People with Disability (PwD), 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. NDIA 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. If you require an adjustment to be made during the recruitment process (including alternate formats of the application form) or have an enquiry about the support provided, please contact DFP Recruitment on 1300 138 337 or ndia@dfp.com.au

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 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 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 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	Muna Khalid, 03 5246 0902
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0765361

National Disability Insurance Agency

Closing Date:Thursday 11 December 2025

VIC TAS Regional Services Division
VIC TAS Regional Services Branch Barwon West Metro

Job Title	Planner
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Colac VIC, Warrnambool VIC
Salary	$96,737 - $106,950
Future Merit Locations	Colac, Warrnambool
Office Arrangement	On Site;Flexible;Hybrid
Office Arrangement Details	Negotiable upon commencement.
Classification	APS Level 6
Position Number	3106_11/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

We have an incredible opportunity for an APS6 Planner to join our VIC TAS Regional Services Team. The APS6 Planner is a team membership position within the NDIA and will have a considerable level of public contact in relation to complex, difficult or sensitive issues.

You will be responsible for liaising with a range of internal and external stakeholders in a representational role on behalf of the NDIA, and provide technical, professional, policy, and operational support and advice.

Duties

- Communicating with participants and their representatives about decision making when it comes to the participant pathway
- Monitoring the impact and quality of supports to ensure supports continually align to participant outcomes.
- Contributing to performance targets as outlined in the Participant Service Guarantee.
- Ensuring compliance with legislative frameworks, agency guidelines and regulations.
- Collaborating with team members and assisting to develop specialised knowledge in areas of expertise via coaching and mentoring of staff.

Eligibility

To join our team, you will have:

- Experience in the disability and/or allied health sector would be desirable, however it is not essential.
- Outstanding communication and interpersonal skills to develop and maintain networks.
- Experience in managing a high-performance team.
- Flexibility – being able to get the job done around many barriers and hiccups.
- High levels of integrity and professionalism to support our values and mission.

Notes

This role is performed from **VIC – Colac and VIC – Warrnambool only.** We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

Applications for this role close **Thursday, 11 December 2025 at 11.30pm (AEDT)**

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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 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 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 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	Muna Khalid, 03 5246 0902
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0765420

National Disability Insurance Agency

Closing Date:Wednesday 10 December 2025

Partners and Providers Division
Partners Branch

Job Title	APS6 Partner Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Deakin ACT, Geelong VIC, Richmond VIC, Robina QLD, Adelaide SA, Brisbane QLD, Brisbane QLD, Launceston TAS, Darwin NT, Perth WA, Surry Hills NSW, Parramatta NSW, Penrith NSW
Salary	$96,737 - $106,950
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 arrangements may be considered.
Classification	APS Level 6
Position Number	3131_11/25_EXT
Agency Website	https://www.ndis.gov.au

Job Description

https://www.ndis.gov.au/about-us/careers-ndia

The APS6 Partner Manager role works within a team responsible for the effective management of performance, contract assurance, and operational objectives of the Partners in the Community program. This will be achieved through the development of positive and collaborative working relationships with partners and key internal stakeholders.

Our partners are community-based organisations that we fund to help deliver local area coordination and early childhood services in some parts of Australia.

Duties

The National Disability Insurance Agency (NDIA) is seeking suitable candidates to fill APS6 Partner Manager vacancies in the Partners Branch.

Partner Managers are confident communicators providing subject matter expertise and technical knowledge on a range of complex and routine legislative, policy and practice matters. Their role is to support the delivery of performance and contract assurance activities to a high standard.

This role will provide you with opportunities to make a key contribution to the partners in the community program and contribute to the success of the NDIA for generations to come.

Responsibilities of the role may include, but are not limited to:

- Building and maintaining positive relationships with key stakeholders and partners as their central point of contact within the agency.
- Supporting the operational performance and practice of partners to ensure they fulfil their contractual obligations and meet the requirements of the performance management framework (PMF).
- Contribute to regular partner meetings and support the implementation of strategies and data analytics to drive performance improvements and build partner capability.
- Respond to stakeholder enquiries of a complex or routine nature relating to the PiTC program, and contribute subject matter expertise and technical knowledge to develop solutions.
- Provide accurate and specialised advice to partners relating to legislation, contracts, policies and procedures.
- Actively participate in governance or working group projects and activities, to support the branch to achieve objectives.
- Contribute to the development of team objectives and strategic planning for branch initiatives, including the identification and management of risks.
- Contribute to the continuous improvement of internal systems and processes.
- Where relevant this position may have team leadership responsibilities and delegated authority to manage resources.
- Coaching others to develop and build their capability and provide performance feedback.

Eligibility

If you are a problem solver, have experience in improving supplier performance, an ability to work with partners to ensure contractual obligations are met, and are passionate about contributing to a team dedicated to making a difference, then this is the perfect place for you to flourish.

The successful candidate will be able to work independently and have high level stakeholder engagement skills. Effective time management and the ability to manage competing priorities will be highly regarded.

What we’re looking for in our ideal candidate:

- Ability to work independently, with limited direction and be guided by policies, procedures, standards, methodologies and precedents.
- Ability to liaise with a range of stakeholders, using effective and influential communication skills.
- Ability to perform research and analysis to support decision-making.
- Ability to provide accurate and specialised advice, ensuring knowledge of and compliance with relevant legislation and policy frameworks.

- Ability to respond to competing and often urgent priorities in a calm and efficient manner while also maintaining high work standards and accuracy.
- Ability to source, collate and analyse data to support performance management.
- Prior knowledge, or the ability to acquire knowledge of the National Disability Insurance Scheme (NDIS) and the Partners in the Community (PITC) program.
- Knowledge of legislative, financial and administrative frameworks, contemporary contract management practices, government decision-making processes and agency guidelines and regulations.
- Qualifications, or relevant experience in business, legal, commerce or a related field.
- Understanding of, or experience in stakeholder management, procurement, contract management or service delivery roles.
- Experience leading a geographically dispersed team
- High level of competence with IT systems.

Notes

While this role is ideally performed from any NDIA office location, remote working arrangements may be considered. We intend to fill this role in an ongoing capacity, however non-ongoing roles up to 12 months with the possibility of extension up to 2 years may be offered.

Successful candidates will be required to undergo a pre-employment National Police History check, Worker Screening check and/or Working with Children Check (where required) and provide evidence of Australian Citizenship.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Donna Hood, 03 5223 5034
Agency Recruitment Site	https://www.ndis.gov.au/about-us/careers-ndia

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Social Services

Vacancy VN-0765421

National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission

Closing Date:Thursday 11 December 2025

Data and Regulatory Transformation (DART) and Enabling Services
Enabling Services Security and Workplace Services

Job Title	Physical Security Manager
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Penrith NSW, Parramatta NSW, Perth WA
Salary	$96,558 - $108,532
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	Arrangements may be negotiated in line with the Enterprise Agreement.
Classification	APS Level 6
Position Number	235_11/25
Agency Website	https://www.ndiscommission.gov.au/

Job Description

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

The APS6 Physical Security Manager at the NDIS Quality and Safeguards Commission offers an exciting opportunity to contribute to the safety, rights, and quality of life of people with disability. As the APS6 Physical Security Manager, you will exercise a high degree of autonomy and accountability while delivering complex work that supports the Commission's regulatory, policy, and service-improvement functions.

You will be responsible for managing moderately complex to complex projects or work programs, providing high-level advice, and supporting decision-making that contributes directly to safeguarding participants and improving provider performance. The role requires strong analytical

capability, sound judgement, and the ability to build productive working relationships with internal and external stakeholders.

Duties

In this position, you may lead small teams or specialist workstreams, ensuring quality outcomes and compliance with legislation, policies, and operational priorities. You will be expected to model the APS Values and Code of Conduct, promote a culture of integrity and respect, and support continuous improvement across your area of responsibility.

This is a meaningful opportunity for a motivated and capable professional who wants to make a real difference in the disability sector while developing their expertise within a high-performing, purpose-driven regulatory environment.

Duties may include, but are not limited to, the following:

- leading a small team delivering national security and management services, including:
    - access control
    - security access pass and key management
    - security related infrastructure repairs
    - emergency management
    - security incident management and investigations
- Provide high quality physical security advice in accordance with Government standards, policy and procedures
- Support security risk management services and conduct technical activities in support of security outcomes, including:
    - security threat, vulnerability and risk assessments
    - physical security audits
    - maintaining, reviewing and revising Physical Security Policies, Procedures and Plans
    - conducting relevant Security Inquiries and Audits and preparing reports on security activities
- Assist with the resource management of the Protective Security team
- Develop and maintain key customer and stakeholder relationships, including liaison with external agencies
- Drafting communications including security notices, briefs and reports, as well as supporting Protective Security Policy Framework (PSPF) security awareness activities
- Assist with all PSPF related maturity planning and implementation activities to support the NDIS Commission in having a strong protective security culture.

Please view candidate information package for 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 agency.

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

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

To Apply

Position Contact	Tom Case, (02) 5162 8690
Agency Recruitment Site	https://ndiscommission.nga.net.au/?AudienceTypeCode=EXT

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Treasury

Vacancy VN-0765397

Australian Bureau of Statistics

Closing Date:Sunday 07 December 2025

Technology and Security
Census Field Operations

Job Title	Census Support Officers
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Alice Springs NT, Cairns QLD, Darwin NT
Salary	$67,139 - $85,204
Future Merit Locations	Alice Springs, Cairns, Darwin
Office Arrangement	Flexible
Office Arrangement Details	Hybrid model of WFH and office
Classification	APS Level 3;APS Level 4;APS Level 5
Position Number	25/Census_RAS_AM_APS3_4_5
Agency Website	https://www.abs.gov.au/

Job Description

https://abs.nga.net.au/?jati=C97D61AE-DE37-E5A7-CD3B-E465D9799D2C

The Australian Bureau of Statistics (ABS) is looking to recruit several **Census Support Officers** to help deliver the Remote Area Strategy for the 2026 Census of Population and Housing.

These roles are only open to people who identify and are recognised as Aboriginal and/or Torres Strait Islander, under the Affirmative Measure guidelines. This is your opportunity to increase the participation of Aboriginal and Torres Strait Islander people in the 2026 Census and ensure they have a safe and positive Census completion experience.

Duties

We are looking to fill various roles across the following work streams:

Support – this team is responsible for undertaking the day-to-day tasks across travel coordination, logistics, Work Health and Safety, asset and fleet management and other corporate support functions.

Operations Management – this team is responsible for undertaking the day-to-day tasks across operational intelligence, quality assurance, issues and crisis management, budgeting, program reporting and evaluation coordination.

Project Management – this team apply a structured approach to the planning, organisation and resourcing of one or more projects, managing inherent project risk. Project Management Officers in the team initiate, plan, execute, close and evaluate projects and the work of their project teams.

About the roles

As a Census Support Officer you will support the planning and organisation of one or more Census work streams to deliver a specific project or outcome.

In these roles you may undertake some or all of the following:

- assist with delivering training to internal stakeholders
- work closely with a range of internal and external stakeholders to deliver critical functions to support field operations
- work closely with operational teams to coordinate and action travel requests
- work closely with operational teams to coordinate and action quality assurance processes to review field work
- manage credit cards and financial transactions
- manage and coordinate all aspects of fleet vehicles
- manage WHS reporting and escalations processes
- undertake Contact Centre queue management and scheduling
- support project delivery tasks as required
- identify issues and risks that may impact achievement of project objectives, including identifying, analysing and monitoring project risks
- support the quality of projects, implementing quality control and assurance processes and using review and evaluation to make improvements in current projects
- working with or advocating for Aboriginal and Torres Strait Islander peoples.

About you - what we are looking for:

To succeed in these roles you will have:

- the ability to remain positive and respond to pressure in a calm manner
- energy and drive to see goals and outcomes are achieved within tight deadlines
- strong communication capability to work effectively with a range of stakeholders
- strong administration, time and task management skills
- well-developed technical skills, including the ability to use a range of corporate and IT systems
- strong project management skills (APS 4 & 5 levels)

- potential to supervise a small team (APS 4 & 5 levels)
- the ability to be a self-starter and work autonomously, but also part of a wider team, displaying a strong commitment to working harmoniously with a team to achieve positive outcomes
- the ability to be flexible and adaptive in an ever changing and complex operational environment.

The roles at the APS 4 and APS 5 classification level are more complex and require candidates to demonstrate a higher level of skills and experience.

Eligibility
Notes

To apply, you will need to upload your current resume, provide referee details, nominate which APS level(s) you are applying for and submit a statement (maximum 300 words) responding to the following:

Describe how your skills and experience equip you for one of these roles. Include practical examples where possible.

Please note if you choose to apply for more than one APS classification level you only need to provide one statement of claims. The selection panel will assess your application against the highest classification.

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 agency.

About the Australian Bureau of Statistics

The Australian Bureau of Statistics' (ABS) purpose is to inform Australia's important decisions by partnering and innovating to deliver relevant, trusted, objective data, statistics and insights. As the national statistical authority for Australia and provider of statistical services to the states and territories, we focus on three priorities: • Providing high quality official statistics and insights • Transforming the ABS for the future • Delivering new statistical solutions to maximise the value of public data. We operate in a dynamic, continually transforming environment. New technology, statistical methods and opportunities for accessing and integrating data are becoming available, growing the potential to provide new insights into matters of importance to Australians, businesses, and community organisations. The ABS houses permanent offices in Canberra, Sydney, Melbourne, Brisbane, Adelaide, Perth, Hobart, Darwin, Dandenong and Geelong. We also have a number of field staff working across all parts of Australia. We encourage and value a diverse workforce. Aboriginal and Torres Strait Islander people and people with a disability are encouraged to apply. To find out more visit 'Careers' on our website at https://www.abs.gov.au/careers

To Apply

Position Contact	Nick Perdikaris, 1800 249 583
Agency Recruitment Site	https://abs.nga.net.au/?jati=C97D61AE-DE37-E5A7-CD3B-E465D9799D

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Treasury

Vacancy VN-0765296

Australian Securities and Investments Commission

Closing Date:Sunday 30 November 2025

Job Title	Lawyer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Sydney NSW, Canberra ACT, Brisbane QLD, Adelaide SA
Salary	-
Future Merit Locations	Melbourne, Sydney, Canberra, Brisbane, Adelaide
Office Arrangement	Hybrid
Office Arrangement Details	Hybrid work arrangement
Classification	Executive Level 1
Position Number	1893845
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226414291&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.

Step into a high-impact legal career at ASIC – join our Legal Services Group to shape information & data law and drive meaningful change across Australia's financial system.

- **Location – Sydney or Melbourne (other locations considered)**
- **Salary starting from $127,641 (depending on experience) plus 15.4% superannuation**
- **Permanent role**
- **Applications close at 11:59pm AEDT, Sunday 30 November 2025**

The team

The Information & Data Law team sits within the Corporate Legal Services business unit in the Legal Services Group. The team manages ASIC's obligations under the Freedom of Information Act 1982 (FOI Act) and Privacy Act 1988, and provides advice on corporate, commercial legal, and governance matters relevant to ASIC's functions and operations.

The role

As a Lawyer, you will provide legal advice on a range of information and data law issues, manage FOI requests, and ensure ASIC's compliance with privacy obligations.

You will also:

- Act as FOI decision maker for access requests, internal reviews, and OAIC reviews under the FOI Act.
- Provide practical, timely legal advice on privacy matters in regulatory and operational contexts.
- Design and embed privacy-by-design solutions in projects, including those involving emerging technology and data analytics.
- Guide internal teams on Privacy Impact Assessments and develop regulatory and procedural guides.
- Assess and help manage privacy breaches, including notifiable data breaches and regulatory investigations.

Duties

About you

We are seeking a qualified lawyer eligible to hold an Unrestricted Legal Practising Certificate in a State or Territory of Australia, with approximately 5-7 years' post-admission experience relevant to information and data law.

You will also demonstrate:

- Strong legal advice writing and verbal communication skills, with the ability to present complex information clearly.
- Experience managing FOI and privacy matters, ideally in a government, in-house, or law firm environment.
- Ability to work independently and manage competing priorities in a fast-paced setting.
- Strong stakeholder engagement and relationship management skills.
- Knowledge of the Corporations Act, ASIC Act, FOI Act, Privacy Act, and related legislation is desirable.
- High-level analytical, organisational, and project management skills.

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEDT, Sunday 30 November 2025.

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 a diverse and inclusive workplace where the very best talent in Australia chooses to work. Applications from people of all ages, cultural backgrounds, abilities, LGBTIQ+ identity, and people of Aboriginal and Torres Strait Islander decent are encouraged to apply.

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	Jennifer Pai, 0478967627
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn(

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Treasury

Vacancy VN-0765322

Australian Securities and Investments Commission

Closing Date:Thursday 04 December 2025

Job Title	Taskforce Project Officer
Job Type	Full-Time, Non-Ongoing
Location	Sydney NSW, Melbourne VIC, Brisbane QLD, Canberra ACT
Salary	$127,641 -
Future Merit Locations	Sydney, Melbourne, Brisbane, Canberra
Office Arrangement	Hybrid
Office Arrangement Details	50/50 Work from Home
Classification	Executive Level 1
Position Number	ASIC/1888524
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?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.

Join ASIC's Criminal Intelligence Unit as a Taskforce Project Officer, supporting multi-agency taskforces and working groups to combat serious financial crime. In this pivotal role, you'll plan and manage key business activities, prepare governance and briefing materials and collaborate with internal stakeholders and partner agencies to deliver operational updates and strategic outcomes.

- Location – Sydney, Melbourne, Brisbane, or Canberra
- Salary starting from $127,641 (depending on experience) plus 15.4% superannuation
- Temporary role (until 30 June 2027)
- Applications close at 11:59pm AEDT Thursday, 4 December 2025
- We welcome applications from current APS employees seeking a career break, and may consider secondment arrangements for the successful candidate

The team

The Criminal Intelligence Unit (CIU) within ASIC's Registry and Intelligence Group leads the criminal intelligence function to detect and assess threats from criminal activity, supporting ASIC's intelligence-led regulatory approach. The team collaborates across ASIC to share intelligence for effective regulatory and enforcement outcomes, while managing relationships with law

enforcement and government partners to combat serious and organised crime. CIU drives multi-agency efforts against financial crime through ASIC's contributions to the Serious Financial Crime Taskforce, Fraud Fusion Taskforce and FINTEL Alliance.

Duties

The role

As a Taskforce Project Officer, you will:

- Prepare high-quality reports, presentations and briefing materials to support ASIC's taskforce and working group commitments.
- Build strong relationships with senior stakeholders, align business goals and manage expectations to deliver outcomes.
- Develop and maintain reporting standards, ensuring compliance with governance, risk controls and organisational priorities.
- Collaborate with internal teams (eg. Strategic Reporting, Procurement, Privacy, Cyber Security) to deliver projects efficiently.
- Manage compliance tasks, including gatekeeper lists, breach notifications, legal instruments and privacy impact assessments.
- Identify and implement process improvements for greater efficiency.
- Demonstrate strong organisational skills to manage competing priorities and meet deadlines in a fast-paced environment.

Eligibility

About you

In addition, you will have:

- Tertiary qualifications in Business, Social Science, Law or equivalent experience in programme management/administration.
- Ability to obtain Negative Vetting Level 1 security clearance.
- Strong written and verbal communication skills, including report writing and presentations.
- Excellent analytical skills with experience in data analysis, visualisation and providing actionable recommendations.
- Proven stakeholder engagement and relationship management skills.
- Proficiency in Microsoft Office, SharePoint and reporting tools (eg. Power BI).
- Ability to innovate, drive change and identify process improvements.
- Experience in government or multi-agency taskforces/projects is desirable.

Notes

View the position description for more information or click ‘apply' to start your application. Applications close at 11:59pm AEST Monday, 1 December 2025.

About ASIC

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ASIC is committed to a providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

To work with us, you need to be an Australian Citizen and be prepared to complete an ASIC Suitability and Baseline Assessment.

About the Australian Securities and Investments Commission

To Apply

Position Contact	Careers, Careers@asic.gov.au
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.searchResults?in_org

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Treasury

Vacancy VN-0765388

Australian Securities and Investments Commission

Closing Date:Thursday 04 December 2025

Job Title	Project Coordinator - Events
Job Type	Full-Time;Part-Time, Ongoing
Location	Melbourne VIC
Salary	$97,401 - $115,820
Future Merit Locations	Melbourne
Office Arrangement	Hybrid
Office Arrangement Details	50% in-office fortnightly attendance
Classification	APS Level 5;APS Level 6
Position Number	ASIC/1896431
Agency Website	https://asic.gov.au/about-asic/what-we-do/

Job Description

https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jnCounter=226416746&in_organid=16529&

Duties

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.

- **Melbourne**
- **Salary $97,401 - $115,820 plus 15.4% superannuation**
- **Permanent position**
- **Applications close at 11:59pm AEDT, Thursday 4 December 2025**

The team

ASIC's Strategy and Corporate Affairs Group (SCA) is responsible for delivering on the Commission and Agency's priorities through communications, stakeholder engagement, strategic planning, and coordination.

This position sits in the Events team within the Executive Director's Office and is accountable for the design, development and delivery of high-profile strategically aligned internal and external events for ASIC, including the ASIC Annual Forum and Dinner, ASIC Symposiums, 2026 ASIC and APRC program of events and other strategic priority events such as external meetings and roundtables.

The role

As the **Events Project Coordinator**, you will:

- Be a key member of the ASIC Annual Forum project team and manage, coordinate, and undertake tasks and activities related to the planning, preparation and delivery of the ASIC Annual Forum.
- Provide high level project management, administrative and logistic support to the ASIC Annual Forum and other ASIC projects and initiatives, such as ASIC Symposiums and ASIC's 35th anniversary celebrations.
- Arrange and coordinate internal and external stakeholder meetings and roundtables, including catering and room setup, preparation of agendas, papers and minute
- Manage financial procurement processes, acquittals and accounts reconciliations in accordance with procurement and expenditure guidelines.

About you

You bring hands-on experience in event coordination and project management, supported by relevant qualifications. You're confident managing event logistics, project timelines, procurement, operational budgets, and the coordination of multiple stakeholders to ensure seamless delivery. With strong client service experience, you handle enquiries with professionalism and clarity, and your proficiency across Microsoft Office helps you stay organised and in control of moving parts.

You're an articulate communicator who can tailor messages to different audiences, build positive relationships, and work collaboratively across teams. Highly organised, proactive, and solutions-focused, you balance competing priorities with confidence and take ownership of outcomes. You're comfortable working independently with limited supervision, while maintaining the calm, composed, and detail-driven approach needed to support successful events and projects.

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

Applications close at 11:59pm AEDT, Thursday 4 December 2025.

About ASIC

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ASIC is committed to providing a diverse and inclusive workplace where the very best talent in Australia chooses to work. Indigenous Australians are encouraged to apply as well as applicants from all backgrounds and with different abilities.

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

Click here to view ASIC's salary and benefits guide.

To read more about ASIC, you can visit our website or review our Corporate Plan.

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	Nicole Moore, N/A
Agency Recruitment Site	https://careers.asic.gov.au/jobtools/jncustomsearch.viewFullSingle?in_jn

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Treasury

Vacancy VN-0765006

Australian Taxation Office

Closing Date:Monday 01 December 2025

ATO People
Various teams

Job Title	Human Resource Officer
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Melbourne VIC, Sydney NSW
Salary	$125,291 - $136,595
Future Merit Locations	Adelaide, Box Hill, Brisbane, Canberra, Dandenong, Melbourne, Moonee Ponds, Parramatta, Penrith, Sydney, Upper Mount Gravatt
Office Arrangement	Flexible
Office Arrangement Details	Flexible working arrangements are available in the ATO, including working between the office and home, and is considered on a case-by-case basis.
Classification	Executive Level 1
Position Number	EXT_ESCO_829_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=D592A02A-F6DB-90D8-BB73-E4629A3C0538

Duties

We are seeking Human Resource (HR) Officers to join various teams in our People Strategy branch.

As a HR Officer, you will partner with business areas to deliver innovative HR solutions aligned with organisational strategy. This includes designing workforce strategies, forecasting future capability needs, and aligning roles with APS standards and evolving requirements.

You will shape organisational culture, support performance and recognition systems, and monitor workforce metrics to inform strategic decisions. Additionally, you'll drive the evolution of HR technology and implement modern operating models to enhance organisational effectiveness. A key part of the role is to improve employee experience through engagement initiatives and integrated HR systems.

These positions require strong leadership, exceptional stakeholder engagement, and the ability to manage sensitive projects that influence strategic outcomes.

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 recruitment process.

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 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	Ben McKendry, (02) 6216 4781
Agency Recruitment Site	https://ato.nga.net.au/?jati=D592A02A-F6DB-90D8-BB73-E4629A3C053

Treasury

Vacancy VN-0765066

Australian Taxation Office

Closing Date:Monday 08 December 2025

ATO Finance
ATO Portfolio and Value Management

Job Title	Assistant Commissioner, ATO Portfolio and Value Management
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Brisbane QLD, Canberra ACT, Melbourne VIC
Salary	-
Future Merit Locations	Box Hill, Brisbane, Canberra, Melbourne, Moonee Ponds, Upper Mount Gravatt, Dandenong
Office Arrangement	Flexible
Office Arrangement Details	Flexible
Classification	Senior Executive Service Band 1
Position Number	EXT_SES_824_2025
Agency Website	http://www.ato.gov.au/careers

Job Description

https://ato.nga.net.au/?jati=7956B99B-8DDB-513B-EA2F-E46474A799B4

Duties

We are seeking an experienced senior finance professional with a proven record of achievement in finance, program and portfolio management to join our ATO Finance Executive team.

As Assistant Commissioner, ATO Portfolio and Value Management, you will lead a team that enables the ATO to prioritise and assure the delivery of the ATO’s Investment Portfolio, ensuring value is realised and outcomes align with the organisation’s strategic objectives.

You will bring deep expertise in Commonwealth financial management, including budgeting and governance, and have demonstrated success in navigating complex environments to uphold financial integrity and drive resource optimisation.

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 recruitment process.

All our senior leaders are expected to:

- develop a clear vision of the future that links with the big picture of the organisation
- be accountable and deliver outcomes that align with the long-term perspective
- find innovative and practical solutions, be open to ideas and engage with risk
- have an outward focus and work collaboratively across boundaries to influence better outcomes for the system and the community, and make progress on issues that cut across agencies, sectors and communities
- have the capacity to persuade others towards an outcome, winning and maintaining the confidence of government and key stakeholders
- be self-aware and courageous, creating an environment that empowers, mentors and coaches individuals and teams to deliver their best
- be passionate about building trust and confidence in the ATO and the tax and superannuation systems.

To be considered you must also have:

- demonstrated ability to provide enterprise-wide leadership in project, program and portfolio management, aligning investment decision and delivery outcomes to ATO and government priorities
- proven ability to build and maintain strong relationships with clients and stakeholders, providing strategic and operational advice on project and portfolio management that supports informed decision-making and resolves complex challenges across large organisations
- extensive experience in leading enterprise portfolio management, providing transparent oversight financial performance, risk, and benefits realisation across large scale initiatives
- skilled in leading and developing high performing diverse and geographically dispersed teams embedding culture of accountability, collaboration, and continuous improvement in delivery practices
- strong strategic, financial, and political acumen, effectively navigating complex and competing priorities and anticipate risks in dynamic environments
- track record of leading people and enhancing organisational capability, particularly in portfolio, program, and project management within the ATO.

Accounting, Project Management and/or Finance qualifications are highly desirable.

Eligibility
Notes

People with disability and Aboriginal and Torres Strait Islander peoples 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 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 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	Jonathan Beaumont, (02) 6126 4500
Agency Recruitment Site	https://ato.nga.net.au/?jati=7956B99B-8DDB-513B-EA2F-E46474A799B4

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Treasury

Vacancy VN-0765245

Royal Australian Mint

Closing Date:Sunday 07 December 2025

Royal Australian Mint
Sales, Marketing and Innovation

Job Title	B2B Manager - Currency
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$121,066 - $134,960
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Flexible working arrangements may be negotiated
Classification	Executive Level 1
Position Number	1373
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.

About the Branch

The Sales, Marketing and Innovation Branch is responsible for a variety of functions, which impact Australian citizens, customers, clients, collectors and visitors to the Mint. The Branch encompasses coin and graphic design, product development, sales, and business to business (B2B) program development and relationship management.

The Branch is responsible for delivering a significant commercial program for the organisation, designing and developing numismatic products, driving innovation in product design, generating awareness and engagement and converting this into ongoing relationships with customers.

The Branch is also responsible for custom minting, foreign circulating coins and foreign effigy management. Custom minting includes the design and manufacture of medals and medallions for Australian clients, and exclusive investment and numismatic coin products for international clients. The foreign coin business stream enables the Mint to support regional partners by offering expert advice, design, manufacturing and storage services for their circulating and commemorative coins, as well as effigy brokerage services for commemorative coins. Effigy brokerage generates a revenue stream for these emerging nations that are important regional partners to Australia.

About the Role

The B2B Manager – Currency, provides management support and oversight of the Australian circulating coin supply chain including leading the relationship management between the Mint and Australia’s four major banks. The B2B Manager – Currency works with key stakeholders, internally and externally, to optimise forecasting, planning and scheduling, and analysing data to lead enhancements in circulating coin operations.

The B2B Manager – Currency is also responsible for leading foreign circulating and commemorative coin programs, whereby the Mint undertakes coin design and manufacture for foreign Central Banks. Including monitoring and managing performance against contracts.

Additionally, the role contributes to the commercial activities of the Mint by proactively seeking new partnership opportunities with foreign Central Banks and responding to tenders for the production of foreign coin programs.

Duties

The Duties

The duties of this position include:

1. Providing support and advice to the senior executive on a range of issues pertaining to the Australian and foreign circulating coin programs.
2. Managing the operational relationships with the four major commercial banks in Australia, as well as select foreign Central Banks, relating to circulating coin requirements.
3. Developing and maintaining high quality relationships with existing and new clients to cultivate long term strategic partnerships.
4. Developing a network of industry peers to understand the Australian payment landscape, trends, emerging risks and opportunities for the Mint.
5. Analysing data, undertaking research, producing reports and being a leading input into enhancing circulating coin operations.
6. Monitoring and managing performance against contracted conditions with key clients.
7. Developing meaningful relationships across middle management to enable consistent flow of communications, problem solving and provision of high-quality advice to the senior executive.
8. Developing, planning, scheduling, monitoring and delivering coin programs to agreed standards and outcomes including delivery of programs in full and on time.

Eligibility

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.

Qualification

A minimum of two years of experience in relationship management, business management, B2B Sales or similar.

Notes

Applications will need to be submitted through our recruitment portal on the Work with us page of the Mint Website at *Employment Opportunities | Royal Australian Mint*

Please submit your application by **11:30pm** on **Sunday 7 December 2025**. You will need to upload:

- A current resume
- A one-page-pitch that describes how your skills meet the requirements of the role as detailed in the position description.

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	Jennifer Sullivan, 02 6202 6858
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0765378

Royal Australian Mint

Closing Date:Wednesday 10 December 2025

Royal Australian Mint
Operations

Job Title	Project Management Officer
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$86,716 - $91,809
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Some flexibility available but must be able to commit to regular onsite attendance.
Classification	APS Level 5
Position Number	1464
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 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 Nation's stories through the National Coin Collection and a world-class museum and gallery experience.

The Royal Australian Mint (RAM) is a small government agency operating 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 covered by the *Public Service Act 1999* (Cth) (PS Act).

The Operations Branch is the manufacturing arm of the Royal Australian Mint (the Mint). It is an operationally focused, multi-disciplinary team, responsible for the manufacture of both Australian and foreign circulating coin, collectable coins, and tooling to support those production requirements. The branch covers, coin manufacture, die preparation, blank preparation, electro plating and chemical processing, tooling and machining services, planning and packing.

Branch Overview

The Operations Branch is the manufacturing arm of the Mint. It is an operationally focused, multi-disciplinary team, responsible for the manufacture of both Australian and foreign circulating coin, collectable coins, and tooling to support those production requirements. The branch covers, coin manufacture, die preparation, blank preparation, electro plating and chemical processing, tooling and machining services, planning and packing.

In addition to meeting production targets, the branch has a strong focus on safety, continuous improvement, and quality. The Operations branch is currently embarking on a large program of uplift initiatives, providing a great opportunity for enthusiastic leaders to contribute to meaningful change and development.

About the Role

The Project Management Officer is a new position within the newly established Project Management Office, Operations Branch. The Project Management Officer will work with the PMO Manager and team to support the development and implementation of projects identified in the Operations Branch Business Plan. These projects may include the replacement of crucial assets such as presses, laser systems, and automation technology, or support improvement initiatives such as supply chain uplift, data collection and craft skills training, or injury prevention.

The work includes assisting with diverse projects through to completion, conducting risk assessments, engaging internal and external stakeholders, drafting quality documentation, tracking and reporting progress, and supporting procurement activities under the Commonwealth Procurement Rules.

This position has some flexibility available but must be able to commit to regular onsite attendance due to the nature of the anticipated projects. The Project Management Officer is expected to demonstrate a strong safety ethic, adhering to all PPE requirements when onsite including wearing High-Vis and hearing protection. This position may be called on to complete some limited domestic travel.

Duties

The duties of this position include:

1. Developing, coordinating and implementing project plans and activities related to procurement, financial management and reporting.
2. Analyse operating performance and project information to contribute to project reporting and reviews.
3. Developing tailored communications to a broad range of stakeholders.
4. Contributing to the preparation of documentation material (e.g. briefs, papers, plans, forms and business cases) for decision-makers.
5. Developing and maintaining productive working relationships through day-to-day liaison with stakeholders and assist with activities related to stakeholder engagement.
6. Reviewing project and manufacturing performance and identifying opportunities for improvement and collaborating with others to develop solutions in response.
7. Providing administrative and project support of delivering and governing the Operations Branch Business 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

Applications will need to be submitted through our recruitment portal on the Work with us page of the Mint Website at [Employment Opportunities | Royal Australian Mint]

Please submit your application by **11:30pm** on **Wednesday 12 December 2025**. You will need to upload:

- A current resume
- A one-page-pitch (500 words) 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	Samantha Chester, 02 62026936
Agency Recruitment Site	https://www.ramint.gov.au/about-us/work-us

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Treasury

Vacancy VN-0765395

Royal Australian Mint

Closing Date:Sunday 14 December 2025

Royal Australian Mint
Operations

Job Title	Senior Project Management Officer, Operations
Job Type	Full-Time, Ongoing
Location	Deakin ACT
Salary	$99,145 - $108,328
Future Merit Locations	Deakin
Office Arrangement	On Site;Hybrid
Office Arrangement Details	Some flexibility available but must be able to commit to regular onsite attendance.
Classification	APS Level 6
Position Number	1465
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 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 Nation’s stories through the National Coin Collection and a world-class museum and gallery experience.

The Royal Australian Mint (RAM) is a small government agency operating 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 covered by the *Public Service Act 1999* (Cth) (PS Act).

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Branch Overview

The Operations Branch is the manufacturing arm of the Mint. It is an operationally focused, multi-disciplinary team, responsible for the manufacture of both Australian and foreign circulating coin, collectable coins, and tooling to support those production requirements. The branch covers, coin manufacture, die preparation, blank preparation, electro plating and chemical processing, tooling and machining services, planning and packing.

In addition to meeting production targets, the branch has a strong focus on safety, continuous improvement, and quality. The Operations branch is currently embarking on a large program of uplift initiatives, providing a great opportunity for enthusiastic leaders to contribute to meaningful change and development.

About the Role

The Project Management Officer is a new position within the newly established Project Management Office, Operations Branch. The Project Management Officer will work with the PMO Manager and team to support the development and implementation of projects identified in the Operations Branch Business Plan. These projects may include the replacement of crucial assets such as presses, laser systems, and automation technology, or support improvement initiatives such as supply chain uplift, data collection and craft skills training, or injury prevention.

The work includes assisting with diverse projects through to completion, conducting risk assessments, engaging internal and external stakeholders, drafting quality documentation, tracking and reporting progress, and supporting procurement activities under the Commonwealth Procurement Rules.

This position has some flexibility available but must be able to commit to regular onsite attendance due to the nature of the anticipated projects. The Project Management Officer is expected to demonstrate a strong safety ethic, adhering to all PPE requirements when onsite including wearing High-Vis and hearing protection. This position may be called on to complete some limited domestic travel.

Duties

The duties of this position include:

1. Developing, coordinating and implementing project plans and activities related to procurement, financial management and reporting.

2. Analyse operating performance and project information to contribute to project reporting and reviews.
3. Developing tailored communications to a broad range of stakeholders.
4. Contributing to the preparation of documentation material (e.g. briefs, papers, plans, forms and business cases) for decision-makers.
5. Developing and maintaining productive working relationships through day-to-day liaison with stakeholders and assist with activities related to stakeholder engagement.
6. Reviewing project and manufacturing performance and identifying opportunities for improvement and collaborating with others to develop solutions in response.
7. Providing administrative and project support of delivering and governing the Operations Branch Business 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

Applications will need to be submitted through our recruitment portal on the Work with us page of the Mint Website at Employment Opportunities | Royal Australian Mint

Please submit your application by **11:30pm** on **Sunday 14 December 2025**. You will need to upload:

- A current resume
- A one-page-pitch (500 words) 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	Samantha Chester, 02 62026936
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-0765300

Australian War Memorial

Closing Date:Monday 01 December 2025

Corporate Services
Corporate Services Human Resources

Job Title	HR Reporting and Payroll Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Campbell ACT
Salary	$84,228 - $91,809
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	APS Level 5
Position Number	25-146
Agency Website	https://www.awm.gov.au/get-involved/employment

Job Description

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

As a member of the Human Resources Section the HR Reporting and Payroll Officer is responsible for managing accurate payroll processing, maintaining employee data, and delivering HR reports that support strategic decision-making. This role ensures compliance with relevant

legislation, company policies, and internal controls while providing timely and reliable HR analytics.

Duties

Payroll Processing

Under general direction perform a range of activities related to the pay team’s work including:

- Calculate and process payroll transactions including commencements, cessations, leave and superannuation for Memorial staff and ensure that HR personnel and payroll records are accurately maintained.
- Analyse information and data, investigate anomalies between payroll activities and apply corrective action and escalate more complex issues.
- Complete procedural and administrative payroll tasks and activities against established checklists and processes, with a high degree of accuracy.
- Assist with internal and external audits related to payroll and HR data
- Prepare correspondence and payroll reports as required.
- Undertake assigned payroll projects.
- Foster and maintain effective working relationships with a range of internal and external clients.

HR Reporting and Analytics

Under general direction perform a range of HR reporting and analytics activities including:

- Develop and maintain HR dashboards and reports (such as but not limited to headcount, turnover, workforce demographics).
- Develop and interpret ad hoc and regular reports which clearly and concisely show status and trends in HR Metrics.
- Provide data insights to support workforce planning and HR initiatives.
- Develop processes to ensure the accuracy and validity of data gathered
- Support HR projects requiring data analysis and reporting
- Train HR staff on reporting tools and processes as required

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 Requirement

- Training or Qualifications in HR, Accounting, Business, or related field

Notes

Highly Desirable

- Payroll processing and HR reporting experience
- Experience with Aurion (payroll system) highly desirable
- Experience with PowerBI (dashboarding reporting) highly desirable
- Strong attention to detail and accuracy
- Excellent communication and problem-solving skills

This recruitment process is being used to fill ongoing and/or non-ongoing position/s.

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 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	Thanuja Samaranayake, (02) 6263 6670
Agency Recruitment Site	https://www.awm.gov.au/get-involved/employment

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Veterans’ Affairs (part of the Defence Portfolio)

Vacancy VN-0765160

Department of Veterans' Affairs

Closing Date:Wednesday 17 December 2025

Job Title	Councillor - Specialist Medical Review Council
Job Type	Part-Time, Non-Ongoing
Location	Various locations - ACT ACT, Various locations - QLD QLD, Various locations - NSW NSW, Various locations - VIC VIC, Various locations - SA SA, Various locations - WA WA, Various locations - TAS TAS
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - QLD, Various locations - NSW, Various locations - VIC, Various locations - SA, Various locations - WA, Various locations - TAS
Office Arrangement	Flexible
Office Arrangement Details	SMRC members work on a part-time basis and are appointed by the Minister for Veterans' Affairs
Classification	Statutory Appointment
Position Number	EXT-2025-0301
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

Under the Veterans' Affairs Portfolio, the Specialist Medical Review Council (SMRC) is an independent statutory body responsible to the Minister for Veterans' Affairs.

The role of the SMRC is to review decisions of the Repatriation Medical Authority (RMA) in relation to Statements of Principles. Statements of Principles are legislative instruments determined by the RMA which set out the causal factors for a medical condition which must exist for a connection to be established between Australian Defence Force service and the condition. These instruments are applied in determining liability for a medical condition.

The membership of the SMRC reflects the legislative intention to have contested decisions of the RMA reviewed by Medical Specialists or Medical Scientists who are experts in the injury or disease under review.

The SMRC does not determine individual claims for veterans' and military compensation entitlements.

Duties

The Specialist Medical Review Council (SMRC) is seeking experts in the fields of Neuropsychology and Neurosurgery with at least 10 years' experience in this specialty as a registered medical practitioner or medical scientist who wish to apply their knowledge and contribute to a quality system of compensation for veterans.

As a Councillor, you will need to display advanced written and communication skills to collectively deliver:

1. The Scope of the review
2. A Statement of Reasons; and
3. A Declaration of the Review Council.

The SMRC Secretariat will work with you to establish your availability and support you over the entire review. Generally, a review will require approximately 4 pre-arranged virtual meetings of 1-2 hours each and a face to face meeting (approximate total of 40 hours over a 12 month period). Travel, accommodation and allowances are provided.

The key duties of the position include:

- Develop and maintain effective relationships with the Convener, Review Councillors and Secretariat.
- Attend approximately 4 pre-arranged virtual meetings to conduct the review according your availability.
- Attend a single Review Council face to face meeting with the applicant.
- Work on a panel with other Review Councillors and Convener/Presiding Councillor.
- Analyse, review and evaluate available sound medical-scientific evidence and the legislation (including the Statement of Principles) relevant to the review.
- Evaluate the application, any submissions, and the contents of the Statements of Principles under review.

Selection Criteria for Key Skills required as a Member of the Specialist Medical Review Council (SMRC)

In addition to the Integrated Leadership System (ILS) selection criteria below, you are required to demonstrate an:

- Understanding of Veterans' Legislation as it applies to the work of the SMRC or ability to rapidly acquire this understanding
- Understanding of the relevant Sound Medical and Scientific Evidence

The Integrated Leadership System (ILS) selection criteria, at the Senior Executive Service Band 1 level, is built around five core capability groups:

- Shapes strategic thinking.
- Achieves results.

- Cultivates productive working relationships.
- Exemplifies personal drive and integrity.
- Communicates with influence.

To learn more about the ILS core capabilities at the Senior Executive Service Band 1 level click here.

Mandatory Requirements

- Minimum 10 years' experience in fields of Neuropsychology or Neurosurgery as a registered
- medical practitioner or medical scientist
- Demonstrated skills and experience in critically assessing scientific evidence in their respective specialist field.

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

Notes

This recruitment process is being used to fill current and future vacancies. For more information about the role, please see the Candidate Information Pack.

If Merit selected, you will be appointed as a part-time Councillor to the Specialist Medical Review Council by the Minister for Veterans' Affairs on a part-time basis. Appointments are made for a period of up to 5 years.

As a Councillor, you will receive daily fees whilst participating on a Review Council as set out by the Australian Government Remuneration Tribunal. Refer to the Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination 2025 for more information.

About the Department of Veterans' Affairs

The Department of Veterans' Affairs (DVA) exists to fulfil the nation's duty to support our serving and ex-serving Australian Defence Force members and their families. We do this through programs of care, compensation, commemoration, income and Defence support services. Our aim is to enhance self-sufficiency, quality of life, financial wellbeing and community recognition for those we support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	DVA.Statutory.Appointments@dva.gov.au, DVA.Statutory.Appointments@dva.gov.au
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0765329

Department of Veterans' Affairs

Closing Date:Thursday 11 December 2025

Service Design, Finance and Program Integrity Taskforce
Finance and Procurement Branch Financial Operations

Job Title	Financial Systems Administrator
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Brisbane QLD
Salary	$101,449 - $115,199
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	EXT-2025-0303
Agency Website	https://www.dva.gov.au/

The Financial Management Branch is responsible for managing all relationships with external Departments, Agencies and organisations and provides strategic financial services across the department.

The Financial Operations Directorate is responsible for ensuring a high-quality financial environment for the department through robust governance and processes and by providing accurate and timely guidance on financial operational matters. The Directorate delivers accounts payable and receivable, treasury management, financial systems administration, travel and purchase card management.

The Department of Veterans' Affairs, Financial Operations Directorate is looking for a Financial Systems Administrator to manage and provide technical advice on Financial Management Information Systems and will be an integral part of a team implementing a new Financial Management Information Systems, Technology One in 2025.

Duties

- Manage Technology One and Expense8 systems, including system configuration changes, user access maintenance, help desk inquiries, train new system users and system testing.
- Coding and running adhoc SQL queries to generate data extracts for QoNs, data analysis, and audit inquiries and develop dashboards and reports for the senior leadership.
- Assist in the design and implementation of new Financial Management Information System.
- Build rapport and maintain internal and external relationships, respond to enquiries, provide assistance and factual advice in a timely manner.
- Manage prioritisation of own workloads, ensuring work activities are completed to agreed timeframes and standard, undertake quality assurance reviews of information and work, and ensuring quality customer service and advice.
- Identify and propose improvements to Expense8 and Technology One financial systems and processes.
- Preparation and approval of end of month processes.

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 DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a Baseline Vetting (AGSVA) security clearance.

Mandatory Requirements

- Demonstrated experience with Expense 8 or Technology One

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

About the Department of Veterans' Affairs

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support. DVA is both a policy and service delivery agency. We have strong relationships with Australian ex-service organisations, Federal and State Government agencies and the veteran community. DVA's vision is to honour veterans, and empower them and their families to continue life after service, within a society that understands and values their military service and their ongoing contribution to the community.

To Apply

Position Contact	Babar Elahi, 0470 284 486
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Veterans' Affairs (part of the Defence Portfolio)

Vacancy VN-0765414

Department of Veterans' Affairs

Closing Date:Thursday 11 December 2025

Ministerial Engagement and Communication
Minsterial, International and Stakeholder Relations

Job Title	Cabinet Liaison Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	$101,449 - $115,199
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	EXT-2025-0304
Agency Website	https://www.dva.gov.au/

Job Description

https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

The Ministerial and Parliamentary Support section(MaPS) is one of the main interfaces between the Department and the Minister’s office, undertaking a range of activities to support the Ministers and Departmental executive.

The Section manages parliamentary workflow, which includes ministerial briefings, Cabinet process, responses to parliamentary questions, senate estimates processes, ministerial correspondence, and the parliamentary document management system.

The Cabinet Liaison Office (CLO) coordinates all cabinet matters, supporting the department, portfolio, Ministers' offices, and other agencies. It assists in forecasting and preparing departmental submissions and memoranda, liaising with stakeholders to track progress against milestones. The CLO offers the opportunity for staff to be exposed to key Government business, including on high profile, contentious matters and an invaluable insight into the decision-making process of the Cabinet and its committees.

The occupant of this role will need to be available to work additional hours. Restriction allowance and overtime provisions apply.

Duties

- day-to-day handling of the Portfolio's Cabinet business;
- manage the department's Cabinet documents and information via CabNet+;
- facilitate and coordinate the circulation of Cabinet documents to relevant line areas for action and response;
- provide timely advice and support to Departmental officers and senior managers on processes, preparation and timings of Cabinet documents, responses and briefing material;
- liaise and negotiate with other government agencies and departments;
- liaise and negotiate with the our Minister's Office;
- coordinate regular reporting processes; and
- perform other duties as required across the Ministerial, International and Stakeholder Relations branch.

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 DVA offered employment will be required to successfully undergo a pre-engagement screening check, even if they have a security clearance. The screening check is conducted in accordance with the Australian Government Protective Security Policy Framework requirements.
- The successful candidate will be required obtain and maintain a NV1 security clearance.

Notes

This recruitment process is being used to fill ongoing and/or non-ongoing position/s. For more information about the role, please see the Candidate Information Pack.

Where a non-ongoing position is offered, the role will be filled for an initial specified term of up to 23 months.

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.

DVA embraces and fosters a culture that supports diversity, inclusion and respect, where people are empowered to fulfil their potential. We welcome people with diverse skills, experiences, perspectives and backgrounds. We are dedicated and committed to attracting and recruiting Aboriginal and Torres Strait Islander peoples and encourage applications from people with disability, people that identify as LGBTQIA+ and people from culturally and linguistically diverse backgrounds. Take on a rewarding, varied, and broad career with an Australian Public Service Department that can bring balance and flexibility to your working life, while supporting you to stay connected to your community.

DVA is committed to improving the data skills and capability of our workforce to underpin our goal of becoming a leading data-driven organisation.

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

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To Apply

Position Contact	Samantha Pajaczkowski, 02 5163 9220
Agency Recruitment Site	https://dvajobs.nga.net.au/cp/index.cfm?event=jobs.home

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Parliamentary Department

Vacancy VN-0765281

Department of Parliamentary Services

Closing Date:Sunday 07 December 2025

Security
Security operations

Job Title	Parliamentary Security Operations Room (PSOR) Operator
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$75,685 - $79,091
Future Merit Locations	Canberra
Office Arrangement	On Site
Office Arrangement Details	This position requires onsite work at one of the DPS office locations in Canberra.
Classification	APS Level 3
Position Number	JR33193
Agency Website	https://www.aph.gov.au/About_Parliament/Parliamentary_De

Job Description

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

The Department of Parliamentary Services (DPS) is recruiting for a Parliamentary Service Level 3 Parliamentary Security Operations Room (PSOR) Operator within Security Operations. Reporting to the Parliamentary Security Operations Room (PSOR) Manager, the control room operator is responsible for access control, operating security and emergency management systems, responding to potential incidents and assisting with the coordination of resources for the provision of a safer and secure physical environment at the Australian Parliament House (APH).

Security Division is responsible for the provision of security services, including daily operational security, policy management, building security, parking services, visitor access, security risk management, resilience planning and emergency management. Security Division works in partnership with the Australian Federal Police (AFP) to ensure the safety and security of Australian Parliament House (APH) occupants and visitors.

We are seeking highly motivated and organised Operators to join our dynamic team. The ideal candidate should be proactive, detail-oriented, and able to handle multiple tasks efficiently. As a PSOR Operator, you will play a vital role in ensuring the smooth functioning of the PSOR daily operations.

our ideal candidate will have the ability, the ability to demonstrate sound judgement and strong environmental awareness is integral for this role

Duties

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

Eligibility

Job specific requirement:

- Previous experience working in a control room environment, including monitoring CCTV and managing electronic access control arrangements is desirable.
- Must be able to work a 12 hour rotating roster.
- The successful applicant will be required to obtain and maintain a Negative Vetting 1 (Confidential/Highly Protected/Secret) security clearance.

If you are a successful candidate, you will be required to:

- Complete an intensive training program, including Operational Safety Training, to a satisfactory standard.
- Obtain and maintain a First Aid Certificate.
- Complete annual refresher training on operational safety and first response emergency procedures.

You may also be required to complete a fitness test. To pass the fitness test, you must be able to:

If you are selected through the Assessment Centre, you will be required to complete a fitness test at Parliament House. To pass the fitness test, you must be able to:

- Complete a cardio test
- Do 10 pushups
- Do 20 sit ups
- Drag a 50kg dummy for 20m
- Hand grip test.

Notes

At DPS, we are committed to building a diverse and inclusive workplace that ensures all our people can contribute to our shared purpose. We encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people with caring responsibilities, people who identify as LGBTQIA+, people from cultural and linguistically diverse backgrounds, people who identify as neurodivergent, and mature aged people.

About the Department of Parliamentary Services

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

To Apply

Position Contact	Neil Kane, 0262775899
Agency Recruitment Site	https://jobs.dps.gov.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765235

Bureau of Meteorology

Closing Date:Tuesday 23 December 2025

Data and Digital
Observing Systems and Operations

Job Title	Compliance Audit Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Darwin NT, Perth WA, Adelaide SA, Hobart TAS
Salary	$94,563 - $105,910
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	60018072
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=1BB5653D-C9ED-0C89-6287-E4643BF74435

The Compliance Audit Lead role exists to assist Compliance and Risk Manager with the execution of all Audits undertaken for the Compliance and Risk team across a prioritised set of OSO sites.

The role will be responsible for:

- Planning and scheduling of all Compliance related audit work within the timeframe allocated for the prioritised sites across Australia.
- Managing logistics associated with travel to/from sites.
- Manage Contractors to undertake specific site compliance audit work.
- Ensuring compliance auditing, verification and testing is completed and remediation work is undertaken when identified within guidelines.
- Complete any post trip documentation and required.

Duties

Draft, review, update and maintain documentation: Work closely with the Project Lead DMS to:

- Finalise and confirm the schedule of works
- Identify current information relating to audit program, provide access to Contractors to update, and ensure any updates are documented and captured in EAMS

- Maintain and adjust work schedules to address other day-to-day changes e.g. adverse weather conditions or sudden unavailability of resources, and taking the necessary actions, including re-assignment and replanning of work, to ensure overall project timelines will be met and resources continue to be effectively utilised.

Workforce planning & engagement: Work closely with the Project Lead DMS to:

- Assign and coordinate resources on site to perform Audits and collate all relevant information to assist in completing the assigned audits.
- Work with appropriate Bureau Hub resources to coordinate outages of equipment during above-mentioned Audits.
- Work with the appropriate Hub to optain security access to sites visited.

Stakeholder consultation and communication: Work closely with the Project Lead DMS and other OSO stakeholders to:

- ensure staff are kept informed of business impacts and equipment outages.

Coordinate collection of site data & work specifications: Ensure individual site works specification documents are complete and available before commencement of site work. Ensure all relevant site information is retrieved, assessed and approved via the DMS workflow.

Organise site access & other site requirements: Coordinate with landowners or other authorities where necessary, to gain site access and approvals before undertaking work and ensuring all other site requirements have been addressed e.g. environmental management requirements, building applications, permits etc.

Reporting: Ensure all work-orders are captured in EAMS.

Liaison and Representation: Liaise with various internal and external stakeholders at the appropriate level and represent the Bureau in a professional manner in accordance with Australian Public Service values and Code of Conduct.

Travel: Regular travel away from your home base by air, sea and road is an essential part of this role. Field work may require working outside of normal business hours including weekends, for which over-time and other allowances may be payable.

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

The successful applicant must hold a minimum of a restricted elected licence (REL).

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 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	Justen Bremmell, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=1BB5653D-C9ED-0C89-6287-E4643

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765247

Bureau of Meteorology

Closing Date:Friday 28 November 2025

Data & Digital
Service & Infrastructure Management

Job Title	ITSM System Coordinator
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$94,563 - $105,910
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	60019490
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=C39DB486-863C-31BB-88C3-E46473E7B027

Within the Data & Digital Group, the Service Management & Performance team is responsible for the provision, support and enhancement of the Bureau's Service Management tool. This is utilised across the Bureau of Meteorology for management of all Technology Incidents and requests, and other ITIL aligned processes required to manage the Technology environment within the Bureau.

The team takes an end-to-end view of user support and adheres to ITIL best practice for service management. It is also responsible for the development, installation, support, maintenance and procurement of the Bureau's IT Service Management (ITSM) technology system- currently Cherwell & future Neurons provided by Ivanti.

Based at the Bureau’s Melbourne Office, this role plays a pivotal part in the day-to-day management of the ITSM system, which underpins all Technology Service Operations activities. Working collaboratively within a team environment is essential, as team members collectively support ongoing initiatives and contribute to the successful implementation and management of the Bureau’s new Enterprise Service Management (ESM) platform, Neurons, and will report to the ITSM Manager, working closely with all groups of Bureau.

Our ideal candidate will have:

· Cherwell / Neurons system administrator accreditation, including at least 3 years on the job experience in Cherwell / Neurons system support and maintenance.

· A minimum ITIL V3 Foundation Certificate.

· Baseline security clearance and eligibility to obtain, and maintain Negative Vetting 1 clearance.

Duties

1. As a member of the Service Management & Performance support team within the Service Management Program, contribute to the team objectives for short term and strategic planning for longer term initiatives.
2. As a certified System administrator, provide day to day administration and maintenance duties for the ITSM system, in liaison with our support partner.
3. Provide expertise and technical knowledge regarding the Bureau ITSM system to all transformational programs active within the Bureau.
4. Triage, review and assess user requirements regarding, configuration, maintenance and support of Cherwell / Neurons, adhering to all Bureau Service management principles and processes.
5. Develop and implement all approved Cherwell / Neurons changes, following the Technology Change management process. Including liaison with Support vendor for Vendor initiated change requests.
6. Maintain an up-to-date Cherwell / Neurons knowledge base by documenting all procedures and processes for training and reference purposes documentation.
7. Provide input and participate in the development of tools and processes to manage and administer systems that support the Bureau technology environment.
8. 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.
9. Be aware of, and apply as necessary, the principles and practices of the various elements of the Bureau's Commitment to Diversity & Inclusion.

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 agency.

About the Bureau of Meteorology

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To Apply

Position Contact	Madappuli A L N Fernando, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=C39DB486-863C-31BB-88C3-E4647

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765256

Bureau of Meteorology

Closing Date:Friday 05 December 2025

Business Solutions
Energy and Resources

Job Title	Customer Officer x 2
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Melbourne VIC, Brisbane QLD
Salary	$94,563 - $105,910
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	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	APS Level 6
Position Number	NEW
Agency Website	

Job Description

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

About the Bureau

We are Australia's weather, climate, water, oceans and space weather agency. Our work touches the lives of all Australians every day.

Our products and services include observations, forecasts, warnings, analysis and advice. They cover Australia's atmosphere, water, oceans and space environments.

The Bureau operates under the authority of the *Meteorology Act 1955* and the *Water Act 2007*. We also fulfill Australia's international obligations under the Convention of the World Meteorological Organization and related international meteorological treaties and agreements.

Read the Bureau of Meteorology Strategy 2022–27 to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Energy & Resources (E&R) Program delivers impact and value to improve the safety, reliability, resilience and productivity of the energy, resources and telecommunications sectors in Australia and the Asia-Pacific Region.

The Customer Officer, under the direction of the Customer Leads and Sector Leads, manages interactions with energy, resources and telecommunications customers. In partnership with other E&R team members and collaborating with a broad range of Bureau teams, the Customer Officer manages an assigned portfolio of enquiries and opportunities and supports the maintenance of products and delivery of projects.

The successful candidate will have experience in customer engagement, with a strong track record of nurturing customer relationships and delivering an outstanding experience for customers. An understanding of science and technology, operational forecasting and the Bureau's products and services is essential to succeed in this role. Experience in the energy, resources or telecommunications sector will be advantageous.

This position would suit an applicant with excellent communication skills who thrives in a team environment and can manage complex and dynamic external and internal engagements.

Duties

The responsibilities of the role include but are not limited to:

1. Engage with customers, partners and stakeholders to support the management of enquiries and the identification and pursuit of opportunities.
2. Support the Customer Leads and Sector Leads by conducting research and participating in customer discovery activities.
3. Contribute to the development and delivery of proposals to customers, aligned to relevant plans and following E&R processes.
4. Support the delivery and maintenance of products and services to meet customer expectations and contractual requirements.
5. Participate in ensuring the quality and effectiveness of products and services, including quality assurance, verification and gathering customer feedback.
6. Implement and support business processes aligned to the E&R quality management system.
7. Demonstrating commitment to APS Values, Employment Principles, Code of Conduct and the Bureau's Social Justice Strategy.
8. 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

Australian Citizenship

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

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To Apply

Position Contact	Elinor Sterrett, 0467 780 726
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765259

Bureau of Meteorology

Closing Date:Friday 05 December 2025

Data and Digital
Application Services

Job Title	Integration Developer
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Sydney NSW, Perth WA
Salary	$115,443 - $125,832
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	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60019111
Agency Website	

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Read the Bureau of Meteorology Strategy 2022–27 to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The EL1 Integration Technical Analyst will work closely with the Senior Integration Developer to learn all aspects of our new Enterprise Integration Platform. This role will be reporting to the Integration Competency Centre Lead, working within our Bureau Integration Competency Centre team, working with direction to perform analysis, configuration and deployment of interfaces implemented on our Enterprise Integration Platform. The role will include supporting the delivery of initiatives across the Enterprise Integration Platform, including project management, business analysis, system configuration and system testing.

This will be a key opportunity for any individual who is technically interested in being involved in a core integration platform, supporting interface development and delivery.

Duties

- Delivery: Contribute to the end-to-end delivery of integration services, including requirements analysis, solution architecture, detailed design, development, testing, deployment and transition to support.
- Installation and Configuration: Install and configure integration products. Develop skills in managing interface flows, both inbound and outbound.
- Technical Support: Assist in providing support for integration systems, troubleshooting issues and ensuring seamless operations.
- System Integration: Collaborate with the integration team and Enterprise Architects to implement and optimise integration solutions within the Enterprise Integration Platform.
- Documentation: Develop and maintain detailed documentation for Enterprise Integration Platform processes, configurations and troubleshooting procedures.
- Collaboration: Work closely with cross-functional teams to understand integration requirements and provide effective integration solutions.
- Supporting project delivery for all delivery aspects across the Enterprise Integration platform, including business analysis, customer engagement, project management and system testing.
- Learning and Development: Engage in training to learn MFT, ESB and NeoDPS technologies and their application on our Enterprise Integration Platform.
- Ensure compliance with APS values, security clearance requirements, and WHS policies, maintaining a high standard of professional conduct and accountability.
- Perform other duties as assigned.

Eligibility

- Australia Citizenship
- Must be eligible to obtain and maintain a Negative Vetting 1 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 agency.

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To Apply

Position Contact	John Gray, John.gray@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765260

Bureau of Meteorology

Closing Date:Friday 05 December 2025

Data and Digital
Service and Infrastructure Management

Job Title	Service Delivery Manager
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Canberra ACT, Sydney NSW, Brisbane QLD, Hobart TAS, Perth WA, Darwin NT, Adelaide SA
Salary	$135,402 - $152,073
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 2
Position Number	60019507
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=A2548067-FC9A-6C3E-68A1-E4647531175F

The Bureau’s Data and Digital group (DDG) is responsible for the ICT systems the Bureau relies on to provide trusted, reliable and responsive weather, water, climate, ocean and space weather services for Australia – all day, every day.

The Service and Infrastructure Management program (SIM) is responsible for Service Management, Service Operations, Infrastructure, Networks, High Performance Computing, End User Services, and Service Delivery. The program manages a significant portion of the Bureau's budget and has a vital role in ensuring the ongoing stability and operations of all IT assets essential for the delivery of Bureau capability.

The Bureau is seeking a strategic and results-driven Service Delivery Manager to oversee a major managed services contract within the infrastructure support domain. This pivotal role is accountable for ensuring the reliable, secure, and cost-effective delivery of infrastructure services that underpin the Bureau’s national operations and critical weather intelligence systems.

As the primary interface between the Bureau and its managed service provider, the Service Delivery Manager will lead contract governance, performance management, and continuous improvement initiatives. The role demands a strong focus on service excellence, risk mitigation, and stakeholder engagement across technical, operational, and executive levels.

This role is suited to a seasoned service delivery professional with deep experience in infrastructure operations, vendor management, and contract accountability. The successful candidate will demonstrate exceptional communication, analytical, and leadership capabilities, with a commitment to operational excellence and public value.

Duties

Leadership

- Provides strategic leadership and expert guidance to Bureau Business Owners receiving managed vendor support, fostering alignment across vendor expectations, relationship management, governance, reporting, backlog oversight, continuous improvement, and future engagement planning.
- Cultivates and sustains long-term, collaborative relationships with senior internal and external stakeholders, actively contributing to the Service Delivery Management (SDM) community of practice.
- Supports the SIM program, DDG, and other functions to promote a high-performing service delivery environment, including knowledge transfer and capability uplift.
- Implements the Bureau’s Service Delivery Management framework, including a strategic roadmap to build future capability and maturity.
- Maintains a broad understanding of the commercial environment to inform commercial strategies and sourcing plans.

Supplier Management

- Negotiates with Business Owners and service providers to resolve issues, influence contractual outcomes, and ensure delivery aligns with Bureau objectives.
- Develops and maintains Service Improvement Plans with relevant vendors, including roadmap reviews and capacity planning.
- Manages escalations to resolve incidents, address performance concerns, and ensure service continuity.
- Contributes to procurement activities, including tender evaluations, acceptance documentation, and advice on contracts and service level agreements.

Operational Management

- Ensures service providers deliver contracted operational support and IT service management functions in accordance with agreed terms.
- Proactively identifies and escalates risks, dependencies, and issues within the SIM program domain, collaborating with stakeholders to resolve constraints and unlock opportunities.
- Delivers timely, insightful reporting on managed vendor performance to meet stakeholder requirements.
- Supports the Manager, Service Delivery in developing and implementing operational procedures, reporting cadence, and service delivery tools.
- Undertakes ad hoc activities as required, including business readiness, change management, continuous improvement, and service optimisation.
- Adheres to all Bureau work health and safety policies and procedures, ensuring personal safety and the wellbeing of employees, contractors, and visitors.

Eligibility

At commencement, the candidate must be eligible to obtain and maintain Baseline Security Clearance, required for this position.

To be eligible to obtain a Security Clearance, candidates are required to meet certain pre-screening requirements, including the requirement that the candidate provide evidence of Australian citizenship. Further information can be obtained from: Security clearances | Sectors | Defence

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 agency.

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To Apply

Position Contact	Robert Iacobucci, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=A2548067-FC9A-6C3E-68A1-E4647

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765273

Bureau of Meteorology

Closing Date:Monday 08 December 2025

Data and Digital
Data

Job Title	Senior Hydrogeology Specialist
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Canberra ACT, Brisbane QLD, Sydney NSW, Hobart TAS, Adelaide SA, Perth WA, Darwin NT
Salary	$115,443 - $125,832
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	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Executive Level 1
Position Number	60017194
Agency Website	

Job Description https://bomcareers.nga.net.au/cp/

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Read the Bureau of Meteorology Strategy 2022–27 to find out more about our organisation and the work we do for all Australians.

Working at the Bureau

The Bureau represents a dynamic and exciting opportunity. At the Bureau you will:

- do meaningful work that brings real benefits to the Australian community, businesses and government.
- work with dedicated experts and professionals who constantly seek to improve the services we provide to our customers.
- work in excellent workplaces in a variety of great locations. You'll have access to the latest technology in a diverse, safe and inclusive environment for everyone.
- experience our commitment to learning, growth, training and clear career pathways. You'll receive competitive salary and benefits.

Position overview

The Data and Digital Group provides the data, technology and digital services to enable the delivery of outstanding customer experiences. The Water Data Services Team provides data services, guidance and support to uplift the Bureau's data maturity as part the Data Program in the Data and Digital Group. The team specifically fulfils the Bureau's responsibility to ingest and manage water data under the *Water Act 2007* and the *Water Regulations 2008*. The Senior Hydrogeology Specialist will report to Manager Water Data Services (EL2L).

The Senior Hydrogeology Specialist must have sound technical groundwater data management knowledge and an excellent working knowledge of groundwater data flows and operational groundwater data management systems, including data transfer formats, databases, and data

integration. Knowledge and experience of hydrogeological concepts and experience with groundwater time series and spatial data and metadata are essential.

In addition to technical expertise, the Senior Hydrogeology Specialist must have strong management, leadership and stakeholder management skills. The position is a leader within a small team of hydrogeology data specialists who work collaboratively to ensure groundwater data is received, ingested, processed and supplied to meet groundwater customer requirements, including maintaining and updating the datasets that underpin the Bureau's groundwater products.

The position will require well developed communications skills, systems, data, problem solving and quality management skills. Effective communication and stakeholder liaison skills are essential in maintaining good relationships with internal and external stakeholders, including customers, partners and data providers. The Senior Hydrogeology Specialist will work closely with closely with internal stakeholders from Community Services Group (CSG) and Business Solutions Group (BSG), in particular, to ensure groundwater data is suitable for use in products and services.

Duties

The responsibilities of the role include but are not limited to:

1. Leading the ingestion, standardisation, processing, management, and delivery of groundwater data to meet the Bureau's obligations under the *Water Act 2007* and *Water Regulations 2008*, support Bureau products and satisfy customer needs.
2. Overseeing groundwater data systems including databases and workflows for managing time series data, metadata and spatial data.
3. Leading the development and improving groundwater data processes to enhance data quality, timeliness, resilience, and operational effectiveness.
4. Leading the preparation and review of processes and documentation including delivery of training on these processes to ensure operational resilience.
5. Building strong and productive relationships with internal and external groundwater data stakeholders, including data providers, to ensure requirements are understood and data is fit for purpose. Communicating (both oral and written) complex technical groundwater information to diverse audiences.
6. Providing leadership within a small team of hydrogeology data specialists to deliver groundwater data services on time to a high standard. Monitoring program and team level key performance indicators and manage any risks to delivery.
7. Demonstrating commitment to APS Values, Code of Conduct, including Diversity and Inclusion initiatives.
8. 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

Australian Citizenship

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 agency.

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To Apply

Position Contact	Hester Viola, 0407 509 441
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765301

Bureau of Meteorology

Closing Date:Sunday 07 December 2025

Business Solutions Group
National Security & Space Program & Flood Warning Infrastructure Network Program

Job Title	Executive Assistant
Job Type	Full-Time;Part-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	$75,022 - $81,775
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 4
Position Number	60015498
Agency Website	

Job Description

https://bomcareers.nga.net.au/

We are seeking a high-performing self-starter to fill the role of Executive Assistant to provide administrative support to the General Manager of National Security and Space (Senior Executive Service Band 1) and the General Manager of the Flood Warning Infrastructure Network Program (Senior Executive Service Band 1).

The National Security and Space Program sits within the Bureau's Business Solutions Group and is the primary provider of environmental and space weather intelligence to sectors integral to Australia's national security, ensuring our partners have the right information at the right time to deliver their outcomes.

The Flood Warning Infrastructure Network Program is responsible for the delivery of 3 high profile Bureau projects, relating to the uplift and improvement of Australia's flood warning network and the Bureau's flood warning service, to help communities be better prepared during flood events.

The successful candidate will have strong interpersonal skills, a positive disposition and established service mentality. The candidate will have experience in handling sensitive and confidential information, including documents, briefs, submissions, and presentations.

High level organisation and time management skills are essential to the role, including diary management, correspondence management, organising travel and meetings and the provision of external services.

Duties

The responsibilities of the role include but are not limited to:

1. 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.

2. Provide administrative support to each General Manager.

3. Coordinate the tracking and reporting of Program objectives and key performance indicators using SharePoint, Microsoft Office, Microsoft Planner or similar.

4. Arrange and coordinate meetings with internal and external stakeholders. Coordinate room bookings, audio visual equipment and other resources as required.

5. Prepare agendas and meeting material, correspondence, presentations, and minutes, including the administration of critical, confidential, and sensitive information.

6. Inbox and diary management including prioritising and scheduling meetings, domestic/ international travel, itinerary and accommodation as well as telephone contact and email management.

7. Manage correspondence and preparation of replies.

8. Undertake minor open-source research on issues related to each Program.

9. Engage and collaborate with the EA Cohort.

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 agency.

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To Apply

Position Contact	Kristen Reeson, 0451 140 419
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765303

Bureau of Meteorology

Closing Date:Thursday 18 December 2025

Business Solutions Group
National Security and Space Program

Job Title	Senior Defence Meteorologist – Military Aviation
Job Type	Full-Time, Ongoing
Location	Amberley QLD
Salary	$115,443 - $125,832
Future Merit Locations	Amberley
Office Arrangement	On Site
Office Arrangement Details	This is an embedded customer-facing role and as such remote working options cannot be considered.
Classification	Executive Level 1
Position Number	60009227
Agency Website	

Job Description

https://bomcareers.nga.net.au/

Defence Weather Services (DWS) is the primary provider of environmental intelligence to national security agencies, specifically the Department of Defence and the Australian Defence Force (ADF). Services provided by DWS enhance Australia's national security agenda through the provision of weather, climate and oceanographic forecasts/data, real-time observations, meteorological training and professional advice to assist decision-making and planning for ADF operations and activities.

Defence Meteorologists – Military Aviation provide timely and valuable meteorological information to ADF aviation units, contributing to safe operations and operational advantage for ADF aviators. Defence Meteorologists work in a dynamic and customer focused environment and as such, building and maintaining close working relationships with colleagues and ADF personnel is essential. Working under forecast policy, the Defence Meteorologist will prepare and issue aviation forecasts and warnings specific to ADF requirements, maintain a meteorological watch and amendment service, provide professional advice and weather briefings, and take meteorological observations. Confidence in making independent meteorological decisions will be required, together with the ability to know when and how to reach out for support.

The successful applicant will be required to work from the Amberley Defence Weather Services Office (DWSO) at RAAF Base Amberley, which is located near Ipswich, QLD. RAAF Base Amberley is home to a range of Air Combat Group (ACG) and Air Mobility Group (AMG) squadrons and their engineering and logistical support units. Supported squadrons operate a

range of aircraft including F/A-18 Super Hornet, EA-18G Growler, C-27J Spartan, Airbus KC-30A and the C-17 Globemaster.

As the senior officer on-site, the successful applicant will be required to lead and coordinate the operations of the DWSO to facilitate effective decision support services to the ADF. The successful applicant will be responsible for building capability in a small team environment and for developing and managing a range of customer relationships within the Bureau and the ADF. Excellent communication, problem solving and time management skills will be required, as will a high level of resilience. Management of staff and administrative functions is also an important part of the role.

Working at a defence base has its advantages. For starters the successful applicant will be afforded all standard 'Defence APS' privileges while on base, such as the use of base facilities (mess hall, gym etc) and free parking near the office. Relocation will be supported as will a reasonable amount of temporary accommodation, prior to you finding something more permanent. You will get to know the Defence personnel you support and within our team there are many examples of friendships and support networks formed this way.

DWSO Defence Meteorologist roles are shift based and generally contained to weekdays during military flying hours. Occasional weekend and/or public holiday work will be required and travel to other DWSO sites for leave relief or to support military exercises may be required.

The successful applicant will need to attain and maintain at least a Negative Vetting 1 (NV1) Security Clearance, an Aeronautical Meteorological Forecaster (AMF) competency and the Aerodrome Meteorological Observer (AMO) certification. These can be obtained once successful.

Duties

The responsibilities of the role include but are not limited to:

1. Under the supervision and guidance of the Manager Defence Operations - Military Aviation, (MDO-MA) manage the ongoing operation of the Amberley DWSO, ensuring the quality and effectiveness of products, services and procedures.

2. Analyse meteorological information and prepare forecasts and warnings for local and other areas, whilst being consistent with forecast policy, and according to the specific requirements of the Australian Defence Force (ADF). Maintain a meteorological watch and ensure a timely amendment service.

3. Provide meteorological information and operational briefing services to ADF personnel and other agencies as required.

4. Proactively engage with local ADF personnel on all weather-related matters, including for military exercise support and for the development of new services to enhance ADF capability.

5. Assist in the provision of services to ADF units deployed on exercise, if necessary, working from other Bureau or Defence offices, or outposted to the exercise area.

6. Perform other operational duties, including taking meteorological observations, and participate in contingency arrangements with other Bureau offices as required. Perform basic maintenance and troubleshooting of meteorological, office and communications equipment, as required.

7. Contribute to Defence Weather Services national operational goals and participate in meteorological related studies and investigations, including those related to air safety incidents and military exercises. Prepare case histories of meteorological events and perform other operational duties as directed.

8. Attain and maintain all security clearance and aviation forecasting/observation training competency requirements in a timely manner.

9. 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.

10. Ensure the quality and effectiveness of products and services and continually seek ways to improve through the regular revision of products, customer feedback and engagement.

11. Have a thorough understanding of the principles and practices of the Bureau's Commitment to Diversity & Inclusion and implement these practices in the Amberley office.

12. Comply with all Bureau work, health and safety policies and procedures, identify risks and hazards, and take appropriate action to reasonably care for your own health and safety and that of employees, contractors and visitors who may be affected by your conduct.

Eligibility

Qualifications & experience

A degree or diploma of an Australian educational institution, or a comparable overseas qualification, which is appropriate to the duties; OR other comparable qualifications, which are appropriate to the duties.

Proof of attainment of a Basic Instruction Package for Meteorologists (BIP-M), as defined by the World Meteorological Organisation (WMO) guidelines WMO-No. 1083, is 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 agency.

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To Apply

Position Contact	Peter Davidson, 0447 605 348
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765330

Bureau of Meteorology

Closing Date:Tuesday 09 December 2025

Business Solutions
Aviation, Land and Maritime Transport

Job Title	Aerodrome Engagement Lead
Job Type	Full-Time, Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT, Sydney NSW, Perth WA, Darwin NT, Adelaide SA, Hobart TAS
Salary	$115,443 - $125,832
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	60019514
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=32A0DD45-8454-B2D5-7087-E4656450BFC6

The Aviation, Land and Maritime Transport (ALMT) Program is responsible for the Bureau's business relationships with service delivery partners, government stakeholders, and both domestic and international customers operating in the aviation, land and maritime transport sectors.

The Aerodrome Engagement team is responsible for increasing proactive engagement with the aerodrome operators and managing the relationships with Airservices Australia. In addition to managing this external engagement, the team works closely with the Aviation Customer Engagement team and observation delivery teams to deliver outstanding value to the Australian aviation industry.

We are seeking a motivated customer engagement specialist who understands the aviation sector and can build and sustain relationships with customers at all levels within the sector.

The successful applicant will possess sound initiative and leadership capabilities, and have excellent communication and stakeholder engagement skills. They will have experience working across teams, in technical domains and demonstrated project management skills. They will also have influencing and stakeholder management experience and will contribute to the planning of aviation meteorological services.

Duties

1. Build and sustain the Bureau's engagement with Airservices Australia, aerodrome operators, and related associations. Deepen and broaden customer and stakeholder relationships with the aerodrome sector and rapidly respond to customer opportunities to deliver outstanding value to customers.
2. Harness customer information and identify opportunities through detailed analysis of sectors within the aviation industry, in particular Airservices Australia and aerodromes.
3. Participate in multi-disciplinary, cross-functional teams and support internal business areas in their interactions with aerodromes.
4. Draft business proposals and customer agreements for new customer product and service offerings, and manage active ones.
5. Represent the Bureau at aviation industry conferences and committees, acting as an advocate for the ALMT Program and for Aviation Meteorological Services in particular.
6. Participate in ensuring the quality and effectiveness of services and products and, as appropriate, the ongoing development, implementation, and maintenance of the quality management system and, where appropriate, the associated AS/NZS ISO 9001 quality management standard certification.
7. Actively work across the Bureau, to ensure a workplace that is safe and diverse, where people grow and are empowered to excel, and where customers come first, trust the Bureau and consider that we are a pleasure to work with.
8. Comply with all Bureau Work Health and Safety (WHS) initiatives, ensuring compliance with Bureau WHS procedures and policies. Demonstrate commitment to APS Values, Employment Principles, Code of Conduct.

Eligibility
Notes

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To Apply

Position Contact	Pierre Kemmers, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=32A0DD45-8454-B2D5-7087-E4656

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765337

Bureau of Meteorology

Closing Date:Tuesday 09 December 2025

Science & Innovation
Research

Job Title	Scientist - Hydrologist
Job Type	Full-Time;Part-Time, Non-Ongoing
Location	Melbourne VIC, Brisbane QLD, Canberra ACT, Sydney NSW, Adelaide SA, Perth WA, Hobart TAS, Darwin NT
Salary	$94,563 - $125,832
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	
Position Number	60017950
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=6C19AA5E-58F9-209C-16E7-E465654BDC16

The Hydrology Science Section of the Bureau's Research Program is seeking an outstanding scientist to conduct seamless hydrological predictions research to improve our understanding of

climate variability, hydrological extremes and water resource assessment. In particular, the role will focus on seamless hydrological prediction, including the development of climate-scale land surface models. You will be a member of a team that contributes to key research with a focus on ensuring Australians are able to respond to current and future natural hazards and associated disasters, as part of improving national Climate and Disaster Resilience. You will conduct research, both independently and under guidance, and be expected to analyse extremely large volumes of data based on output from earth system models, land surface models, including for model optimisation and evaluation, using a variety of sophisticated statistical and analytical techniques including machine learning models.

You will need to have:

- An excellent understanding of seamless hydrological predictions, particularly stemming from land surface models. This includes knowledge of operational hydrology and land surface workflows as well as novel techniques (e.g. AI) for predicting landscape hazards and hydrological extremes. A wide knowledge of model optimisation and evaluation techniques including hydrological metrics is advantageous. Additionally, experience with dynamic vegetation modeling, carbon cycle modeling, or bio geochemistry modeling is desirable.
- Excellent analytical and scientific programming skills, including extensive experience with big data and ensemble processing and high-performance computing, and with machine learning models and scientific and visualisation languages including Python.
- Flexibility to work effectively and productively as a member of a team or project leader under the direction of your team leader, and an ability to plan and undertake research independently and to publish research results.
- Outstanding communication skills, including the ability to write science papers, work plans, present work orally, and translate science outcomes in ways which can be understood by non-expert audiences and customers, in particular, internal and external stakeholder engagement and multi-disciplinary experience is desirable.
- The role will involve close collaboration with scientific and technical staff across the Research Program, and with other Bureau employees and external stakeholders. Experience in liaising effectively with external stakeholders is an advantage.

Duties

1. Undertake original research and associated development in the area of seamless hydrological predictions and hydroclimate hazards and extremes, including publishing results in the scientific literature.
2. Work with clients, sponsors, and stakeholders of the Bureau's Research Program to understand their needs, develop proposals to address scientific and technical gaps, contribute to projects and drive innovation and scientific advancement with measurable impact and value.
3. Deliver practical science-based solutions in response to identified customer or organisational needs, including supporting development of a fully coupled Earth System Model with a focus on integration of machine learning techniques and land surface modelling which delivers greater impact and value from Bureau Services.
4. Provide scientific advice and scientific leadership to Bureau leaders and senior scientists and support them in delivering Team and Section plans and priorities.
5. Demonstrated commitment to the Bureau Way along with the APS Values and Code of Conduct.
6. Comply 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

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To Apply

Position Contact	Wendy Sharples, 0416355373
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=6C19AA5E-58F9-209C-16E7-E4656

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765341

Bureau of Meteorology

Closing Date:Sunday 14 December 2025

Science and Innovation

Job Title	General Manager, Research
Job Type	Full-Time, Ongoing
Location	Adelaide SA, Brisbane QLD, Canberra ACT, Darwin NT, Hobart TAS, Melbourne VIC, Perth WA, Sydney NSW
Salary	-
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Hybrid
Office Arrangement Details	Flexible working arrangements, including work from home, are available subject to operational requirements
Classification	Senior Executive Service Band 1
Position Number	60010498
Agency Website	

Job Description

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

Reporting directly to the Chief Scientist and Group Executive, Science and Innovation, the General Manager, Research leads the Bureau's Research Program and is a member of the Science and Innovation Group Leadership Team.

The overall objective of the Research Program is to advance scientific knowledge of weather, climate, oceanography and hydrology, with a focus on the development and application of world-competitive weather-climate and earth system prediction models, and associated systems, to meet the current and future needs of Bureau customers. The incumbent will foster an inclusive and collaborative culture within the Research Program and across the senior leadership of the Bureau, particularly with the Research to Operations Program, the National Production Services Program and the Data and Digital Group.

Our ideal candidate

Our ideal candidate will be a people and scientific leader with a track record of leading highly proficient and multi-disciplinary teams. You will have the capability to advance science and innovation in a globally-collaborative environment, to lead culture uplift, and to work with a range of partners to deliver customer-focussed outcomes.

Duties

As a member of the Science and Innovation Leadership Team:

1. Provide scientific leadership for the Bureau and advice to the Bureau Executive on scientific aspects of the operation of the Bureau.

2. In consultation with the Chief Scientist and other science leaders, review, monitor and assess the impact of emerging science trends and provide leadership in and advice to the Bureau on directions for the development of research capability.

3. Develop, coordinate and manage research, under the direction of the Chief Scientist.

4. Collaborate with relevant national and international organisations to maximise the beneficial impact of the Bureau’s Research Program.

5. Plan and manage the resources, finance, people and performance of the Research Program, within annual and forward estimate budget and delegations.

6. Participate in the development and implementation of an integrated approach to capability resource planning to ensure effective utilisation of research capability consistent with the aims of the Science and Innovation Group.

7. Ensure the optimal performance and utilisation of research infrastructure (including facilities, plant and equipment) and contribute to planning and coordination of the necessary capital investment for development and maintenance of research capability.

8. Manage the performance and contribution of staff through annual goal setting and performance reviews, staff development, career planning and mentoring.

9. Uphold and promote the APS Code of Conduct in all professional interactions.

10. Model APS Values and ensure that policies and practices in relation to all elements of the Bureau's Social Justice Strategy are applied throughout the Program.

The Chief Research Scientist Grade 1 is a member of the Senior Executive Service (SES) within the Australian Public Service (APS). SES leaders are required to demonstrate the highest levels of integrity, and uphold and promote the APS Values and Employment Principles by personal example and other appropriate means. To learn more refer to the APS Values and Code of Conduct in Practice.

SES leaders who make, or participate in making, decisions that affect the whole, or a substantial part, of the Bureau (as the Person Conducting a Business or Undertaking, PCBU) are regarded as an Officer for the purposes of the Work Health Safety Act 2011 (WHS Act). To fulfil their duty under the WHS Act, Officers must exercise due diligence to ensure the Bureau complies with its work health and safety duties and obligations. It is the Bureau's expectation that all SES Leaders act in a way that is consistent with the obligations of an Officer under the WHS Act.

Eligibility

Doctor of Philosophy (or an equivalent combination of other tertiary qualifications and research experience, appropriate to the duties).

Notes

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To Apply

Position Contact	Robert Argent, 03 8638 8207
Agency Recruitment Site	https://bomcareers.nga.net.au/cp/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765366

Bureau of Meteorology

Closing Date:Thursday 04 December 2025

Enterprise Services
Organisational Resilience

Job Title	Work, Health & Safety Advisor
Job Type	Full-Time, Ongoing
Location	Brisbane QLD
Salary	$94,563 - $105,910
Future Merit Locations	Brisbane
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	60019505
Agency Website	

Job Description

https://bomcareers.nga.net.au/

The Health, Safety, Environment & Rehabilitation (HSER) Team is a small, specialist team within the Organisational Resilience Program. The core function of the team is to advise and support the Business Groups within the Bureau to effectively manage their health, safety and environmental sustainability risks, provide rehabilitation and return-to-work services and ensure compliance with legislation.

The Work, Health & Safety (WHS) Advisor supports the HSER team by providing system support and specialist technical advice for the Bureau's work health and safety management system (Protecht) and the generation and data analysis of WHS performance reports for the Executive Team.

The WHS Advisor supports the Health and Safety Lead for the Data and Digital Group by providing health and safety advice for Bureau remote postings, including hazard and incident response, incident investigation, development and review of risk assessments, policies or procedures.

The WHS Advisor provides secretarial support for the Bureau Work Health & Safety Committee (BWHSC) and leads and coordinates the WHS networks of Health & Safety Representatives (HSRs) and First Aid Officers (FAOs) to comply with legislative and regulatory requirements.

Duties

The Work Health & Safety Advisor will be required to undertake work that is complex in nature, work under limited direction with the opportunity for reasonable autonomy and accountability. The role is responsible for the following key activities:

• Provide system administration, support and expert advice for the Bureau's WHS management information system for reporting hazards & incidents and completion of other WHS compliance activities (safety conversations, inspections, risk assessments, risk profiles).

• Identify opportunities for system improvement regarding health and safety metrics, reporting and compliance.

• Monitor and report on WHS performance, including collection and analysis of data from multiple sources, organisation and presentation of information in an informative and visually engaging manner, quality assurance, and identification of trends and opportunities for improvement.

• Triage and investigate hazard and incidents in a timely and appropriate manner, utilising industry recognised investigation methodologies.

• Provide coaching to different levels of management regarding incident review and investigation and development and implementation of remediation strategies.

• Provide accurate, well researched, relevant and timely advice on work health and safety matters associated with remote postings and partner with the business to resolve health and safety issues, and implement health and safety systems, procedures and audit findings.

• Undertake and contribute subject matter expertise in the development and review of health and safety policies, procedures and risk assessments to ensure continuous improvement and legislative and regulatory compliance.

• Develop and maintain effective working relationships with key stakeholders, including well-developed interpersonal skills to effectively liaise, consult, and negotiate with all levels of staff in the Bureau and with external stakeholders associated with remote postings (e.g. Parks Australia, the Australian Antarctic Division) and influence these stakeholders to progress a positive safety culture.

• Lead and coordinate the appointment, engagement, training, maintenance and payment of the network of health & safety representatives (HSRs) and provide secretariat support for the Bureau Work Health & Safety Committee (BWHSC).

• Manage appointment, training and payment of the network of First Aid Officers (FAOs) and contribute to the financial oversight and support for procurement of first aid equipment and supplies in accordance with legislation, relevant codes of practice and Bureau procedures.

• Support the Health, Safety, Environment & Rehabilitation Team through project management of health and safety initiatives.

• Develop, deliver and maintain health and safety induction and training and associated materials and e-learning.

• Comply 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

Qualifications & experience

A degree or diploma of an Australian educational institution or extensive previous experience in work health and safety and incident investigation in a geographically dispersed, operational Government agency.

Notes

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To Apply

Position Contact	Sandina Bailey, sandina.bailey@bom.gov.au
Agency Recruitment Site	https://bomcareers.nga.net.au/

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765417

Bureau of Meteorology

Closing Date:Thursday 11 December 2025

Enterprise Services Group
Portfolio Management

Job Title	Enterprise Portfolio Management Office (EPMO) Systems Coordinator
Job Type	Full-Time;Part-Time, Ongoing
Location	Perth WA, Melbourne VIC, Brisbane QLD
Salary	$94,563 - $105,910
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	60018951
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=FCD53A99-A6EA-0D95-C9B8-E465DC16A5FB

The Bureau’s Enterprise Portfolio Management Office (EMPO) is part of the Strategy Program within the Enterprise Services Group. It provides enterprise-wide coordination, strategic guidance, and support across the Bureau's project, program, and portfolio management activities.

The EPMO Portfolio Systems Coordinator supports the operation, configuration, and continuous improvement of the Bureau's project and portfolio management systems, including Microsoft Project Online, SharePoint, and the Microsoft Power Platform (Power Automate & Power Apps)

This role enables project delivery by maintaining and governing digital environments that underpin the Bureau's project lifecycle – ensuring data accuracy, workflow reliability, and compliance with enterprise portfolio standards.

The position provides technical configuration, governance support, and user enablement. The role contributes to the refinement of system processes, assists with user training, and promotes consistent, high-quality data practices across the EPMO.

This position reports to the Portfolio Systems Lead within the EPMO.

Duties

1. Administer, configure, and maintain portfolio management systems, including Project Online, SharePoint, and Power Platform components, ensuring reliability, accuracy, and alignment with EPMO standards.
2. Support project teams through system enablement – creating and managing site structures, permissions, lists, metadata, and automations to support project planning, reporting, and lifecycle governance.
3. Support EPMO core functions through establishing automated workflows using tools such as Microsoft PowerApps.
4. Provide user guidance and technical support, helping staff understand how to use Portfolio Management Information System (PMIS) tools effectively.
5. Collaborate with the EPMO Portfolio Systems Lead to identify and implement system enhancements, including data structure optimisation, workflow automation, and integration improvements.
6. Maintain governance documentation, templates, and metadata standards to ensure consistent use of project systems across the Enterprise Portfolio.
7. Assist with testing, data validation, and defect resolution during system upgrades or transitions.
8. Contribute to training and communications material that improves system literacy across the Bureau's project community.
9. Participate in internal forums and continuous improvement activities that strengthen project governance capability.
10. Ensure all activities comply with Bureau requirements, including records management, ICT security, and data policies.
11. Uphold Bureau workplace obligations, including Work Health and Safety responsibilities, APS Values, Employment Principles and the Code of 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 agency.

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To Apply

Position Contact	Sarah van Rooyen, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=FCD53A99-A6EA-0D95-C9B8-E465I

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Climate Change, Energy, the Environment and Water

Vacancy VN-0765426

Bureau of Meteorology

Closing Date:Thursday 18 December 2025

Enterprise Services
Organisational Resilience

Job Title	Integrity Lead
Job Type	Full-Time, Non-Ongoing
Location	Melbourne VIC
Salary	$115,443 - $125,832
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	60018855
Agency Website	

Job Description

https://bomcareers.nga.net.au/?jati=B5D51A31-FEC3-1FEB-6D47-E465DD396A66

The Integrity Lead responsible forleading and driving theBureau'sIntegrity function, including its fraud and corruption control program.The role supports Risk, Resilience, Integrity and Audit management to uplift integrity practices and culture across all Bureau Groups and Programs.

The Integrity Lead will contribute to the design, development, implementation and continual improvement of the Fraud and Corruption Control framework, polices, procedures and practices, and deliver best-practice Integrity advice to all levels across the Bureau.

The Integrity Lead works to the Manager, Risk, Resilience, Integrity & Audit in the Organisational Resilience program.

Duties

1. Advancing the Bureau’s integrity uplift, driving the development of cultural and awareness initiatives and delivery of best-practice advice across the Bureau.
2. Leading the Bureau's fraud and corruption control framework, including the development and implementation of policies, procedures, processes and tools, and templates aligned to best practice and Government policy.
3. Coordinating and advising on the identification, assessment and treatment of fraud and corruption risks in accordance with the Bureau's Risk Management Framework.
4. Undertaking fraud and corruption investigations and inquiries in accordance with the Australian Government Investigations Standards and the Bureau's fraud and corruption

control plan. Deliver high-quality, succinct and timely reports on these investigations and inquires.
5. Maintainingknowledge and expertise of relevant legislative, policy, Australian Government standardsand best practice related to fraud and corruption control, and act as an authority inthediscipline.
6. Preparing and delivering high-quality reports with evidence-based recommendationsto committees and senior leadershipon the fraud and corruption control program and the effective management of the Bureau's fraud and corruption risks.
7. 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 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	Marty de Bruyn, N/A
Agency Recruitment Site	https://bomcareers.nga.net.au/?jati=B5D51A31-FEC3-1FEB-6D47-E465[

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Employment and Workplace Relations

Vacancy VN-0765130

Safe Work Australia

Closing Date:Thursday 04 December 2025

Corporate

Job Title	Branch Manager (Chief Operating Officer)
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Canberra ACT
Salary	-
Future Merit Locations	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	This position is based in Canberra; however work arrangements from other locations may be considered.
Classification	Senior Executive Service Band 1
Position Number	66893
Agency Website	https://www.safeworkaustralia.gov.au//

Job Description

http://www.executiveintelligencegroup.com.au/vacancies

We are seeking an experienced and motivated senior executive to lead our Corporate Branch and contribute to the strategic direction of Safe Work Australia (SWA). Reporting directly to the Chief Executive Officer, the Chief Operating Officer is a key member of SWA's Executive Leadership team.

You will lead a high-performing, multidisciplinary branch with four EL2 direct reports responsible for delivering a broad range of corporate functions. You will provide the Chief Executive Officer with high-level strategic, operational and technical advice and drive the delivery of key corporate initiatives aligned with broader APS reforms.

To be successful in this role, you will bring a depth of experience in leading corporate services, ideally within a government environment. You will be a strategic thinker with sound judgement and the ability to navigate complexity with confidence. Your leadership style will be people-centred, inclusive, and performance-focused, enabling you to build trust and credibility across all levels of the Agency. You will have a proven track record of delivering results, aligning corporate functions to broader strategic objectives, and leading through influence. With exceptional communication skills, professional integrity, and a commitment to continuous improvement, you will foster a culture of collaboration, inclusivity and accountability.

Duties

The Chief Operating Officer position requires a highly experienced and motivated leader with a flexible delivery focused approach.

The Chief Operating Officer is accountable for driving the leadership and management of the following functions**:**

- Financial management
- Human resources
- Procurement and grants management
- Risk management, security and integrity
- Performance monitoring and reporting
- Property and facilities
- ICT (through a shared service agreement)
- Information and records management.

Key accountabilities include:

- Provide efficient and effective corporate services to underpin SWA's work
- Acting as the Chief Executive Officer's representative on the Audit Committee
- Undertake performance measures – corporate and operational plans
- Provide assurance and compliance with relevant legislation, public sector governance requirements and alignment with contemporary practice, including compliance with the PGPA Act and resource management frameworks, whole of government reporting and other legislative requirements
- Engage with external stakeholders and collaborate with senior executives and other agencies
- Development of corporate and resourcing strategies to support the operations of SWA and address capability and capacity challenges
- Oversee corporate planning and development of longer-term resource forecasts
- Partner with other teams to enable the delivery of Agency outcomes.

To be considered for this role you must have:

- Executive management experience
- Experience managing corporate functions, ideally within an APS agency
- Demonstrated understanding of agency obligations under the PGPA Act, Commonwealth Resource Management frameworks and APS employment frameworks
- Relevant tertiary qualifications are not essential, however, would be an advantage.

Eligibility

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

The successful applicant must be able to obtain and maintain a minimum of a Negative Vetting 1 level security clearance or hold a current security clearance of an appropriate level. More information on the security clearance vetting process is available on the Australian Government Security Vetting Agency (AGSVA) website.

There are also restrictions on the employment of people who have received a redundancy benefit from an APS agency or the Australian Parliamentary Service and who is still within their 'redundancy benefit period' or

restriction period. These arrangements do not apply to persons who have received a redundancy benefit from a non-APS Commonwealth employer, from a State/Territory Government employer, or from the private sector. There are no restrictions on such persons competing on merit for APS employment.

Notes

Executive Intelligence Group is committed to all prospective applicants and can provide reasonable adjustments during the application and/or the interview process. If you require **Executive Intelligence Group** to provide reasonable adjustments, please contact our Project Managers: Catherine Jennings or Renee Brassington on 02 6232 2200 for a confidential discussion.

Before applying, please obtain selection documentation from the Executive Intelligence Group vacancies page http://www.executiveintelligencegroup.com.au/vacancies **Ref. No. 1035.** If, after reading the selection documentation, you require further information please contact Tricia Searson or Karina Duffey at Executive Intelligence Group on (02) 6232 2200 or admin@execintell.com.au. All applications for this process must be submitted via the Executive Intelligence Group vacancies page.

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

About the Safe Work Australia

Safe Work Australia (SWA) is a leading national policy body for work health and safety (WHS) and workers' compensation. We are a small Agency of around 100 people yet our work plays a significant role in the lives of 13.5 million working Australians and their families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

To Apply

Position Contact	Tricia Searson or Karina Duffey, (02) 6232 2200
Agency Recruitment Site	http://www.executiveintelligencegroup.com.au/vacancies

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Employment and Workplace Relations

Vacancy VN-0765336

Safe Work Australia

Closing Date:Sunday 14 December 2025

Policy & Engagement Group
Hazards & Industries Policy Chemicals

Job Title	Assistant Director, Policy
Job Type	Full-Time;Part-Time, Ongoing;Non-Ongoing
Location	Canberra ACT, Melbourne VIC, Sydney NSW, Darwin NT, Adelaide SA, Brisbane QLD, Perth WA, Hobart TAS
Salary	$125,811 - $139,900
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 and flexible work options may be negotiated for the role.
Classification	Executive Level 1
Position Number	49882
Agency Website	https://www.safeworkaustralia.gov.au//

Job Description

https://swacareers.nga.net.au/?jati=D3527B84-962E-77E2-6DB6-E465652C5ED7

We are seeking candidates who want to contribute to important national policy that improves the health and safety of workers and other people in the workplace.

As an Assistant Director at Safe Work Australia, you will lead nationally significant projects, and be responsible for delivering on complex policy matters, utilising strong leadership, communication, and stakeholder management skills.

The Chemicals Policy section leads national policy to protect the health and safety of workers from the adverse health effects of airborne contaminants and hazardous chemicals. Key areas of focus include supporting the transition to new workplace exposure limits for airborne contaminants, air monitoring requirements for hazardous chemicals and updating the Hazardous Chemicals Information System. The section is responsible for developing

and updating guidance material to support the relevant requirements for hazardous chemicals and airborne contaminants in the model work health and safety laws.

The Occupational Diseases and Hygiene Policy section leads national policy to protect workers from health impacts of exposure to a range of work health and safety hazards. Key focus areas currently include improving the health monitoring of workers exposed to hazardous chemicals, managing the risks of biological hazards at work, and reviewing the requirements for workers exposed to lead. The section also leads national policy on noise, vibration and radiation, and works closely with other sections on the prevention of occupational lung disease.

Duties

Assistant Directors at Safe Work Australia:

- lead and build capability in a small team of APS level staff,
- develop high quality, evidence-based policy advice to address complex and emerging WHS and workers' compensation policy issues,
- demonstrate high level written and oral communication skills, and
- develop and maintain constructive relationships with key stakeholders.
- The role will be based in the Policy and Engagement Group. The Group is responsible for: coordinating and developing national policies in relation to WHS and workers' compensation matters,
- supporting implementation of the model WHS legislation and reform of the legislative framework,
- providing policy advice on the model WHS laws in relation to high-risk workplaces, hazardous chemicals and occupational diseases, including infectious diseases, silicosis and asbestosis,
- support the collection, analysis and dissemination of national WHS and workers' compensation data, and research that will address identified knowledge gaps, and
- undertake policy consultation and engagement activities.

Eligibility

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

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

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 agency.

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families through the provision of guidance to create safer and more productive workplaces, and the prevention of work-related death, injury and illness. We provide generous terms and conditions and flexible working arrangements. We are committed to professional development, health and wellbeing, as well as maintaining an engaged and enthusiastic workforce. Our Agency has an active Workplace Inclusion Network and social club, and we participate in a range of corporate and charitable activities. We pride ourselves on being an inclusive workplace. People from a culturally and linguistically diverse background, LGBTIQ+ people, Aboriginal and Torres Strait Islander people, people with disability and people with parenting or caring responsibilities are strongly encouraged to apply. Centrally located in the Nishi Building in Canberra, our office has easy access to a variety of cafés and restaurants. We are also close to Lake Burley Griffin which provides excellent views as well as walking and cycle paths.

To Apply

Position Contact	Belinda Roberts, 02 6240 8575
Agency Recruitment Site	https://swacareers.nga.net.au/?jati=D3527B84-962E-77E2-6DB6-E46565

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Communications and the Arts

Vacancy VN-0765249

Australian Communications and Media Authority

Closing Date:Tuesday 09 December 2025

Corporate Research Division
Finance, Reporting and Operations Branch Revenue, Cost Recovery,
Financial Statements & Reporting

Job Title	Revenue Assurance Officer
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	$85,883 - $106,898
Future Merit Locations	Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 5;APS Level 6
Position Number	2541-2025-1
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

Finance, Reporting and Operations Branch

The Finance, Reporting and Operations Branch is responsible for ensuring the financial sustainability and security of the ACMA through financial, procurement, facilities, travel and physical security services. The Branch proactively engages with business areas to provide advice, and financial and business performance reporting to drive strategic decision making and support the broader organisation. The Branch also provides assurance over the various revenue streams collected on behalf of the Commonwealth and leads the development of a range of budget and financial governance arrangements.

Revenue, Cost Recovery, Financial Statements & Reporting

The Revenue, Cost Recovery, Financial Statements & Reporting Section is responsible for providing assurance over the various revenue streams collected on behalf of the Commonwealth,

the custodians of the cost recovery policy advice, the management of financial accounting processes and preparation of financial statements.

About the role

This is a unique opportunity for a numbers enthusiast to gain exposure to a niche role, undertaking research and analysis, and using judgement and initiative to interrogate reporting and information received (e.g., financial data) in support of the Revenue Assurance Team objectives.

As the Revenue Assurance Officer / Senior Revenue Assurance Officer, you will use your research and analysis skills to interpret reporting submitted by industry participants, with a high degree of autonomy, working in a small team.

Duties

In this role, with the support of your supervisors, you will:

- assess, analyse and interpret reporting submitted by industry participants for the purposes of Telecommunications Industry Levy/Eligible Revenue Reporting and the Regional Broadband Scheme
- engage in problem solving to interrogate and understand the data, using your own initiative and curiosity to question things and investigate further, including gathering data from several different sources to ensure accuracy
- use sound decision making and judgement when assessing the potential levy or charge to be applied against industry participants
- produce well developed advice to stakeholders
- document clear and robust rationales in support of your analysis and decision making
- provide subject matter expertise on the compliance and management of the ACMA's revenue streams and cost recovery activities
- actively support key internal and external stakeholder relationships
- assist with the administration of assurance procedures, including in interpreting and applying a range of complex legislation to the ACMA's financial policies and revenue assurance procedures to ensure regulatory compliance

Eligibility

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

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.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the 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 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	Kelvin Ng, 02 6219 5104
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0765309

Australian Communications and Media Authority

Closing Date:Tuesday 09 December 2025

Corporate Research Division
Finance, Reporting and Operations Branch Revenue, Cost Recovery,
Financial Statements & Reporting Section

Job Title	Financial Accountant
Job Type	Full-Time, Ongoing;Non-Ongoing
Location	Belconnen ACT
Salary	$94,658 - $106,898
Future Merit Locations	Various locations - ACT, Various locations - NSW, Various locations - VIC, Various locations - WA, Various locations - QLD, Various locations - TAS, Various locations - NT, Various locations - SA
Office Arrangement	Flexible;Hybrid
Office Arrangement Details	Flexible working arrangements such as working from home days may be considered.
Classification	APS Level 6
Position Number	2914-2025-1
Agency Website	http://www.acma.gov.au

Job Description

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

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This work underpins our vision for a connected, informed and entertained Australia.

Who we are

Finance, Reporting and Operations Branch

The Finance, Reporting and Operations Branch is responsible for ensuring the financial sustainability and security of the ACMA through financial, procurement, facilities, travel and physical security services. The Branch proactively engages with business areas to provide advice, and financial and business performance reporting to drive strategic decision making and support the broader organisation. The Branch also provides assurance over the various revenue streams collected on behalf of the Commonwealth and leads the development of a range of budget and financial governance arrangements.

Revenue, Cost Recovery, Financial Statements & Reporting

The Revenue, Cost Recovery, Financial Statements & Reporting Section is responsible for providing assurance over the various revenue streams collected on behalf of the Commonwealth,

the custodians of the cost recovery policy advice, the management of financial accounting processes and preparation of financial statements.

About the role

This role involves managing financial accounting processes, preparing monthly and annual financial statements, and providing financial advice and reporting to management and external bodies. Key responsibilities include month-end and year-end processes, accruals, maintaining fixed asset register, assistance with financial audits, supporting financial decision-making through analysis and reporting, and Business Activity Statement preparation. The role requires strong analytical skills, judgement, effective communication, and an understanding of public sector financial frameworks, along with technical skills in financial software (TechOne and CBMS) and Microsoft Excel.

This position is initially non-ongoing with the possibility of extension or becoming ongoing.

Duties

As the Financial Accountant, your key responsibilities will be:

- Financial Reporting: Preparing monthly, quarterly, and annual financial reports, including management reports.
- Month-End and Year-End Processes: Completing month-end and EOFY closing procedures, including financial journals, workpapers and reconciliations.
- Asset Management: Managing the accounting for fixed assets, including acquisitions, disposals, depreciation, and the maintenance of asset registers.
- Financial Audits: Assisting with annual financial statements and supporting the audit process conducted by the Australian National Audit Office.
- Financial Analysis and Advice: Analysing financial data, providing expert financial advice to senior management and stakeholders, and supporting strategic decision-making.
- Stakeholder Engagement: Responding to requests for financial data from internal stakeholders, other government agencies and other external stakeholders.
- Tax Compliance: Managing and preparing tax obligations, such as the Business Activity Statement (BAS) and Fringe Benefits Tax (FBT) return.
- Process Improvement: Identifying problems and implementing improved work practices within the financial accounting functions.
- Corporate Documentation: Drafting various forms of correspondence and corporate documentation.

Eligibility

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

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.

Notes

Suitable candidates will be placed in a merit pool from this selection process and may be used to fill similar ongoing roles in other areas of ACMA. Non-ongoing opportunities may be offered as a specified term.

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

About the Australian Communications and Media Authority

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To Apply

Position Contact	Michael Lorenzato, 0439 411 945
Agency Recruitment Site	https://www.acma.gov.au/careers

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Communications and the Arts

Vacancy VN-0765217

National Museum of Australia

Closing Date:Sunday 07 December 2025

Collection and Curatorial
Registration and Conservation

Job Title	Senior Photographer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$94,563 - $105,910
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 6
Position Number	150562
Agency Website	https://www.nma.gov.au/about/employment

Job Description

https://www.nma.gov.au/about/employment

The Museum is seeking a highly motivated and experienced Senior Photographer to join the Registration and Conservation Business Unit. This position will play a key role in delivering the Museum's photography and collection capture objectives.

To be successful in this role you will have demonstrated skills and experience in photographing collections and a deep understanding of the role of collection capture and imaging within a cultural organisation for preservation and access. You will have experience in the logistical requirements to support the capture of cultural heritage objects and a collaborative approach. You will have experience supervising and managing staff in a technology driven environment where there is constant change, requirements for adaptation and new workflows and delivery to described standards.

This position will also be required to photograph Museum events and activities, providing important documentation of activities that activate the Museum's collections and engage audiences that are then utilised though a number of Museum channels.

You will communicate effectively and work collaboratively with internal and external stakeholders, including with contracted suppliers, to build productive relationships and deliver agreed outcomes

within timeframes. You will be interested in extending the team's imaging capabilities as the NMA and technologies evolve – experience and/or knowledge of new imaging technologies and approaches as applied to museum collections is desirable.

Duties

- Ensure team maintain technical standards and environment to meet needs of the Museum and public.
- Oversee operations, maintenance and improvements to photography studio spaces and environments.
- Keep current with technology advancements and build sector relationships.
- Maintain collaborative and effective relationship with other team members to ensure team can meet evolving imaging needs of the Museum's collections.
- Ensure collections are imaged in accordance with collection management and care practices and with NMA relevant policies and guidelines.
- Knowledge and understanding of the principles and practices of Workplace Diversity and Equity, Workplace Relations and commitment to relevant legal and regulatory responsibilities, including Workplace Health and Safety.

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.

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.

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 response to the essential and desirable Skills, experience and qualifications defined (word limit of 150 words per criterion). 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 Sunday 7 December 2025.

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.

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	Karen Peterson, 02 6208 5284
Agency Recruitment Site	https://www.nma.gov.au/about/employment

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Communications and the Arts

Vacancy VN-0765386

National Museum of Australia

Closing Date:Sunday 14 December 2025

Growth and Engagement
Commercial

Job Title	Senior Inventory Officer
Job Type	Full-Time, Ongoing
Location	Canberra ACT
Salary	$75,022 - $81,775
Future Merit Locations	Canberra
Office Arrangement	Flexible
Office Arrangement Details	To be negotiated on commencement
Classification	APS Level 4
Position Number	150315
Agency Website	https://www.nma.gov.au/about/employment

Job Description

http://www.nma.gov.au/about/employment

The Museum’s retail team requires a highly organised and efficient person who will work towards the delivery of a highly efficient and proactive stock management system, contributing to sales performance and retail experience.

The Senior Inventory Officer is responsible for managing the retail stock inventory from arrival at the Museum to the shop floor and online or external sales (wholesale, internal sales). This involves managing relevant databases, reporting on stock performance, and coordinating stocktakes. Other responsibilities include a proactive approach to the coordination of stock replenishment, ensuring stock levels are consistently maintained; coordination of the dispatch of wholesale and online sales orders; generation of stock and supplier reports; updating inventory databases; and liaising with stock suppliers. They will be integral to the success of our dedicated exhibition.

The Senior Inventory Officer will develop and contribute to effective relationships, collaborating with key internal and external stakeholders. The Senior Inventory Officer is responsible for the management of one direct report, and works closely with the EL1 Manager, Retail, and wider retail operations team. They also work closely with the Finance team on stock reporting.

Duties

- Lead inventory coordination across the 5 retail channels, online, flagship, exhibition, wholesale and distribution, ensuring stock accuracy and timely movement of goods.
- Support the Manager, Retail in development and delivery of retail product ranges by assisting with supplier liaison, documentation, and tracking activities.
- Assist with procurement and contract administration processes, including raising purchase orders, maintaining records, and ensuring compliance with relevant frameworks and guidelines.
- Maintain and update inventory at two storage locations and two retail locations, and update sales databases, ensuring data integrity and supporting reporting requirements for the Commercial Business Unit.
- Prepare and maintain administrative documentation such as meeting records, schedules, procurement logs, and inventory reports.
- Liaise with internal stakeholders and external suppliers to support operational delivery of retail and exhibition-related stock requirements.
- Contribute to research and benchmarking activities to inform product planning and support continuous improvement initiatives.
- Apply sound administrative practices to ensure compliance with procurement, inventory, and recordkeeping procedures in line with government and Museum standards.
- 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 a number of 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 2-page pitch addressing their suitability for the role against the essential and desirable Skills, Experience and Qualifications defined in the position description with their application.

Visit http://www.nma.gov.au/about/employment and apply online.

Applications close 11:59pm, Sunday 14 December 2025.

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, 02 6208 5036
Agency Recruitment Site	http://www.nma.gov.au/about/employment

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